

Pensilva Primary School
Remote Learning Acceptable Use Statement



Please read this statement with your child to ensure they understand what is required of them.

I understand that:

- These expectations are in place to help keep me safe when I am learning at home using Microsoft TEAMS.
 - I should read and talk about these rules with my parents/carers.
 - Remote learning will only take place using TEAMS and during usual Pensilva Primary School times.
 - My use of TEAMS is monitored to help keep me safe.
2. Only members of Pensilva Primary School community can access the school's Microsoft TEAMS account.
- I will only use my Pensilva Primary School provided email account and login to access remote learning.
 - I will use privacy settings as set up by the school.
 - I will not share my login/password with others.
 - I will not share any access links to remote learning sessions with others.
3. When taking part in remote learning I will behave as I would in the classroom. This includes:
- Using appropriate language.
 - Not taking or recording images/content without agreement from the teacher and/or those featured.
 - Adhering to our online learning rules.
4. When taking part in live video meets I will:
- Mute my video and microphone when asked to.
 - Wear appropriate clothing and be in a suitable location.
 - Ensure backgrounds of videos are neutral and personal information/content is not visible.
 - Use appropriate alternative backgrounds if necessary.
 - Attend all live sessions. If for any reason I cannot attend a session, I will let my teacher know.

- Attend lessons in a shared/communal space or room with an open door and/or where possible when I can be supervised by a parent/carer or another appropriate adult.

5. If I am concerned about anything that takes place during remote learning, I will:

- Report concerns to my parent/carer and to my class teacher.

6. I understand that inappropriate online behaviour or concerns about my safety during remote learning will be taken seriously. This could include:

- Removing access and informing parents/carers.