

Policy Statement

At Swanland Education Trust (SET) we drive to be: EXCEPTIONAL, TOGETHER. Creating great schools, ensuring better lives for all who we serve through our 6 core values:

- Family & Community
- Trustworthy
- Inspiring
- Unique
- Creative
- Aspirational

Responsibilities

The Trust Board and the CEO are responsible for monitoring the effectiveness of this procedure, ensuring that a consistent approach to 'Procedures for using Terms in O365 for Remote Learning or Meetings' is applied across the Trust.

The Head Teachers are responsible for ensuring that staff adhere to this procedure.

Employees are encouraged to use this procedure to keep themselves safe.

PURPOSE OF THIS PROCEDURE

IN ORDER TO CREATE A SAFE ENVIRONMENT FOR CHILDREN, STAFF AND PARENTS WHEN TAKING PART IN TEAMS VIDEO CONFERENCING SESSIONS.

SCOPE -

THIS POLICY APPLIES TO ANYONE WHO HAS BEEN INVITED TO THE MEETING VIA TEAMS.

Equality & Diversity

Swanland Education Trust is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its children and its workforce, ensuring that no individual or group is disadvantaged.



RULES FOR USING TEAMS 0365

This page explains "Acceptable Usage" - When taking part in a Teams session, the following considerations **MUST** be applied!



ONE

By accepting the Teams meeting ID and joining the meeting, with parental responsibility, you agree to the Terms set out in this document.



TWO

Teams is only to be accessed by a device in a communal family space.



THREE

Audio and video functions must both be enabled during the meeting to safeguard both children and staff.



FOUR

It should ideally be supervised by an adult to deal with any technical difficulties.



FIVE

Attendees should be dressed appropriately



SIX

The meeting ID is to remain confidential and not shared to anyone that it was not designated to.



SEVEN

Recording, photos or screenshots of the Teams meeting are **NOT ALLOWED** by any participants



EIGHT

The Teams meeting will be recorded by the hosting teacher and stored in line with the school's GDPR and ICT policy.



NINE

The Teams meeting will be "locked" by the teacher so that it can only be accessed by authorised participants, who will be admitted by the host teacher.



TEN

For participants, some Teams facilities will be disabled by the host teacher. This includes (but is not limited to) the screen recording function, chat and screen share.



ELEVEN

Lastly, the same behaviour expectations that are set within the classroom environment will apply to the Teams meeting, and the teacher reserves the right to terminate a child's participation.

