

## **Annex to the Online Safety Policy**

1 July 2020

### **Safe use of Teams for remote learning.**

In order to ensure safe and appropriate use of Teams for teaching and learning:

Sessions will only be held on Teams and will only be accessed via school accounts. Only students from a particular course or class will be invited to join each lesson. Sessions will have no more than 16 students per member of staff.

Students will:

- turn off their video and mic unless advised by the teacher to do otherwise.\*
- dress appropriately.
- sit in a shared place in their house for safeguarding reasons (not their bedroom).
- sit with their back to the wall to protect the privacy of the household.
- use the “hand up” function to ask a question.
- be polite, courteous and appropriately responsive to staff and other students.
- ask parents who will also be there to be mindful that other children might see or hear them and anything in the background.

\*It is important that students turn their own mics and video off when entering a lesson. This will ensure good connection speeds and allow behaviour to be managed on entry to the lesson. Teachers will then allow students to use their mic and video as appropriate depending on the nature of the lesson.

Staff will:

- where possible, share a screen and give a narrated presentation rather than a video of themselves.
- dress as they would for school (professionally) and wear their lanyard.
- sit against a wall or neutral background, and where possible blur their screen to protect privacy (do not sit with your back to the room).
- close all other tabs or documents.
- avoid live streaming sessions from a bedroom.
- use professional language.
- record the session for safeguarding and educational purposes.
- inform the Designated Safeguarding Lead and Online Safety Lead of any concerns immediately.