



Rushen Primary School Protocol and consent for the use of Microsoft Teams

This Protocol is for parents/carers who would like, when offered by the school, for their children to participate in video conferencing calls via Teams.

Our distance learning offer on the school's website complies with DESC Guidance for Distance Learning for Primary Schools. Although not a requirement, we have introduced Microsoft Teams for children to be able to contact their teacher during school hours and when the teacher is available. The school reserves the right to adapt or remove the use of Microsoft Teams at any time.

Important to note:

In order to safeguard the well-being of children, families and the staff of Rushen Primary School, parents should be aware of the agreed statement (below) which serves to protect staff and children.

The use of the functions in Microsoft Teams are subject to strict safeguards regarding personal and professional privacy. Individuals outside of the school are not permitted to share, copy, edit or tamper with the material provided.

Staff will not tolerate any form of abuse, be that verbal, or written/typed/posted by pupils or their parents.

Staff reserve the right to end (or remove a pupil from) a live session, should they be subject to inappropriate behaviour, if a lone working situation arises (i.e., if there is only one pupil present in the session), or for any other reason.

Staff will maintain the same professional boundaries online that they would offline (The Staff Code of Conduct remains in force).

It is essential that children and staff follow the DESC Acceptable Use Policy and E-Safety Policy

A copy for parents and staff can be found here:

https://www.gov.im/media/253621/ict_acceptable_use_policy.pdf

A copy for the children of Rushen Primary School can be found here:

https://rushen.sch.im/site/uploads/pages/84/media/20210111_fe6b75c8/AUP.pdf

Expectations for participating in Teams/video conferencing:

Video meetings will be led by a teacher. Another member of staff will always be included for monitoring and safeguarding purposes, but will not participate in the meeting. There may be occasions when a meeting may not be able to take place and notice may not be given at the time. Please be patient and understand that the teachers will endeavour to meet when they have scheduled a time, but other matters may have greater priority or precedence or be beyond their control.

It is important to:

- Understand that if your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of others' households) that are part of the conversation.
- Only use the school email addresses and accounts.
- Only allow pupils to use the Microsoft Teams function for school-based sessions using their account. Teachers send an invite and the pupils join at the allotted time.
- Refrain from posting comments or using video calling facilities out of school hours.
- Ensure that language is appropriate for all primary school aged children (including any others in the background).

It is important that:

- The session is conducted in an appropriate setting (family rooms – dining room, kitchen, lounge, etc., not bedrooms) and where possible against a plain background.
- The parent or carer makes sure their child and other members of the household are aware the video call is happening.
- Participants think carefully about the privacy of other people in the house or setting.
- Pupils (and anyone else in the household who may be seen) wear appropriate clothing.
- Pupils behave with the same respect for their teacher and class mates as is expected in the classroom/around school.

Parents and children will not:

- Communicate or respond to contact outside the purposes of school learning.
- Give out personal details.
- Discuss or share information or data relating to pupils in social media groups.
- Take images or recordings of pupils or school staff on any device.
- Make recordings of disclosures.
- Make a request for, or agree to hold a one-to-one session with staff.

Using Teams video conferencing:

- Access to video communication via Microsoft Teams will be at set times.
- Class teachers will post a meeting date and time within their Class Team channel.
- The children will need to log into their own Team account, click on the channel in their Team (e.g., Monday, Wednesday or Friday) and ask to join the call when this appears in the posts section.
- You must join the meeting with the video option switched on.
- Keep the microphone on 'mute' until given an instruction to 'unmute' by the teacher.
- Use the 'Raise Hand' function when the child wants to speak and wait for the teacher to unmute.
- Listen respectfully and engage in the conversation.
- Avoid distractions.

Rushen Hub:

It may not always be possible for the children attending the Hub to access Teams while they are in school.