



**BIRCHENSALE MIDDLE SCHOOL**

**Belong Motivate Succeed**



## **Remote Learning Acceptable Use Policy**

Expectations and requirements during temporary closure of a class bubble, isolation of a pupil or local/national lockdown.

There will be times that your child will be invited to join a meeting with other class members to receive input from their teacher and share their learning.

**Please find a list of rules for your child to follow:**

- ✓ I will only use MS Teams for school purposes as directed by my teacher
- ✓ I will not reveal my passwords to anyone
- ✓ I will make sure that all my communication with peers & teachers on the class page is responsible and sensible
- ✓ I will only use the posts function to send a message to my teacher which is work related
- ✓ I will mute the microphone when requested and keep the camera off
- ✓ I will not use the posts function to send private messages to my peers
- ✓ I will not upload material which is not school or age appropriate
- ✓ I will not record or take photos/screenshots of my classmates or teachers during video sessions
- ✓ I will not enter a Teams lesson as a 'guest' through an alternative email address
- ✓ I understand that when using MS Teams my use is monitored and logged
- ✓ I understand that these rules are designed to keep me safe and if they are not followed, I will lose all access to MS Teams and my parents/carers contacted
- ✓ I understand that MS Teams is an extension of the classroom and that I should behave as I would in a classroom environment

**Parent/Carer Action:**

I have discussed the above rules with my child and they have agreed to follow the above rules when using MS Teams.