

Online Safety Guidelines - Microsoft Teams

Please remember that for remote learning children should only be accessing Microsoft Teams invitations from school staff and nobody else.

For live Teams sessions:

In order to ensure the online safety of our children in this live scenario, please ensure your child follows the code of conduct below:

- **Cameras.** We would like the children to have their cameras turned on for the beginning of each session. It is important for the children to be able to see their peers.
- **Microphone.** Please turn the microphone off so that background noise from the home can't be heard. It can be turned on if your child wishes to answer or ask a question.
- **Clothing.** Pupils need to be in appropriate clothing during the live lessons.
- **Location.** Parents need to take responsibility as to the location of where the live lessons take place. We recommend that children do not attend these from their bedroom but, if your child is attending any live lesson from their bedroom, then they should keep their bedroom door open. Backgrounds can be blurred if you wish to do this.