



Acceptable user guide for Home Learning

As a result of the COVID19 pandemic at certain points this year it may be necessary for Welford School Children to undertake home learning. You have received the appropriate log in details to log onto our Microsoft Teams 'Home Learning Platform'. We have chosen this platform as we believe that it is the easiest way to provide learning for our pupils. This is an ever-changing platform that we are trying and may change over the course of the year to provide additional features. This letter is an agreement that we would like all children and parents to read and sign. Please read this with your child and explain it to them.

In order to protect both children and staff, we require that if you wish to take advantage of these opportunities on Teams, you agree to the following:

- 1) The safety of both children and staff when using this technology is paramount and we will be following relevant advice from Microsoft Teams, the Children's Commissioner and the NSPCC.
- 2) A Teams account is needed so that we can ensure only registered users can access meetings. Only parents and pupils should access meetings via teams.
- 3) As Teams is not intended for use by children it should only be used by their child when supervised by an adult.
- 4) An appropriate adult must remain in the same room as the child during video or conference calls to monitor and ensure they are safe and using it appropriately.
- 5) When joining any school Teams meeting you will need to briefly be onscreen with your child so we know that they have an appropriate adult nearby. This will also give us a chance to talk with you if we need to.
- 6) Children must take part in the meet up in a suitable communal environment (not a bedroom) and be appropriately dressed (uniform isn't necessary, but they should be fully dressed in clothing that covers top and bottom half of the body).
- 7) All members of the household must be aware that the meeting is taking place and make sure they are also suitable dressed and use appropriate language and behaviour when nearby or in the background. Teams has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- 8) You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- 9) Using this platform, we realise that children will be able to message one another using their school email. We are aware that this is good for social interaction but you must be aware that Warwickshire ICT department will track what is sent. Therefore, we expect you to use this only for messaging linked to learning and ensure what you are messaging is appropriate
- 10) You and your child will not try to contact any staff using these online tools outside of the pre-arranged meet ups. If you need to contact staff for any reason you will do so through class or school email.
- 11) Screenshots, photos or recordings of Teams meetings must not be made and the links must not be shared with others.
- 12) To consent to your child(ren) participating in Teams sessions (following the rules above) please complete the form below.
- 13) We are aware that you will want to be in contact with members of staff as well. You will be able to message members of staff between the working hours of the day (9:00 – 3:15). Please be aware that members of staff will be working remotely from home, working at school and could be ill/self-isolating or looking after their own children. If they do not respond immediately, we are not ignoring you we will respond as soon as possible.
- 14) Staff have locked appropriate files so they can be downloaded, but not edited or changed. If you find a document that is not locked, then please do not edit the file. Ensure that you download the file. Some files have been uploaded as ZIP files and will have to be downloaded to your device that you are using. If downloading a ZIP file there will 3 dots at the top corner where you will be able to click download.

15) You may want to upload photos of your work and send them to the teacher; this is acceptable as long as you are not in the photo.

16) Effective feedback will be provided by teachers.

Please can you sign below to acknowledge that you have read this Home School Agreement and agree to the principles. We assume that by reading this and signing it, you are complying with the use of our home school platform. Please sign the sheet and keep at home.

Parent

Pupil

Mr Tibbitts

Julie Leeman

Remote Learning Lead

Head Teacher