



The Mortimer Federation of St. John's and St. Mary's

Parental information regarding TEAMS meetings/learning for their child

- As TEAMS is not intended for use by children under 13, a parental email must be used and kept secure. Your child must be supervised by an adult.
- Parents/carers are responsible for ensuring there is nothing in the background that is inappropriate. All members of the household must be aware that the meeting is taking place and make sure they are also suitably dressed and use appropriate language and behaviour when nearby or in the background. We recommend setting up your device against a blank wall. TEAMS has a built-in option to use a virtual background - you may feel this is an appropriate feature to turn on.
- By logging onto the session parents/carers are giving permission for their child to participate in the TEAMS meeting.
- Pupils must remain in a public space ie. living room not a bedroom, for the duration of the meeting.
- Pupils must be suitably dressed (not pyjamas), with both the top and the bottom half of their body covered, to take part in the meeting.
- Pupils should only unmute the mic when asked a direct question. The staff member is able to unmute for the children if needed.
- The 'chat' function is open for all group members to see (not private).
- You must make sure you and your child have 'logged off' the call correctly once it is finished - before turning off any devices.
- The school behaviour policy applies to all online meetings.
- Screenshots, photos or recordings of TEAMS meetings **must not** be made by parents/carers or pupils and the links must not be shared with others.
- Children behaving inappropriately will be removed from the meeting and parents/carers informed.

We will ensure that

- No staff member will contact your child using TEAMS outside of any pre-arranged meetings.
- Staff will ensure appropriate security settings are in place for the meeting. They will ensure that access is only granted to the expected registered users invited with a direct link. Screen sharing, file-sharing, annotation and chat will be monitored.
- Participants will be held in a virtual waiting room while their identity is confirmed.
- Participants' audio or video may be muted if the staff member views/hears anything inappropriate and they may be removed from the meeting if rules are not being followed.
- The staff member will be present at all points throughout the video call which will be recorded to help safeguard all participants and monitor appropriate use.
- Staff will stay in the meeting until everyone has 'logged off'.
- Staff on the call (or in the background) will use appropriate language/behaviour throughout the call.

Any concerns should be reported immediately to the school.

These meetings are not compulsory, so if you are not comfortable with your child(ren) taking part, your child does not need to attend.

Parents/carers are advised to spend some time speaking with their children about online safety and reminding them of the importance of reporting to an adult anything that makes them feel uncomfortable online.