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Class Teams Meet
Pupil/Parent Code of Conduct
2020-2021

What is a Class Teams Meeting?

During the lockdown class teachers will run live meetings in the class Teams account. The idea of these sessions is to allow the children to feel connected and to share key learning and feedback. These *class catch ups* will sometimes involve the children in school also.

Key Points to note:

- Two members of staff will always be in the meeting.
- Cameras will be enabled parents can control this feature.
- Children in school may be able to share learning with children at home, using our teacher account. Existing permissions for sharing videos and images will be assumed to be accurate. If you have a concern about this and wish to change your preference, please contact the school office.
- Microphones will be turned on, although the parents should mute these until the format of the meeting is established.
- Parents and children should NEVER record or take photographs of the Teams meeting content.

Below is a detailed Code of Conduct which applies to children and parents. When participating in online meetings, both parents and children should be aware of the expectations set out below:

Live Teams Expectations

- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible, and is solely work related.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Streethay Primary School.
- I will not record or take photos of my peers or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged by the IT Manager and my teachers.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted, and I may be removed from the live conferencing.
- I will only take part in 'live' streaming if a responsible adult knows that I am doing it and is at home to supervise.

- When participating in a meeting on Microsoft Teams, remember that this is an extension of the classroom and you and other members of your household should conduct yourself as you would when on your best behaviour in school.

Specifically relating to the use of cameras:

- Parents are reminded they are responsible for monitoring the use of the camera feature.
- Parents should be present whenever their child is in a live Teams meet.
- Children should be suitably dressed and positioned to promote privacy e.g. not in bedrooms or with others in view in the background.

Microsoft Team Disclaimer

Under General Data Protection Regulation (GDPR), in order for your child to use Microsoft

We ask you to complete the Microsoft Forms consent that you give permission for them to access the platform in agreement with the conditions set out in the Code of Conduct. We will not invite any children into a Teams meeting without confirmation that Code of Conduct has been read and agreed.

For more information on GDPR, please visit

<https://ec.europa.eu/info/law/lawtopic/dataprotection/reform/rights-citizens>.

Appendix 1

eSafety Rules

Think Before you Share

Knowing what's OK to share on the internet and what's not

Check it's For Real

Spotting the clues for what's real, fake, misleading or a scam online

Protect Your Stuff

Learning how to keep information secure online and create strong passwords

Respect Each Other

Understanding what it means to be kind online and respect other people's privacy

When in Doubt, Discuss

Asking for help from a parent or trusted adult with tricky situations online