

## St Anthony's Catholic Primary & Nursery School

We Grow and Learn with Jesus.

### MICROSOFT TEAMS PROTOCOL



St Anthony's chosen method for virtual face-to-face contact with pupils is 'Microsoft Teams'.

The purpose of Microsoft Teams calls may include:

- checking in on children's learning and/or wellbeing
- show and share learning with the class and celebrate achievements during the week
- give reminders, share stories, answer questions and lead discussions.

PLEASE NOTE: These sessions are for your children, not adults/parents. When your child is accepted into a video chat by their teacher there are certain guidelines that we all must follow.

PUPILS	TEACHERS	PARENTS/CARERS
<p>Pupils should unmute when the teacher has muted the whole class and must stay on mute until invited to speak.</p> <p>Pupils should only share screen content if the teacher has agreed and should not annotate over documents that are shared.</p> <p>Pupils must wear suitable clothing, as should anyone else who is on the video call.</p> <p>Pupils should be in a suitable quiet environment, in a shared part of the house i.e. not in bedrooms or bathrooms.</p> <p>Pupils should behave with respect, as they would in face-to-face conversations, whether with teachers or their peers.</p> <p>Pupils are asked to attend all teacher-scheduled meetings, unless the teacher has been previously notified.</p> <p>Pupils should ALWAYS make sure that they leave the meeting at the end. Always double check and get in the habit of closing a laptop or shutting down a computer/ tablet when not in use to prevent a camera from remaining active.</p> <p>Pupils MUST NOT capture content from the video call e.g. record or screen shot. THIS IS A SAFEGUARDING AND GDPR ISSUE.</p>	<p>Microsoft Teams sessions will be led by a teacher whilst in the school setting or from home.</p> <p>Teachers working from home must be in a room alone and must have an appropriate background and ensure that no one else is in view of the camera.</p> <p>Teachers will adhere to the school's staff code of conduct and safeguarding policies at all times.</p> <p>Teachers will not allow attendees to join before the 'host' and they will keep a list of attendees.</p> <p>Teachers will schedule the meeting so that pupils cannot join until the teacher is there and lets everyone in.</p> <p>Teachers will mute all children during the meeting when needed and will tell children when they are able to unmute.</p> <p>The teacher has the right to remove a pupil from a Team Meeting if their behaviour is not in line with the school behaviour expectations.</p> <p>Teachers MUST NOT post pictures of their 'virtual class' on social media or elsewhere online- THIS IS A SAFEGUARDING AND GDPR ISSUE.</p>	<p>Parents have the ultimate responsibility to make sure that pupils not only attend, but also follow the correct protocols when online Teams meetings are scheduled with teachers.</p> <p>Parents should be aware of the remote learning set for their child, by regularly checking the assignments page.</p> <p>Parents may need to help their child to set up and access the Teams meeting.</p> <p>Parents should make sure that their child is ready before they start the meeting, to ensure that they are on time.</p> <p>Parents must ensure that their child is appropriately dressed for meetings.</p> <p>Parents must ensure that other family members are out of camera shot and do not contribute to the video call.</p> <p>Parents should discuss with their child, the appropriate way to behave in the meeting- in the same way as if they were in school with the member of staff.</p> <p>The session MUST NOT be filmed on another device by anyone- THIS IS A SAFEGUARDING AND GDPR ISSUE.</p>

