

# Acceptable Use Policy



## When working on Microsoft Office 365 and Teams

Read this Acceptable Use Policy with your children.

- I follow good practice rules for a safe and successful online call in Teams – I start the call with/by a responsible adult; I make my call where a responsible adult in my home can hear or see what is happening at all times; I make sure that the lesson takes place in a suitable area (not in my bedroom); I wear appropriate clothing; I make sure that there are no personal items in my background; I click on the 3 dots and choose ‘blur my background’; I do not record any calls; I end the call with/by a responsible adult.
- I participate and enhance class discussions on Teams – I listen and follow instructions; I mute when I am not talking; I post comments that are relevant; I respect all Team members and show this in all comments that I make; I do not share or change any recorded material that belongs to the Team.
- I use Microsoft Office 365 and Teams as an online classroom – I upload material relevant to class activities and report any misuse of the site to a trusted adult; I keep all details of Team members private; I do not share email addresses of the Team with anyone outside of the Team; I am always respectful and considerate of members’ feelings when viewing messages, recordings and videos sent or uploaded to the Team; I only post comments that are polite, relevant and acceptable to everyone; I follow the School Rainbow Values and know that abuse of the resources will have consequences in line with our ‘Behaviour Steps’.

Dear Parents and Carers,

Read the Acceptable Use Policy with your children and then send an email to the school office stating that you agree to abide with this policy and that you will support your children in abiding by this policy too. ([office@colindale.barnet.sch.uk](mailto:office@colindale.barnet.sch.uk))

I \_\_\_\_\_ (parent/carer print your name) have read and agree to abide by the Acceptable Use Policy for using Office 365 and Teams.

\_\_\_\_\_ (parent/carer signature) DATE: \_\_\_\_\_