



Kea CP School Teams Meeting Acceptable Use Policy

Live -streamed meetings and lessons form an important part of a blended approach to remote learning, providing opportunities for the enhancement of teaching and learning when pupils are not in school.

- All live meetings must take place through Teams – and only with official school accounts / school devices
- All live Teams meetings need to be agreed by a member of the school senior leadership team prior to taking place and parents must be notified.
- Entry to a live-streamed lesson will only be through a link for the meeting/videocall distributed by the school. Only people invited by the member of staff are permitted to enter the session.
- All live class sessions must have at least two members of staff online in the meeting the whole time.
- All Teams meetings to be recorded and saved onto the server for safeguarding reference.
- Register of attendance to be taken for each meeting. Non-attendees need to be followed up by the school.
- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background. Please be aware that all attendees can see your background and any other person within your camera view. It is advisable to blur your background.
- The lobby will be used prior to the meeting and only the host teacher will be able to admit pupils into the meeting.
- Videos may be muted during meetings for both pupils and staff if other children in the household become unsettled or cause a disruption.
- Language must be professional and appropriate, including any family members in the background. Any inappropriate language or behaviour will mean that the user is removed from the meeting.
- Meetings will begin with all participants muted.
- Participants will need to use the “raise hand” icon before they can be asked to speak.
- The teacher will ask the participant with a raised hand to unmute themselves to speak and then re mute themselves when they have finished speaking.
- We will rarely be using the “chat” facility during any Teams meetings with pupils. Any pupil who uses the “chat” after being told not to will be asked by the teacher to stop.
- Pupils /parents must not share usernames, passwords or access codes with anybody else.
- Any infringement of rules by the pupil will result in them being removed from the meeting – and their parent/carer will be contacted by the school at the earliest opportunity.
- All sessions will be group sessions, not one to one (one pupil: one member of Kea Staff). On occasions when a member of staff needs to meet with one pupil, this can only happen if the child’s parent is present through the meeting or if another member of Kea staff is also present.
- Safeguarding concerns will be dealt with through the school’s normal safeguarding procedures.
- If any one (pupil/parent) has difficulties joining the meeting, please contact the office and we will endeavour to resolve the problem.

Agreed by staff (date)