

Online learning protocol

Microsoft Teams is used as an online learning platform to enable learning tasks and lessons to be shared between pupils in a class, parents and their class teacher. Microsoft Teams will also be used to share pupil's work with their teacher and with their classmates as selected by their teacher. It will be used during periods of school closure, class closure and to support individual pupils who may need to isolate or learn at home. We understand that not all families will have sufficient access to the internet and anticipate that work can still be completed offline and photos uploaded.

Pupils in older years will be able to post within their class team page. This will be monitored and permissions will be withdrawn if this privilege is not used responsibly.

By using Microsoft Teams and participating in live lessons pupils and parents must observe the following:

- I will not record or photograph any part of an online lesson. This is vital to ensure lessons can be provided and not breach safeguarding considerations. This will not be negotiable, and access will be withdrawn with immediate effect. Parents are requested to remove their child's mobile for the duration of the lesson.
- I will only share my video if I am in a shared family space (e.g. kitchen or living room) and I am appropriately dressed.
- I will join meetings larger than individual classes with both my camera and microphone turned off.
- I will only use my own Teams log in and I will keep my log in details and password safe.
- I will only use chat to help me with my learning; for learning related questions and answers.

Parents and carers please also note:

- Joining a meeting with video is completely optional. There will be no expectation from the school for students to join with video. Privacy in family homes is obviously of great importance and so please be assured that you remain fully in control of what you choose to share.
- The on-line lessons are for those children who are not attending in school, any parent/carer whose child is in school that joins the on-line lesson will be removed from the session immediately. This is a non-negotiable aspect of safeguarding.
- For younger children, we would ask, wherever possible, that parents/carers are at hand during the on-line lessons to support their child/ren.

All pupils are expected to use Microsoft Teams responsibly. The school will check Teams files, chat and profiles. In the event that these rules above are not followed or any inappropriate use parents/carers will be contacted. If issues persist, access to Microsoft Teams will be removed.

Woodford Valley CE Primary Academy will continue to monitor online learning and evolve best practice and protocols as it develops. These rules will not cover every eventuality.

Parent's consent for Microsoft Teams

I have read and discussed the responsible Internet use agreement and online learning protocol with my child.

I give permission for my child to use Microsoft Teams in school and at home. I will supervise my child when using teams at home.

I give permission for my child's work to be shared with their class teacher and selected pieces to be shared with their classmates via Teams.

Signed

Date

Pupil's Agreement

I have read and discussed the responsible Internet use agreement and online learning protocol with my parents/carers. I will use Microsoft Teams, the computer system and Internet in a responsible way and follow these rules at all times at home and in school.

Signed

Date