

# Newton Burgoland Primary School Home School Agreement

## Remote Learning Conversations and Pupil Collaboration - Use of Microsoft TEAMS at home

**Considerate, kind and helpful**

**All equal - no one left out**

**Respect privacy and family time – 9-3.30**

**Errors help us learn and are helpful for us all**

### My family and I agree:

- To show **CARE** when using Microsoft TEAMS.
- Not to record teacher to family Microsoft TEAMS meetings or pupil collaboration meetings.
- Not to share meeting links or personal data.
- To adhere to the school rules for using Microsoft TEAMS.

### We understand that:

- These expectations are in place to help keep us safe.
- Parental supervision is required when using Microsoft TEAMS for communicating about remote learning with teachers and where pupils are asked to, with other class members – when connecting or collaborating.
- Use of Microsoft TEAMS is monitored for safety.
- The work of others should be respected and should not be changed without permission.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Any concerns should be communicated to the school via [admin@newburland.leics.sch.uk](mailto:admin@newburland.leics.sch.uk)

### Only families of Newton Burgoland Primary School should access Microsoft TEAMS via a school account:

- We will only use the email account provided by the school to login, to share remote learning information, or to meet with my teacher at a prearranged time.
- We will use the privacy settings as set up by the school.
- We will not share access links, the login or password, with others.
- We will upload work to Microsoft TEAMS in a private chat with the class teacher – see information on website – or send my work via email.
- Where work is shared between team members we will show **CARE**.

### When using Microsoft TEAMS I will behave as I would in the classroom. This includes:

- Using appropriate language.
- Showing respect to all others.

### When speaking with my teacher about my work using Microsoft TEAMS or collaborating with a member of my class I will:

- Be sat with an adult.
- Wear appropriate clothing and be in a suitable location.
- Ensure backgrounds of videos are neutral and personal information/content is not visible.

### I have read and understood Newton Burgoland Primary Schools Acceptable Use Policy (AUP) for remote learning- use of Microsoft TEAMS

Name..... Signed..... Date..... (parent)

Name..... Signed..... Date..... (child)