



English Martyrs' Home ~ School Acceptable Use Agreement for the use of Video Conferencing (including live teaching & lessons) with Microsoft Teams

This Acceptable Use Agreement is intended to ensure:

- That our pupils will be responsible users and stay safe while using Video Conferencing
- That they will understand how to use Video Conferencing responsibly

By signing this agreement

- Parents/carers and pupils are agreeing to the following guidelines when participating in Video Conferencing
- Parents/carers are accepting responsibility of their child's conduct and behaviour of their child during the video conference, by authorising their child's Microsoft Teams email
- Parents/carers are accepting responsibility of the conduct and behaviour of other household members during the video conference, by accepting the invitation to participate

During any Video Conference I:

- * Will notify my parents/carers/adult responsible for me in my home when I am taking part in a Teams video conference
- * Will wear appropriate clothing for the meeting/session (no pyjamas/Onesies etc)
- * I will add and use an appropriate digital background when I am online
- * Understand that staff have in-meeting options to control the meeting:
 - Disable video: Turn off a pupil's video to block distracting content or inappropriate behaviour while in session.
 - Mute pupils: Mute/unmute individual pupils or all of them at once.
- * Will follow my school's Behaviour for Learning policy as I would in school
- * Will treat the video conferencing 'classroom' just as I would at school, with respect and understanding of others
- * Will stay muted unless I'm talking
- * Will sit in a well-lit room, that can be supervised by parents/responsible adults (not in my bedroom)
- * Will not post pictures of my class on personal social media or elsewhere online from the video conference

Signed:

Child

Class

Parent/Carer

Date