



# Parent / Guardian and Child Acceptable Use Policy

## Teams/Zoom



In order to create a safe environment for pupils, parents / guardians and staff, when taking part in Teams/Zoom lessons / meetings / conference sessions, the following rules must be followed by children and parents / guardians.

**By accepting a Teams/Zoom meeting ID and joining the meeting, with parental responsibility, you agree to the terms set out in this document.**

1. Teams/Zoom is only to be accessed by a device in a communal family space.
2. It should be supervised by an adult, in order to deal with any technical difficulties but the adult does not need to be present during teaching unless the child is in need of support.
3. Attendees (and anybody in the household who may appear in the background) should be dressed appropriately.
4. The meeting ID is to remain confidential, and not shared to anyone that it was not designated to.
5. Recording, photos or screenshots of the Teams/Zoom meeting are not allowed by participants.
6. The Teams/Zoom meeting may be recorded by the hosting teacher and stored in line with school GDPR and eSafety policies. They may also copy text from the chat section as evidence of pupil understanding etc.
7. When children enter and participate in a Teams/Zoom lesson / meeting, they must use their first name as their identification.
8. Some Teams/Zoom facilities may be disabled by the host teacher.
9. The same behaviour expectations that are set within a classroom apply to Teams/Zoom meetings and lessons. As such, the teacher retains the right to terminate a pupil's participation and contact their parent / guardian regarding any breaches of behaviour and / or this policy.