



Lyon Park Primary School

Learning and Growing Together



Acceptable User Agreement: Microsoft Teams for Parents and Children

When I am working on a device at home or school using Microsoft Teams:

- I will only use my own school login to access Microsoft Teams.
- I will not tell other people my username or password.
- I will only open/delete my own files.
- I will make sure that all computer related contact with other children and adults is appropriate and polite.
- I will not deliberately look for, save or send anything that could offend or upset others.
- If I accidentally find anything inappropriate on the internet, I will tell my teacher or a trusted adult immediately.
- I will not give out my personal details such as my name, phone number or home address.
- I will be responsible for my behaviour when accessing Microsoft Teams because I know that these rules are to keep me safe.
- I know that my use of Microsoft Team can be checked and that my parent or carer contacted if a member of school staff is concerned about my safety.
- I need to sit in a space in my house, where a parent/ carer is available if needed. This space should be quiet and free from interruptions.
- I need to be dressed appropriately and I should have everything I need for the lesson ready, e.g. paper and pens.
- I will behave appropriately, as I would if I was in the classroom at school.
- My teacher will tell me how to use the hand tool and I will use this sensibly if I need to.
- I will mute my microphone if told, and leave it muted unless told otherwise.
- I will not record the session.
- If requested, I will turn my camera off, and not turn it on unless told to, so that I can concentrate on the teacher and the screen.
- My teacher will tell me how long the session will last and give me instructions about what to do. I will follow these carefully.
- I will be contactable during the hours of the school day (8:40am – 3:20pm), although I may not always be in front of a device the entire time.
- I will seek help as needed, from teachers or support staff via a comment on Microsoft Teams or an email via remotelearning@lyonpark.brent.sch.uk.
- I will alert teachers if I am not able to complete work via usual methods e.g. call or email the school office.
- I, along with my parent/carer will ensure that my surroundings are appropriate and that anything in the background that could be deemed inappropriate is removed.

By accessing Microsoft Teams, you and parent/carer agree to the terms above.