



Remote Learning Acceptable Use and E-Safety

Dear Parent/Carer,

As your child will have the opportunity to participate in regular Teams sessions with their class and teacher over the next several weeks, we would like to provide you with some rules for these meetings.

During any online class and/or video call it is very important to follow these rules to keep yourself safe, your child safe and the teacher safe:

1. When signing into the class meet a parent/guardian MUST be present. Once set up and signed in the parent can leave the room if they wish, but they should be in the house.
2. Parents/guardian MUST ensure their child is signed out properly at the end of the meet.
3. All students, parents and anyone in the household that may be in the room MUST be appropriately dressed.
4. Parents should think carefully about the room their child is in for the class meet. To keep everyone safe, there should be limited personal items (such as photographs) on display in the background.
5. Minimise background noise such as televisions etc. to enable clear communications.
6. No pupils should record, screen shot or share any part of the meeting.
7. Students need to act as if they were in school. No bad behaviour, rude language, bullying or teasing will be tolerated.
8. Teams is to be used during sensible school hours – 8.30am – 5.30pm Monday to Friday to support learning. Pupils should not use Teams as a chatroom during and outside of lessons.

As some of the learning your child will be participating in will be online, we would ask that you regularly remind your child of our school e-safety rules so that they remain safe during this period:

- I will only use the Internet if I have permission
- I will only send messages to people if an adult has approved
- I will only send and post messages and comments that are polite and friendly
- I will never give out passwords or personal information
- I will not use internet chat rooms
- I will never arrange to meet anyone new over the internet
- If I see something that makes me feel uncomfortable, I will turn off the computer/iPad and tell an adult at home or school.

Thank you for your continued support,

Mrs Salmeron
Deputy Head Teacher