



Safety Guidance for Online Communication via Teams

General Guidelines for Parents and Carers

Please support your child to safely use Microsoft Teams to access their home learning by:

- making sure your child understands and is aware of the pupil guidelines.
- supervising your child's internet use; make sure you are aware of what they have been asked to do and the websites that they need to access.
- Ensuring that you know who your child is talking to or messaging.
- Returning calls, messages or emails from staff. Staff may call from a withheld number to speak to you or your child. If a member of staff calls to speak to your children, please check that you know who they are by speaking to the member of staff yourself before your child talks to them. Stay in the room while your child is on the phone.

Guidelines for posting and chatting via Teams

- Please supervise and monitor what your child is posting on Teams.
- Children should contact their teacher during school hours (8:45am – 3:20pm) with any questions about their learning by posting in their class team. Outside of school hours the 'mute' function will be used by class teachers to prevent unsupervised communication between children taking place.
- Children should use language that is appropriate for the classroom and communicate with respect to others on the class Team.
- There will always be at least two members of staff in a 'private' channel on Teams.

Guidelines for All Video Calls and Video lessons via Teams

- All video calling will take place over Microsoft Teams, using the 'meetings' function.
- The parent or carer must make sure their child and other members of the household are aware the video call is happening. Timetables will be published on individual class teams so that families know when to expect 'live' lessons to take place.
- Staff, children and other members of the household must wear suitable clothing.

- Devices should be used in appropriate areas; for example, not in bedrooms and, where possible, against a neutral background.
- Language must be professional and appropriate, including any family members in the background. The same expectations apply for remote teaching and conversations as for normal school conduct.
- Staff will only ever video call a pupil with prior agreement with parents and the Principal/Deputy Principal. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on Teams and logged.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- 'Live' classes will not be recorded or stored on Teams. We do not have permission from all participants to do this and there are safeguarding risks from videos being shared through channels outside of Teams. Under no circumstances may parents record the screen when online lessons are taking place. If children are unable to attend a 'live' lesson, any learning they have missed will be posted on Teams for them to view at a later date.

Group Video Lessons

- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation.
- Parents will need to appear on screen at the start of the lesson to confirm they give consent for their child to be part of the group conversation.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to leadership staff or the Academy Principal.
- Live classes will be kept to a reasonable length of time and will take place during normal lesson times.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents and the Academy Principal. This will be at a pre-arranged time and day.

- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room whilst the call takes place.

Further Guidance about Online Safety

Support for parents and carers to keep their children safe online includes:

Internet matters – for support for parents and carers to keep their children safe online.

Net-aware – for support for parents and carers from the NSPCC.

Parent info – for support for parents and carers to keep their children safe online.

Thinkuknow – for advice from the National Crime Agency to stay safe online.

UK Safer Internet Centre – advice for parents and carers.

Please contact the school if you have any questions or concerns by emailing admin@harrold.beds.sch.uk.

Online Home Learning Guidelines for Pupils

I want to stay safe online and I know that anything I do on the computer, phone, tablet or internet may be seen by someone else.

I will:

- only open pages which my parent, carer or teacher has said are okay.
- talk to my parent, carer or teacher before using anything on the internet that I'm unsure about.
- tell my parent, carer or teacher if anything makes me feel scared or uncomfortable.
- make sure all the messages I send and comments I leave are polite and positive.
- tell my parent, carer or teacher if I get a nasty message or something makes me feel uncomfortable, and not reply.
- not give my phone number or address to anyone online.
- not tell people about myself online (I will not tell them my name, anything about where I live, where I go to school or names of clubs I attend).
- not upload photographs of myself onto the computer or internet without my parent or carer's permission.
- keep any passwords I have private.
- Only speak to people I know online and on the phone.
- never agree to share photos with, telephone, video call or meet a stranger.
- Always make sure my parent/carer knows who I am talking to or messaging.

Microsoft Teams

- When using Teams, the teacher may let children comment, or they may have turned comments off.
- If you are allowed to comment you must remember our learning on online behaviour – you are polite and positive and comments should be related to your learning.
- Remember – teachers can see exactly who posts what on Teams.

- If your teacher wants you to create a post, for example taking a picture of your home learning project, they will enable you to create posts for that time.
- If you are posting photos of your learning, please remember to do so safely – remember to always check with your parent/carer before uploading a photo. All children in photos must be suitably dressed and in a suitable location.

UNACCEPTABLE USE

Examples of unacceptable use include, but are not limited to:

- Creating or sending any messages or comments that might upset other people.
- Using another person's username and password, for example to access a device or website.
- Looking at, or changing work that belongs to other people without their permission.
- Wasting time or resources on school computers.
- Sharing pictures or making video calls without checking with your parent/carer