

Online Home Learning Responsibilities

Using Technology at Home

- I will only use technology for school purposes as directed by my teacher or members of school staff.
- I will not reveal my passwords to anyone.
- I will turn my video and mic off during lessons until the teacher asks me to change this.

My Behaviour During Online Lessons

- I will be ready to learn and try to find a quiet place to study, a desk or table ideally in a family area. I will be organised with my equipment and be ready ahead of time.
- I will be responsible for my behaviour and actions when using technology (e.g. Microsoft Teams, Zoom and other online interactions) this includes the resources I access and the language that I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or parent/carer.
- I will not record or take photos of my classmates or teachers during any face-to-face sessions.
- I understand that when using Microsoft Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Brymore Academy Microsoft Teams User Policy

Acceptable Use Policy

Brymore Academy/BCA Trust requests that parents ensure that their son has read and understood this policy before working from home on Microsoft Teams and using their new myBrymore One Drive and email facility.

The use of Microsoft Teams, your MyBrymore email and Microsoft 365 is a facility granted, at the school's discretion, to help students work from home and if misused can be removed by ICT Services.

Remote Learning using Microsoft Teams

- Students are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams
- Students are unable to record a meeting/lesson (this feature has been disabled).

- Students are not permitted to share recorded videos/lessons made by teachers within or outside of the Brymore Teams Account.
- Students should consider 'blurring' their background if in a conference meeting which involves a camera (if this facility is available to them).
- Students should think carefully about what is acceptable language with regards to what they type and post.
- Microsoft Teams is a business tool and your use of the chat tool should follow all the rules given to you by your English teacher. Use capital letters, think about your spellings and don't use slang or text speak.
- Students must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

General

- Students have a new user account to enable them to use Microsoft Teams. If you forget your new log on details you should contact one of these members of staff:

Mr Dickson (MDickson@educ.somerset.gov.uk)
 Mrs Catley-Day (jcatleyday@educ.somerset.gov.uk)
 Mrs Wilkinson (AWilkinson@educ.somerset.gov.uk)
 Mrs Wallace (cwallace1@educ.somerset.gov.uk).

- Students have a mybrymore e-mail account to use. The account is monitored and filtered, the user is responsible for the content on their account and needs to follow the accepted rules of online safety.
- These include but are not limited to:

a. Users are not allowed to reveal their date of birth, personal address or contact number, nor the date of birth, personal address or contact number of other users.

b. Users are not allowed to distribute images of themselves or others

c. Users should be polite and use appropriate language. Do not swear or use inappropriate language. Any bullying should be reported to the safeguarding staff in the same way that you would do in school. Contact Mr Winter on LWinter@educ.somerset.gov.uk, Mrs Duck on DDuck@educ.somerset.gov.uk or use Whisper.

- You must not use someone else's username to gain access to the school network or Microsoft Teams/MS 365.
- You must not share your MS 365/Teams password with other students.
- You may not attempt to circumvent security of any host, network or account, or penetrate security measures (hacking) on or accessed through the School network.
- You must not use MS 365/Teams to access pornographic material, inappropriate text files, radicalisation or files dangerous to the integrity of the school network.
- You must not transmit, share, publish or store material on MS 365/Teams which; is bullying, threatening, abusive, hateful, indecent, or defamatory.
- You must report any unpleasant material or message sent to you. This report would help protect other students and you.

- If a student or user account breaches the above rules, their account may be inspected and their access stopped and may also render themselves liable to a sanction from the Headteacher.
- Above all, you should be KIND TO OTHERS ONLINE.

Thank you for taking the time to read through this policy together.

