



Salford City Academy

Microsoft Teams -Distance Learning Acceptable Use Policy

May 2020

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Parental Acceptable Use Policy

I understand that:

- Teams activity is analysed and reported for inappropriate content or concerning activity to ensure all students accessing Teams are following the expectations for students outlined below.
- Students who do not adhere to the above expectations may be removed from the **online live lesson** and will be referred to the Head of Department/Head of Year/SLT/Principal to take appropriate action and parents will be contacted.

Student Acceptable Use Policy

In addition to the Salford City Academy Acceptable Use Policy, I understand that when using Microsoft Teams:

- There is an expectation that students will engage in online collaborative work when requested by their teacher.
- Students will work in a respectful and helpful manner, following instructions carefully.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- Students must not interfere with another student's work without their permission, whether it is work submitted on a platform or shared work in a collaboration space
- When submitting academic work, students must adhere to the usual standards of academic honesty and be careful not to plagiarise work, avoiding copying off the internet and submitting as their own assignment work, or submitting work as their own without reference to co-authors if the work was generated collaboratively.

I understand that when using Microsoft Teams for online live lessons:

- Staff will start and end the online live lesson
- Staff will be in control of the webcam and discussion function at all times.
- The live online lesson will be monitored closely at all times
- Behaviour when working as part of an online live lesson should be as expected in normal classroom learning:
 - respect for all participants
 - quietly attentive
 - prepared to ask and answer academic questions
 - attempt learning tasks in good faith, whatever the challenge
 - engage respectfully and enthusiastically with others when collaborating