

# Microsoft Teams Policy

At Pippins School, we use Microsoft Teams as a platform to enable communication between pupils and teachers if the school is closed during term time to enable the continuation of education.

## Why Use Teams?

Online platforms can assist in helping children to feel socially connected and to support learning in an engaging way. Children and teachers can stay in touch and help each other using dialogue and can feel like they are meeting in person using live meetings. It will be used as a digital hub to bring the children together. It is an ideal tool for both children and teachers to converse in topical conversations, take part in quizzes, complete activities and assignments and just keep in touch. This tool is used by a number of schools and organisations.

## Keeping Children Safe

Teams is licensed and users have to be assigned by an authorised user. By logging on and taking part, parental responsibility is obtained and as such parents are required to monitor their child's activities. Making inappropriate, offensive or unkind comments, including through the use of emojis/GIFs/ images, will not be tolerated.

## Online Meetings

When attending online meetings, we expect children and family members to be appropriately dressed with minimum distractions in the background e.g. television/music and keeping microphones on mute unless asked to unmute by the teacher or when answering a question.

Normal classroom behaviour is expected when participating in an online lesson: attentive, asking and answering questions, participating in activities and engaging respectfully with others.

Meetings between staff and pupils will be recorded and copies of the recordings will be available on the Teams platform. The recording of lessons or conversations through alternative means (such as recording using a mobile phone) is strictly forbidden. Distribution of recordings is not permitted.

It is acceptable for children to turn off the camera or blur backgrounds if this makes them feel comfortable.

## Emails

Children are only able to use their Microsoft account to send emails to staff. Any attempts to send an email to an alternative email address will be sent directly to a member of staff to ensure the safety of the pupils.

## School Closure

If the school or class has to close and pupils are required to work from home, there is an expectation that pupils will engage in online work through Teams, unless parents have notified the school where this is not possible due to limited Wi-Fi or devices. Working from home at any age presents challenges and at Pippins we recognise that for some families, sharing computers or other devices may result in some children being unable to attend all sessions; however, we expect pupils to take reasonable steps to complete learning tasks in the timescales set by teachers.

During times when the school is open and children are attending as normal, Teams will continue to be used for homework tasks. Teams is primarily a learning tool and as such is not to be used as a communication tools between pupils for general conversation unless the school is closed.

**Staff**

Staff will use Teams to communicate with each other via conference call when face to face meetings are not appropriate. In addition, meetings may also be set up between staff and parents at prearranged times using their child's log in.