



## TEAMS

### Home Learning Use Agreement

#### **Parental/ carer responsibility:**

- I understand that it is not appropriate for any part of the live lesson to be filmed or screen shot.
- I understand the lesson will be recorded for my child to access at another time if they are unable to access at the time the lesson is live. This must not be shared with anyone outside of my household or on social media.
- I have explained to my child that they should only use the chat function to ask their teacher a question about the learning, not to have general conversations with friends.
- My child knows their camera and microphone need to be turned off during the live lesson.
- I understand any work uploaded onto Microsoft Teams will only be responded to by the class teacher should my child/ child's class be isolating.

#### **If my child is borrowing a school laptop:**

- I understand that I am borrowing this laptop to allow for my child to participate with their learning via Microsoft Teams while they/ their class is isolating.
- I understand the laptop must be returned when my child/ child's bubble returns to school.

#### **Child's responsibility (overseen by parent/ carer):**

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
- I will be aware of "stranger danger", when I am communicating on-line.



- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender or educational details).
- I will not arrange to meet people I have met online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- I will not try to search for any inappropriate materials online.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I understand that the school may become involved if I am involved in any incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information.)

Signed (child): .....

Signed (parent): .....

Date: .....

