



Pupil Responsible User Agreement for Remote Learning using Microsoft Teams Classroom

At Hill Avenue Academy, we fully recognise our responsibility for safeguarding children and young people. The action we take at our school to promote the welfare of children and protect them from harm is everyone's responsibility. As we extend our classrooms online, it is essential that we obtain and secure the full support of parents/carers to ensure all of our children remain safe at all times whilst online. It is for this reason we ask that you read and accept the Terms and Conditions of this Parent Agreement for Remote Learning.

When participating in a video conference on Microsoft Teams Classroom, I understand that:

- I will only use technology for school purposes as directed by my teacher.
- I will only use technology when there is an adult in the house and they know I am using it.
- I will not share my email address or password to anyone.
- I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use.
- I will make sure that all my communication with my teachers using technology is responsible and sensible.
- 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 record or take photos/screenshots of my classmates or teachers during video sessions.
- I understand that when using applications provided by the school that I use can be monitored and logged and be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school consequences will be applied and my parent may be contacted.
- I understand that Microsoft Teams is an extension of my classroom and that I should conduct myself as I would in a classroom environment. This includes:
 - Taking part in my learning in an environment that is safe, quiet and free from distractions.
 - Being on time for any timetabled lessons.
 - Being dressed appropriately for learning.
 - Listen carefully and contribute ideas during lessons.
 - Interacting patiently and respectfully with my teachers and peers.
 - Not recording each other's online interactions.
 - Understanding that my virtual classroom is not a social messaging facility and I will not post messages to other class members or staff.
 - Finishing the session when my teacher instructs me to do so.

Name: _____ Class: _____

Dated: _____