HURST GREEN PRIMARY SCHOOL

Teams Acceptable Use Policy

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	√		
Teachers	√		
Teaching Assistants	√		
Administrative Staff	√		
Lunchtime Supervisors	√		
Site Manager	√		
Cleaners	√		
Governors	√		
Parents	√		
Website	√		
Local Authority		√	

Responsibility of	School Improvement Committee
Review frequency	Annually
Policy created	11 February 2021; 22 February 2021; 7 February 2022; 6 February 2023
This version agreed	19 February 2024
Next review date	Spring Term 2025

Acceptable Use Policy for Teams

School to family interactions have had to be made at a distance since the Covid-19 outbreak and require teachers and students to adapt normal classroom routines to the online world. It is an expectation that the normal high levels of behaviour expected when in school will remain in place at all times when interacting with the school from home.

Digital technologies have become integral to the lives of children and young people. These technologies are powerful tools which open up new opportunities including the offer of pastoral and academic support for students. Technologies and digital platforms such as Microsoft Teams can provide opportunities for discussion, promote creativity and stimulate awareness of contextualised subjects to provide effective support for pupils based on their individual pastoral and academic needs.

Young people should have an entitlement to safe internet access at all times.

This Student Acceptable Use Policy is intended to ensure:

• That young people will be responsible users and stay safe while using the internet and other digital technologies to interact with Hurst Green Primary School.

• That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Hurst Green Primary School staff will primarily use Microsoft Teams as a communication tool to support students in a pastoral manner although the platform can also be used for academic purposes if school closure continues for a prolonged period of time.

Gaining access to Microsoft Teams

To gain access to Microsoft Teams every student will be provided with an email address and a password. The email address will act as the student's Office 365 log-on name. Once logged on students can access the Teams icon within this software. The email address will also allow students to access and use the school email system, which can also be found on the Office 365 homepage. Both platforms are monitored and neither should be considered 'private' by students.

Students should take on an increasing amount of responsibility for their own accounts as they mature over Key Stage Two, but this must be overseen by parents who also hold responsibility for children's actions online when at home. In EYFS and KS1 parents are completely responsible for their children's online actions. Parents and Children are expected to follow the Online Safety rules taught in lessons when interacting on Microsoft Teams including (but not exclusive to):

• Never revealing private information including date of birth, home addresses or contact details.

• Never distributing images of themselves of others via Microsoft Teams.

• Using appropriate words and actions when participating in calls and chats.

Students are strongly advised never to share their log-on name or password with anybody other than their trusted adults within their home environment.

Microsoft Teams in a 'Live' format

'Live' interactions to support students will always be initiated by a staff member who will make contact with students prior to the interaction starting to advise a start date and time. Students are expected to log onto Microsoft Teams on time to this time to be ready to accept the call request. Staff will inform all students when the interaction has finished and all students will log off Microsoft Teams immediately to allow the staff member to close the call. Student behaviour when participating within a 'Live' interaction will mirror normal classroom behaviour. Students will be expected to:

• Respect all participants by allowing others to share their view point in a safe environment.

• Respond to questions or tasks from staff members in an appropriate way.

• Attempt all tasks in a positive manner.

• Engage with enthusiasm when collaborating virtually with class members.

Remote Interactions using Microsoft Teams

For Microsoft Teams to be used effectively and safely, students must agree to the following points:

• Students must not use Microsoft Teams to call, chat or set up groups between each other or with any staff and parents.

• Students must not attempt to start or record a meeting.

• Students must not share any resources, recorded videos, PowerPoints, assemblies or other materials uploaded by staff or other students within or outside of Hurst Green Primary School Teams accounts.

• Student cameras are disabled but they may use still images of themselves (with parental permission) for easier identification for staff.

• Students must think carefully about what is acceptable language with regards to what they say, type or post when using Microsoft Teams. This includes the use of emoji's and images.

• Students must hang up at the end of the interaction or when instructed to do so.

If a student is found to not be using the Teams and 365 system appropriately, the school reserves the right to suspend access to the platform but in doing so must inform the parent as to why the account has been suspended. Additionally, the school will provide other means of communication for the period of the account suspension.

The school behaviour policy extends to inappropriate behaviour outside of school, including through the use of TEAMS. As such, consequences detailed in the school Behaviour Policy, including exclusion, can be put in place for breaches of this acceptable use policy.