

Outlook, Microsoft Team & Zoom Disclaimer

Under General Data Protection Regulation (GDPR), in order for your child to use Outlook, Microsoft Teams and Zoom to share their work with others, we require your consent. Please read the Code of Conduct below before sharing these with your child. We will take your child logging in to Outlook and Teams/Zoom as consent that you give permission for them to access the platform in agreement with the conditions set out in the Code of Conduct below. This is due to the unprecedented circumstances of not being able to obtain a parental signed agreement. We will not invite any children in to a Teams/Zoom meeting without confirmation that Code of Conduct has been read and agreed.

For more information on GDPR, please visit <https://ec.europa.eu/info/law/law-topic/data-protection/reform/rights-citizens>. If you have any questions with regards to the use of Outlook and Microsoft Teams to enhance remote learning, please forward them to Mrs Hall (Computing Lead) at CPY6@sbcschools.org.uk.

St Cuthbert's RC Primary School

Pupil Expectation/Code of Conduct for Remote Learning

- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using technology (Outlook, Microsoft Teams, Zoom and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible, and is solely work related.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent.
- I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at St Cuthbert's RC Primary School.
- I will not record or take photos of my peers or teachers during a face-to-face session.
- I will not share any school content on social media platforms.
- I understand that when using Outlook, Microsoft Teams and other applications provided by the school that my use can be monitored and logged by the IT Manager and can be made available to my teachers.
- If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order for this to be forwarded to any pupil who missed the live conferencing.
- I understand that these rules are designed to help keep me safe and that if they are not followed, my parent may be contacted and I may be removed from the live conferencing.
- I will only take part in 'live' streaming if a responsible adult knows that I am doing it and is at home to supervise.
- When participating in a video conference on Microsoft Teams, I will ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs).
- When participating in an audio or video conference on Microsoft Teams, remember that this is an extension of the classroom and you and other members of your household should conduct yourself as you would when on your best behaviour in school.

This includes:

- Be on time for your interactive session
- Be fully dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers using appropriate language
- If you are disruptive during a live lesson, you may be asked to leave the group and complete the lesson from the teachers recording at a later time.
- Provide feedback to teachers about your experiences and any relevant suggestions
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.

General Rules and Guidelines

- Please complete tasks as they are set for each lesson. Teachers will be available at the times when they would normally be teaching you in order to answer questions.
- As soon as you have completed each task, please indicate this to your teacher.
- Please submit all pieces of work on time.
- Failure to complete your work will result in your parents being informed.