



Compass Academy Trust Protocol for Microsoft Teams

Dear Pupil / Parent,

Welcome to our Remote Education provision via Teams. You should only use the Teams communication digital platform when you have carefully read the following protocol by which you must abide.

The following points are a clear protocol for you and your child to use and agree to, so please read through them carefully and ensure you follow them so that you and others remain safe online:

1. Pupils must:
 - be on time for the meeting
 - wear suitable clothing; school uniform is not required but clothing must be appropriate
 - not be eating during the session.
2. Computers/devices must be used in an appropriate area of the home and where possible should be against a neutral background with no other distractions such as TV, music or video games.
3. Parents are asked not to participate directly in the live sessions but can be present in the room in order to support their child's access to the session.
4. There will be the same behaviour expectations as in the classroom. Staff instructions must be followed at all times. If necessary, a child may be removed from the session if they do not follow the member of staff's instructions.
5. Pupil microphones must be muted unless requested to be unmuted by a member of staff. Microphones may be managed by the teacher to ensure all students can be heard and are able to contribute.
6. Pupils will not be allowed to use any 'chat' facility, unless they are specifically asked to by the member of staff. Within the live session, our expectations will be that pupil's cameras will be on except when previously agreed with the class teacher.
7. Pupils will be asked to raise their hand, using the appropriate 'notification' symbol, when they would like to speak or answer a question. Pupils will practise this during the initial sessions.

8. Pupils or parents should not record or share the meeting in any way; however, school may record sessions as a way of safeguarding pupils and staff. They may also be recorded in order for these sessions to be accessed by a pupil at a later time for those who cannot attend the live sessions.
9. We expect all pupils to demonstrate the school's core values in their actions when they are in live sessions or working on the Team platform e.g. showing respect to other pupils or staff and valuing others' contributions.
10. We expect all pupils to do their best to undertake the work set as if they were at school. Staff will monitor engagement on a daily basis.
11. Whilst children will be able to see the full names of members of staff they should continue to address them in an appropriate manner using the correct salutation such as Mr, Mrs, Miss or Ms.
12. Pupils and parents will be able to see individual staff email addresses on Microsoft 365. If children want to ask their class teacher a question they should use the 'conversation' facility within the Teams Classroom. Parents must not email staff directly but continue to communicate with the school via the school office email address.

This protocol will be subject to ongoing evaluation and review and may be revised. Any revisions will be communicated to pupils and parents.