



Pupil Acceptable Use Policy for Remote Education

When we need to learn from home:

1. We will learn using the applications in Microsoft 365, for example: Teams, Word and PowerPoint.
2. We must only use our school account to log on and complete our home learning.
3. We can contact our class teachers between 9.00am and 3.30pm, but they might not be able to answer us straight away.
4. We will attend live lessons on time and let school know if we are not able to join for any reason.
5. We will dress appropriately for live lessons (smart/casual) and blur our backgrounds to avoid unnecessary distractions.
6. We will catch-up with any live lessons we have missed using the whiteboard slides from the lesson.
7. We will complete our learning in a shared room where there are grown-ups around to help me if I need it.
8. We will tell our teachers if we are finding learning too difficult/ too easy so that they can adapt it for us.
9. We will remember that all our communications using our school accounts can be monitored, this includes email and chat.
10. We will not use the chat function in the live sessions or channels for anything that is not related to our work.
11. We will remember our online safety rules when we are working and always tell a grown up if we see or hear anything that worries us.
12. We will only log into Microsoft 365 using our own username and password and never share our personal information with other people.
13. We will behave online like we do in the classroom and will always be polite and courteous.

