



OUR MICROSOFT TEAMS AND DISTANCE LEARNING ACCEPTABLE USE POLICY FOR FAMILIES

What exactly is a 'Microsoft Teams and Distance Learning Acceptable Use Policy'?

- **Why do we need to have one?**

Using the 5Rs in our school to make the right choices is at the heart of everything we aim to achieve at Branston Junior Academy – as a community. An acceptable use policy helps all members of our community (children, their families, school staff) to make the right choices when using Microsoft Teams and distance learning.

- **Who does it protect?**

By making the right choices and by agreeing to the acceptable use policy, all members of the school community who use it are protected as we've all agreed to abide by the same set of 'rules'; just as in society. Just as we all agree to a set of rules that helps us make the right choices when we're in the school building, these rules help us to be the best that we can be when accessing our learning using Microsoft Teams.

- **Who should agree to the policy?**

Everyone who uses and is a member of a Branston Junior Academy Team: Our children and all school staff. Parents and carers will need to sign to show that they will support the articles within this acceptable use policy and that they give permission for their child(ren) to use Microsoft Teams to access distance learning.

Our BJA Mission statement about distance learning: *'Distance learning requires teachers and pupils to adapt normal classroom routines to the online world, but the normal **high expectations of behaviour will remain.**'*

The overarching rules or articles that we will agree on:

1 - RECORDING STAFF OR OTHER PUPILS. WHAT OUR POLICY SAYS:

'At BJA, we don't film or take photos of someone without their permission; by respecting their privacy this demonstrates our respectful behaviour towards others. The recording of still images, filmed images or audio of staff or other pupils without their permission, and the distribution of such images, is strictly forbidden.'

WHAT DOES THIS MEAN TO YOU?

- Is this any different to what we would usually expect?
- What does the phrase 'respectful behaviour' mean to you?
- Would it be a good idea to have phones kept away during distance learning lessons?

2 - CHAT FUNCTIONS. WHAT OUR POLICY SAYS:

'Within BJA, we treat each other with respect through the words we say and how we say them. Likewise within Teams, making inappropriate, offensive or unkind comments (including the use of emojis, GIFs and/or images) will not be tolerated.'

WHAT DOES THIS MEAN TO YOU?

- Would you shout out in the classroom or write offensive things on books or the boards in the classroom? Would you use unkind language on the playground or field?
- Please remember: BJA staff can see everything written in the forum!

3 - SHARING OF IMAGES. WHAT OUR POLICY SAYS:

'Within our lessons at BJA, we often use images or video clips to show on the board or on paper. They are always appropriate to the learning task. Within Teams, we may use similar files; these visual or audio files shared with others must always be appropriate to the learning task.'

WHAT DOES THIS MEAN TO YOU?

- Why is it important not to abuse this rule?
- What does 'appropriate to the learning task' mean to you?

4 - INTERFERENCE WITH OTHERS' WORK. WHAT OUR POLICY SAYS:

'At BJA, our children and staff know not to interfere with other's work. Within Teams, we expect our school members to not interfere with another's work without their permission, whether it is work submitted (such as Word document or photo of their hand-written work) or shared work in a collaboration space (such as in the class OneNote).'

WHAT DOES THIS MEAN TO YOU?

- Would you tear up a piece of work sitting on a desk that you knew a friend had spent a long time working on? Would you scribble on the maths book of a child working at your table? Would you tear pages out of a folder written by your teacher at BJA?
- Why is trust so important here?

5 - COLLABORATIVE WORKING. WHAT OUR POLICY SAYS:

'AT BJA, we know the value of sharing and discussing ideas with a partner, a table group, or the whole class. In Teams, there is an expectation that children and staff will try to engage in online collaborative work whilst working in a respectful and helpful manner and making sure that all are following instructions carefully.'

WHAT DOES THIS MEAN TO YOU?

- What does 'collaboration' mean and why is it so important?
- Is working in silence all lesson, with no group work or interaction, stimulating or fun?

6 - ACADEMIC HONESTY. WHAT OUR POLICY SAYS:

'In our classrooms at BJA our children know not to copy the work of others. Within Teams when submitting their work children know to agree to their usual standards of honesty and be careful not to plagiarise work and must avoid copying off the internet. We expect our children to be honest in class about their work being their own and the same is true for within Teams.'

WHAT DOES IT MEAN TO YOU?

- What happens if you copy someone's work in class and tell your teacher that it is all your own? Does it make you feel proud?

7-APPROPRIATE LEARNING ENVIRONMENT. WHAT OUR POLICY SAYS:

'At BJA, our children and staff know how important it is to arrive at school on time and that mobile phones will be kept away from the learning. When using Teams to enhance their learning we will all upkeep a level of appropriate learning environments. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher. Many recent computers (from about 2015) have the capability of blurring the background when in a video meeting; this feature should be enabled if available. If not, a plain background can help other members of the video meeting to not become distracted.'

WHAT DOES IT MEAN TO YOU?

- What is the appropriate clothing for distance learning?
- Where should you place your laptop?
- Should you be moving around or sat sensibly at a desk?
- Where would it *not* be appropriate to work?

8 - GENERAL BEHAVIOUR DURING LESSONS. WHAT OUR POLICY SAYS:

'Behaviour when working as part of an online lesson should be as expected in line with normal BJA classroom learning for all children and staff: quietly attentive; prepared to ask and answer questions; attempt learning tasks whatever the challenge; engage respectfully with others when collaborating.'

WHAT DOES THIS MEAN TO YOU?

- What does 'normal classroom learning' mean to you?
- What do you like the most about the classroom environment and how can you make this work from home?

9 - USAGE EXPECTATIONS. WHAT OUR POLICY SAYS:

'During term time, learning at BJA takes place between 8:45 and 3:30. Regarding access, all staff will make concerted efforts to access the internet so that distance teaching is possible. *It is assumed that pupils will do likewise*, but we at BJA appreciate that there may be instances when pupils may have *limited access to the internet* or to online devices.

We also recognise and respect that everyone has times in the day where it will not be possible to engage in Teams; this includes staff (due to personal reasons such as home-schooling their own children or caring for a relative). Staff are NOT expected to reply to all messages from children and their families, especially those outside of the times that BJA is normally open for learning. Likewise, teachers are encouraged and supported to be flexible in their approach to when they can support their pupils' learning within Teams.'

WHAT DOES THIS MEAN TO YOU?

- Would you knock on the door of a teacher's house in the evening to ask for help? Would you telephone them at night time for work advice? Would you email a teaching assistant in the weekend asking for support with a maths problem?
- School staff have families and a right to 'switch off' from work; they will not be expected to answer all messages from all children. THINK: 'Do I really need to send this message?' 'Can it wait?' 'Is this most likely a family time or personal time for my teacher?'