



Barnfields Primary School Microsoft Teams Code of Conduct for Children

Aims of the Code of Conduct

As part of the remote learning provision, teachers will provide video lessons that can be accessed through Microsoft Teams. These will not be 'live' to ensure that there is some flexibility for families with more siblings, and to support parents working from home. In order to engage and ensure contact between home and school during periods of remote learning, Teams will also be used for live 'Registration and Feedback' sessions. In these sessions, the teacher will first and foremost have daily contact with the children. They will explain the tasks set for the day and provide feedback from the previous day's tasks, addressing misconceptions if necessary.

To maximise the potential of Microsoft Teams as a tool for teaching and learning, all members of the school community will be expected to adhere to the below code of conduct.

General use of Microsoft Teams

1. We remember to be polite and respectful, ensuring that the language we – and others in our household in the background – use is appropriate.
2. All behaviour expectations in school will be mirrored in our behaviour on Microsoft Teams.
3. We will show our values in action by being respectful of others.
4. We will select a quiet area of the home to join Microsoft Teams calls from. Where possible, this should be a living space and not a bedroom.
5. We will only join Microsoft Teams meetings via the school email address provided for us.
6. We will wear appropriate clothing when joining a video-enabled Microsoft Teams call.
7. We will only join Microsoft Teams calls with permission (and supervision, if appropriate) from a parent/guardian.
8. We are not allowed to make our own recording/take photographs of a Microsoft Teams call or session, or re-post any session content to any social media or internet platforms.
9. We will continue to follow the rules regarding use of technology as outlined in the school's Pupil Acceptable Use Agreement.
10. Pupils should inform an adult if they see anything online that makes them feel uncomfortable.
11. We will leave the session when indicated to do so by the teacher.

Use of Technology

1. We will ensure we join Microsoft Teams calls with our audio turned off.
2. We will only 'unmute' ourselves when instructed to by our teachers.
3. The chat box function will only be used by children without access to a microphone.
4. Any comments added to the chat will be supportive of the discussion directed by the teacher.
5. The team's message board will be used to reply to threads established by the teacher unless instructed otherwise.
6. We ask someone's permission before uploading photographs, videos or any other information about them online.
7. We will use the 'hands up' function to make it clear to our teachers that we wish to contribute to the discussion and will wait until called on to unmute and speak.

Expectations of Behaviour/ Related Sanctions

Expectations of conduct on Microsoft Teams is supported by Barnfields Primary School Behaviour Policy. The expectations of behaviour for children in school is expected when engaging with remote learning out of school. During periods of remote learning, teachers will continue to give rewards for exceptional learning and associated behaviours, for example house points and presentation awards. Similarly, teachers will be guided by the behaviour policy when sanctioning inappropriate or poor behaviour through Microsoft Teams:

1. Children will be given a first warning for inappropriate use of the technology or behaviour on Microsoft Teams.
2. A second warning will be given if this behaviour persists.
3. On the third warning, the child will be removed from the Microsoft Teams call for a two-minute time-out. When this time has passed, they will be invited to re-join the chat.
4. If behaviour continues to persist upon readmittance, the child will be removed from the call and a phone-call to parents will be made following the end of the class meeting.