



Devoran School

Microsoft Teams -User Agreement

Microsoft Teams will be used by teachers and members of staff primarily as a way to connect with their pupils on a regular basis. To ensure the safety of our pupils, parents and staff, all parties will need to agree to use the Microsoft Teams online platform in the following way.

Teachers will:

- Sit against a suitable, neutral background;
- Wear appropriate attire, suitable for class meetings;
- Check that any tabs that they have open in their browser are closed before the meeting starts;
- Use professional language at all times;
- Not take photographs of the meeting;
- Ensure that one other member of staff is present at the meeting;
(This could be the class Teaching Assistant or a member of the School Leadership Team)
- Be the 'host' of the meeting and not let children join until such time as they open the meeting;
- Ensure that, as the host, they are the last to leave the meeting;
- Teachers may record the session for monitoring and safeguarding purposes.

Parents will:

- provide a shared space for their child/ren to access the online meeting;
- ensure that all adults and children in the household are suitably dressed, e.g. no pyjamas;
- be mindful that other children may see or hear them in the background whilst the meeting is taking place;
- not allow their children to record or photograph any aspect of the meeting; and
- help their child to take part in the meeting in a positive and calm manner.

If there are any safeguarding concerns identified through this platform, these should be shared immediately with the Designated Safeguarding Officers- Miss Lock victorialock@devoranschool.co.uk (Deputy) Anna Morris annamorris@devoranschool.co.uk