

# BTCT Microsoft Teams User Policy Acceptable Use Policy

BTCT Trust requests that parents/carers ensure that their child has read and understood this policy before working from home on Microsoft Teams and using their Microsoft Office 365 account.

The use of Microsoft Teams, your email and Microsoft Office 365 is a facility granted, at the school's discretion, to help pupils work from home and if misused can be removed by ICT Services.

## Remote Learning using Microsoft Teams

- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams
- Pupils are unable to record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of their school Teams Account.
- Pupils should consider blur their background if in a conference meeting which involves a camera (if this facility is available to them).
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- Microsoft Teams is a business tool and your use of the chat tool should follow all the rules given to you by your English teacher. Use capital letters, think about your spellings and do not use slang or text speak.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.
- Pupils have been given an e-mail account to use. The account is monitored and filtered, the user is responsible for the content on their account and needs to follow the accepted rules of online safety.
- These include but are not limited to:
  - a. Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users.
  - b. Users are not allowed to distribute images of themselves or others
  - c. Users should be polite and use appropriate language. Do not swear or use inappropriate language. Any bullying should be reported to the safeguarding staff in the same way that you would do in school. Contact: Mr Winch using the following email address: [office@maidenbeech.net](mailto:office@maidenbeech.net) .
- You must not use someone else's username to gain access to the school network or Microsoft Teams/MS 365.
- You must not share your MS 365/Teams password with other children.
- You may not attempt to circumvent security of any host, network or account, or penetrate security measures ("hacking") on or accessed through the School network.
- You must not use MS 365/Teams to access inappropriate material, inappropriate text files, radicalisation or files dangerous to the integrity of the school network.

- You must not transmit, share, publish or store material on MS 365/Teams which; is bullying, threatening, abusive, hateful, indecent, or defamatory. You must report any unpleasant material or message sent to you. This report would help protect other pupils and you.
- If a pupil or user account breaches the above rules, their account may be inspected and their access stopped and may also render themselves liable to a sanction from the Head teacher.
- Above all, you should be **KIND TO OTHERS ONLINE**.

**FOR PUPILS: Expectations of Behaviour During Online Lessons**

- I will be ready to learn and try to find a quiet place to study, a desk or table ideally in a family area. I will be organised with my equipment and be ready ahead of time.
- I will be responsible for my behaviour and actions when using technology (E.g. Microsoft Teams, Zoom and other online interactions) this includes the resources I access and the language that I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or parent/carer.
- I will not record or take photos of my classmates or teachers during any face-to-face sessions.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

**Thank you for taking the time to read through this policy together.**

Please sign below and email to [office@maidenbeech.net](mailto:office@maidenbeech.net)

If you are not able to use email, please return to Mr C Winch in the post to show that you agree with the terms and conditions of this policy.

My child and I have read and agree to the terms and conditions above. (Please tick to confirm)

Signed.....

Date .....