



**John Ruskin School**

## **Microsoft Teams Code of Conduct for staff, children and parents**

### **When using Microsoft Teams:-**

- We remember to be polite and to ensure the language we use is appropriate at all times, including that of any family members in the background.
- We do not write or upload 'off-hand', hurtful, rude or derogatory comments and materials.
- We ask someone's permission before uploading photographs, videos or any other information about them online.
- If we are engaging in a live lesson, we must always be appropriately dressed and in a living space (not a bedroom) when taking part in these lessons.
- We are not allowed to make our own recording of a live taught session or re-post any session content to any social media or internet platforms.
- We turn off our videos and microphones before joining any live lesson.
- We make sure any comments we add to the chat or post are only about the lesson.

### **Further Advice on E-safety for parents**

An excellent resource for you to use is the NSPCC website as it provides parents with simple information and clear avenues for support if you need it. Please take some time to look at <https://www.nspcc.org.uk/keeping-children-safe/online-safety/> as it contains information about some of the most common issues that your child(ren) may be facing in today's multimedia world.



## Acceptable Use Agreement: Parents

Covers use of all digital technologies children are accessing including but not limited to remote learning: i.e. email, Internet, intranet, network resources, learning platform, software, communication tools, social networking tools, school website, equipment and systems.

**John Ruskin Primary School and Language Classes** regularly reviews and updates all Acceptable Use Agreement (AUA) documents to ensure that they are consistent with the school Online Safety Policy.

These rules will help to keep everyone safe and to be fair to others.

- I will support my child being polite and ensuring the language they use is appropriate at all times, including that of any family members in the background.
- I will ensure that I or my child has asked permission before uploading photographs, videos or any information about someone else online.
- I understand that no recordings are to be made of taught sessions and it is prohibited to share any session content to social media or internet platforms.
- I understand that my child should not reveal their log in information to anyone but myself and any adult responsible for their care.
- I will ensure my child contacts the school immediately if they see anything that upsets them or makes them uncomfortable on the school learning platform.
- I will support my child with their access to remote learning.
- I have read the school's Microsoft Teams code of conduct and will uphold it.

### Acceptable Use Policy (AUP): Agreement Form

#### Parents

I agree to abide by all the points above.

Signature .....

Date .....

Child's Name ..... (printed)