



Unit Provision - Microsoft Teams Code of Conduct

To enhance the remote education experience for all of our students staying at home during this national lockdown and to help them stay connected with each other and school staff, we will be holding sessions on Microsoft Teams. Microsoft Teams is widely available on most devices, including smartphones and some games consoles. The students will be able to access the Teams sessions by following a link to join the meeting that will be sent to their email account. Full details of how to access the meetings is available on our website and can also be acquired by contacting your child's base teacher. The Microsoft Teams sessions will be arranged to provide students with an opportunity to communicate with familiar school staff and other students in their class.

To help keep everyone safe online, we ask parents to support us with the following:

- Where possible, students should join the meeting whilst in a shared room in the home (e.g. not in their bedroom). It is best if the room is quiet and free from background noise (e.g. no music or television in the background).
- An adult should remain nearby or in the room with the child at all times during the Teams session for supervision. However, the class sessions are intended for students and staff to interact.
- Students should dress appropriately for the session (e.g. not in pyjamas)
- Parents and others in the room should be mindful that other children may hear them or see them and anything in the background.
- Students should either blur their background or sit against a neutral background (e.g. with a blank wall behind them) whilst on video.
- All meetings will be scheduled by a member of staff and invites will be accessible via the student's email accounts. Parents/carers and students will not attempt to initiate a video call through Microsoft Teams or schedule meetings.
- While in the virtual classroom, students will behave in a manner in which they would in the real classroom: ready, respectful and safe.
- Parents/carers and students will not record, take photos, screenshots or videos of the sessions.
- Participants will not share any private information or ask others to share private information during the sessions.
- Students and parents/carers will inform school if they see or hear anything upsetting or inappropriate.

To help keep everyone safe online, Unit Provision staff will:

- Host Teams sessions from school where possible and use school devices. If staff need to host a session from home, they will choose a suitable location, following the same expectations as the students.
- Role-model being ready, respectful and safe.
- Keep a register of attendance for each video call.
- Ensure the meeting is ended so that no student remains on the call without a member of staff.
- Schedule Teams sessions in advance so students know when they are required to log on - this will be within the normal school timetable only.
- Remove anyone necessary from the meeting or end the meeting should anyone behave inappropriately or should anything upsetting or inappropriate happen on screen.
- Control the meeting lobby. Staff will only allow users to join using school accounts to ensure the session is secure. Staff will not admit anyone into the session if they are unsure of their identity.
- Set meeting options so that only the teacher can present or share their screen.
- Be appropriately dressed.
- Reinforce online safety messages.
- Have a second member of staff in the session