

Dear Parents and Carers,

You have already received our Home Learning Protocols that explain what you and your child can expect to be provided by school if your child is unable to attend due to Covid-19 isolation or should a class or school close or partially close for a period of time.

We use online platforms to deliver our home learning, predominantly ClassDojo and Microsoft 365 for Education. Part of Office 365 is Teams which allows us to meet directly with pupils at home so that they can be involved in the lessons taking place in class.

With any form of interaction online there are associated risks and it is useful to have an agreed format for this to ensure that all users are clear about what constitutes acceptable use and practice.

Attached to this email you will find an agreement for accessing Face to Face Teams sessions.

### **Parental Consent Form for Face to Face Teams Sessions**

In light of current circumstances, our approach to remote teaching and learning at Tickhill Estfeld Primary School is supported through a range of online learning platforms and applications. These platforms are where our pupils access the curriculum and can also upload their work and receive feedback. These are monitored by our teachers and teaching assistants.

In line with updated guidance we need to have parental permission to enable pupils to take part in remote face-to-face interactions. **Children will not be able to access Teams lessons without parental permission.** We have developed a Remote Learning Policy which may be accessed on the school website.

Please find below the **Remote Live- Learning Agreement**. It has two parts, the Parental Agreement and the Pupil User Agreement. The document outlines the parameters by which all pupils are expected to adhere to, in order to engage safely in the face to face sessions.

Parents are asked to read and discuss the Pupil User Agreement with their children, sign and submit agreement through the ParentMail form.

Any concerns or queries can be sent to [admin@estfeld.doncaster.sch.uk](mailto:admin@estfeld.doncaster.sch.uk)

# Tickhill Estfeld Primary School



## Remote Live-Learning Agreement 2021

## **Parental Agreement**

**To facilitate remote learning, including face to face lessons, we are asking parents to support by:**

- Ensuring that any device used by your child(ren) has filtering software installed to safeguard users from accessing inappropriate content.
- Being present whilst your child(ren) engage in remote face-to-face lessons.
- Providing children with a workspace that is quiet, safe and free from distractions.
- Making sure your child is dressed appropriately. No pyjamas, please. No eating or drinking.
- Ensuring that face-to-face communication is only between teachers and pupils, although parents should be in close vicinity to their child to be aware of the learning.
- Parents may not record, share or comment on public forums about individual teachers.
- By completing this form, you give permission for your child to attend face-to-face sessions with Tickhill Estfeld Primary School staff using Microsoft Teams.
- By signing below, you acknowledge that you have shared this document and discussed remote face-to-face learning with your child. It is vital that you and your child agrees to follow the rules on the Pupil User Agreement and that you support this at home.
- The information submitted on this form is being collected in accordance with the Tickhill Estfeld Primary School policy for Data Privacy.

## **Pupil User Agreement**

**PLEASE SHARE THIS AGREEMENT WITH YOUR CHILDREN BEFORE GIVING YOUR CONSENT**

### **Rules for Pupils**

- I will only use school technology for school purposes as directed by my teacher.
- I will only use school technology when there is an adult in the house and they know I am using it.
- I will not reveal my passwords to anyone.
- I will be responsible for my behaviour and actions when using school technology (Microsoft Teams and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, teachers or others using technology is responsible and sensible.
- I will not deliberately browse, download, upload, forward or create 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 my parents/carers.
- I will not record or take photos of my classmates or teachers during a face-to-face session.
- I understand that when using Microsoft Teams and other applications and technologies 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 help keep me safe and that if they are not followed my parents/carers may be contacted and that school sanctions will be applied in line with the school's behaviour policy.
- I will report anything that makes me feel uncomfortable or a breach of these rules to a trusted adult.

### **Guidelines for behaviour in lessons**

When using Teams lessons, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom.

#### **You MUST:**

- use Teams in an environment that is quiet, safe and free from distractions.
- be on time for your interactive session.
- be dressed appropriately for learning (no pyjamas).
- remain attentive during sessions.
- interact patiently and respectfully with your teachers and peers.
- provide feedback to teachers about your experiences and any relevant suggestions.

#### **You MUST NOT:**

- record anything or anybody in the lesson at any time.
- add or remove any other participant to the lesson or meeting.
- use the chat function unless asked to by school staff and then only to contribute to the lesson.
- use the chat function to communicate with classmates.

Make sure you end the session as soon as the teacher indicates to do so. Do not stay logged on.

School can restrict or remove access to school technology if guidelines are breached.

### **Consent**

I have read and agree to the Remote Live-Learning Parental Agreement.

I have discussed with my child(ren) the Pupil User Agreement, to ensure that they understand and agree to the rules for live learning online.

Parent/Carer Name: \_\_\_\_\_

Pupil(s) Name: \_\_\_\_\_ Class: \_\_\_\_\_

Pupil(s) Name: \_\_\_\_\_ Class: \_\_\_\_\_

Pupil(s) Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date: \_\_\_\_\_