



Guidance and expectations for Students when using Microsoft teams

In the event of any future school closures, we want our students to seamlessly move between classroom based and remote learning without any wasted learning time. This will allow them to have greater access to staff for support.

Following an initial trial, we have added Microsoft teams to all student accounts and we are currently conducting a wider trial, which will enable some students to access 'live lessons' and engage with their teachers in question and answer sessions as well as feedback support.

Some guidelines need to be followed to ensure we keep both our students and staff safe. Please read the following guidance carefully:

1. Please re-read the ICT acceptable use policy, all staff and students have signed this as part of the home-school agreement.(This can be found in student planners and on the website under parents/safeguarding policies/e safety policy)
2. Students can access the 'live lessons' by opening the Microsoft teams app and joining the relevant class. Further information will be posted on SMHW in advance of the lesson and this is only to be used by students at Netherthorpe.
3. Students will have access to the Q&A feature of live lessons this is not a chat function, this is to be used to ask questions to support learning.
4. There is no need for students to record the event as this will be done by the teacher and students will be able to access the live lesson at a later time through the original link. **The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden. If students record a lesson, this would go against the acceptable use agreement.**
5. To ensure that that staff and students feel safe in accessing this feature, control measures have been put in place to ensure that this new system is not used inappropriately. Students will not be able to create their own 'Teams' or use the chat option to one another.
6. We reserve the right to take your child out of Teams sessions should they be found to be not following our acceptable use policy or if their behaviour is not acceptable during the session. If this behaviour is repeated in subsequent lessons, the school reserves the right to remove the student from all subsequent live sessions.
7. Behaviour when working as part of an online live event should be as expected in normal classroom learning: quietly listening to the teacher and completing work; prepared to ask and answer academic questions; attempt learning tasks and ask for help and support, whatever the challenge; work respectfully with others when in a group.
8. Distance learning requires teachers and students to adapt to new working practices but the normal high expectations of behaviour will remain.

When students connect to the lesson, they will be asked to turn off their video functions and disable the microphones unless they are asked to speak by the teacher.

If you are concerned that a student or member of staff is using this feature inappropriately, please contact our Safeguarding Lead Mrs Connolley:
n.connolley@netherthorpe.derbyshire.sch.uk or phone her during school hours.