



chromebook



Apple Teacher



King Edwin Primary School

Home-School Remote/Blended Learning & IT Acceptable Use Agreement (including use of TEAMS)

At King Edwin Primary School, our overwhelming belief is that every child can be successful, both personally and academically, with early and effective help from staff that know and value them as an individual. We have high expectations of all members of our school; children, young people and professionals alike are challenged and supported to achieve their very best. Schools are most successful where a genuine partnership exists between children, teachers and partners.

The purpose of this agreement is to set out acceptable use terms alongside the remote & blended teaching commitment we make to every child's education both onsite and when they are unable to attend school. This agreement incorporates our expectations of you as parent/carer; of professionals as educators and the expectations of our pupils.

Our school will:

- Ensure all children have access to appropriate technologies that support learning (Chromebooks, iPads etc.)
- Facilitate quality learning opportunities using a high quality IT infrastructure including fast broadband speeds and reliable equipment – supporting the development of a digitally confident learner
- Offer a range of learning platforms and programs to facilitate online learning from school and at home
- Provide continuous learning via Microsoft Teams, One Note, Doodle, Purple Mash and other platforms
- Continue to support children through regular contact when at home, ensuring they are happy, safe and well
- Endeavour to support parents and children with any technical difficulties that they may be experiencing
- Respond to any concerns in a timely manner, within school hours
- Comply with GDPR, Safeguarding Standards and promote e-safety across the school community
- Monitor the online and internal network activity using safe filtering and embedded safeguarding systems, including that of activity within the TEAMS platform

I, as a parent/carer will:

- Ensure my child not only respects and looks after the technology made available but also navigates the digital and online space afforded them in a safe and sensible manner
- Encourage my child to engage with their teacher in order to scaffold their routine, care and support
- During live remote online sessions, ensure good digital manners (e.g. microphone muted)
- Support whole class live experiences by responding to teachers only when children have been asked questions
- Use the 'chat function' to ask a question and allow teachers time to respond
- Support my child with locating and navigating TEAMS or uploading documents such as word or other files
- Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher within school hours via the teachers email
- Ensure that any queries I may have regarding Microsoft Teams or home-learning applications are directed to the email address – helpandsupport@kingedwin.notts.sch.uk
- Ensure my child only publishes videos or files on the class Teams channel and not on any other site or on social media – screen shots will not be shared outside of the KEPS community
- Support my child by promoting e-safety and positive online behaviours
- Reimburse the school for any deliberate damage to hardware or digital platform caused by your child

I, as a Pupil of King Edwin Primary School will:

- Respect all technology and digital platforms made available to me by the school
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal
- If I accidentally come across any inappropriate material, I will report it immediately to my teacher or my parent
- Make good use of and take advantage of the excellent facilities and online learning available to me
- Show good digital etiquette at all times (*see TEAMS code)
- Use the 'chat' function sensibly and mostly for academic purposes – any social chats must be supervised by parents and held at acceptable times of the day (not late in the evenings)
- Engage with teachers daily so that they know I am happy, safe and well – raising a concern if this is not the case
- Only post or publish appropriate content on TEAMS or other platforms
- Conduct myself in a manner that would be expected of any KingEdwinner within or outside of school according to the schools High 5 Values

Possible sanctions for failure to comply with this agreement:

- Removal of access to Microsoft Teams
- Removal of access to specific technology or digital platforms
- Heightened monitoring of online and digital activity
- Sharing of inappropriate and dangerous activity with other authorities as required



This QR code links to a video supporting the TEAMS etiquette at KEPS

Anticipated outcomes if a child complies with this agreement:

All children will greatly benefit from first class digital and technology facilities, learning and developing essential skills for the future. They will build digital confidence and develop awareness of how to safely navigate the online environment, learning how to engage with others and be part of the ever growing online world.

Additional guidance regarding use of Microsoft TEAMS

It is important to understand that when using Microsoft Teams and other applications provided by the school, this use is monitored and logged by the IT Manager and can be made available to teachers.

Parents and teachers have a responsibility to ensure that 'live' streaming and calls are supervised appropriately – children, especially those below Year 5, should be closely monitored at all times regardless of the additional safeguarding procedures adopted by school.

When participating in a video conference on Microsoft Teams, all users should ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs).

When participating in an audio or video conference on Microsoft Teams, users must remember that this is an extension of the classroom and members of a household should conduct themselves accordingly.

This includes:

- Being punctual for meetings and interactive sessions
- Be fully dressed appropriately for learning (no pyjamas)
- Remain attentive during sessions as would be expected in class
- Interact patiently and respectfully with teachers and peers using appropriate language

Video conferencing is most effective when conducted from an environment that is quiet, safe, public and free from distractions. Try to avoid using a bedroom for video conferencing

Users MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher for safeguarding reasons.

Disclaimer

Under General Data Protection Regulation (GDPR), in order for your child to use Microsoft Teams to share their work and communicate with others, we require consent. We ask all parents to ensure they consent to all elements of this acceptable use and user agreement in order for your child to access the platform. We may have to remove access for any child whereby their parent has not digitally consented.

If you have any questions with regards the use of Microsoft Teams to enhance remote learning, please forward them to Mr Bandy and/or Mr Callaghan-Wetton

