Microsoft Teams Acceptable Use Policy – January 2021

In addition to our remote learning on SeeSaw and Tapestry, we would now like to provide online 'face-to-face' sessions for our pupils which will be facilitated by class teachers and support staff.

Troon Primary School will provide and use monitored Office 365 education accounts for the purpose of facilitating teacher-pupil communication via Microsoft Teams, which is an app that is part of Office 365. The goals of the school are to provide a tool for effective communication within our classes.

It is vital that we work in partnership to ensure that these tools are used in a safe manner. Therefore, the Office 365 accounts being provided for children are intended for educational purposes only and will be actively monitored through our domain and by our staff. Failure to comply with the Acceptable Use Policy by children can result in restrictions being placed upon the accounts.

Account security and safety

- It is the responsibility of children and parents to maintain the confidentiality of their Office 365 account information.
- Children will not share usernames, passwords, or other account information.
- Children will report any possible unauthorised use of their accounts to the teacher.
- Under no circumstances, will children attempt to login to another child's Office 365 account.
- Cyber-bullying and harassment will also not be tolerated. Children are expected to report any suspicious or threatening communication immediately to their class teacher.

Student use guidelines

Children's Office 365 accounts are to be used for the following purposes only:

- Teacher-pupil correspondence during a live Teams session.

Children may not use Office 365 account for:

- Unauthorised personal communication;
- Bullying or harassment of other children;
- Sending inappropriate or immoral content or language.

Privacy

Children's Office 365 accounts are the property of Troon Primary School. Children should not expect any content to be hidden or private from school, and it should not be used to store information that needs to be treated as such. Appropriate action will be taken if dangerous or malicious programs or content are detected.
These terms supplement our ICT 'Online Safety'. By signing your child up to Office 365, you are confirming your acceptance of these additional terms.

For more information regarding Microsoft 365 for Education privacy notice please read:

https://privacy.microsoft.com/en-gb/privacystatement

Pupil Acceptable Use Agreement

The Pupil Acceptable Use Agreement is copied here for the information of parents and carers (1990 Computer Misuse Act):

To keep me safe whenever I use the internet or email, I promise…
➢ to keep my username and password private and not to use anyone else's
➢ to keep all personal information private
➢ to block unknown links and attachments by not opening anything that I do not trust
➢ to report any messages or internet pages that are unsuitable or upsetting
➢ to tell someone I trust if someone asks to meet me offline

If I break these rules…
➢ I understand that the school's behaviour guidelines will be followed

In addition to these **:**

• I will take personal responsibility for my own E-Safety to protect myself and others by not publishing details, pictures or videos online, or agreeing to meet someone (further advice is available at http://www.thinkuknow.co.uk/).
• I will only use my school provided email and will follow the school's Acceptable Use Policy
• I will immediately report any physical damage or faults to ICT equipment or software to a teacher as I may be held responsible if I don't report it (school equipment).
• I will not use school ICT equipment for personal use (including printers) unless I have been given permission by a member of staff. I understand that all the school ICT rules set out in the Acceptable Use Policy will still apply.
• I understand that Teams is for educational use only.
• Videos and work that is shared with you on Teams is for your own use and should not be shared with others.
• I agree and understand that the school will monitor my use of school equipment, personal devices, user accounts, email and the internet in line with the school's Acceptable Use Policy. I also understand that if I break this agreement disciplinary proceedings will follow and the police may be involved.

Any misuse of an Office 365 account through inappropriate and unreasonable messages to teachers or to other children, threatening, aggressive or abusive behaviour will be reported to the police. In the event of misuse, the account will be disabled whilst under investigation.

Additional protocol for home learning

• During live meets, you must wear suitable clothing, as should anyone else in the household when on a live meet. Pupils will be asked to leave the online lesson if it is felt that a pupil or family member's clothing is inappropriate.
• All digital devices must be used in appropriate areas of the house, for example, not in bedrooms.
• Please sit against a neutral/appropriate background or change your background using the Teams app.
• Any live lessons will be recorded. This is for safeguarding purposes; if any issues were to arise, the video could be reviewed. (The recorded lessons will be stored for one year maximum and then deleted).
• The teacher must be the last participant in the Teams meeting once it has ended.
• Microsoft Team meetings will be kept to a reasonable length of time; the ideal time for a session is around 10-20 minutes.
• The Microsoft Teams meeting will fall within normal school hours (unless being used for a Parent Consultation.)
• All language used must be appropriate, including any family members and adults in the background of any household. Inappropriate language used by pupils or heard by members of their family will be

reported and their Office 365 accounts will be muted.
- Office 365 and the Microsoft Teams app that is part of Office 365 is for learning purposes only. This will be monitored and checked.
- Children and staff are not permitted to eat during online lessons. Having a drink whilst learning and participating is fine.
- Remote learning Teams policies have been applied to Pupil accounts to control access to functionality.

For Parents

- Monitor your child's access to digital devices.
- Try to ensure your child is fully engaged and following expectations. This is the most challenging aspect but can also be the most rewarding for your child's future education.
- When your child is learning online, please reduce distractions i.e. television, telephone calls, pets etc. in the background.
- If you have questions, you can send a message to your child's class teacher via SeeSaw or teacher email addresses. Staff will respond to your query as soon as possible.
- Please contact school and inform them if you do not have a device at home for your child or you cannot access the internet.