



# Home Learning Agreement



## Functionality

- Recorded lessons will be shared on Microsoft Teams assignments
- Only teachers can host a meeting for school based purposes. This function is disabled for all children. Chat and email functions are also disabled.



## Home Learning

### **Children:**

- Need to keep their login details private and not share them with anyone but their grownup
- Must not share, record or screenshot any part of the meeting or assignment.
- During live catch up sessions, children should;
  - be in a family room in the home where they can be supervised by an adult
  - be suitably dressed
  - follow the school rules of being ready, respectful and resilient

### **Adults in the Home:**

- Should ensure they are not accidentally sharing private information, e.g. ensuring that the background of the video is clear of any private information.
- Should remember that other children and supervising adults might see or hear anything in the background.

*Inappropriate behaviour or language will not be tolerated and may result in the individual being removed from the meeting or the meeting being ended.*

## Safeguarding

- Children attending meetings must be supervised at all times by a responsible adult.
- Teachers will record all live catch up sessions for safeguarding purposes.
- There will be no 1:1 meetings.
- Any safeguarding concerns arising from the meeting must be reported to the school.

## Login details for accessing Microsoft Teams

Child's Name:

Class:

Username:

Password:

