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Head Teacher: Mr M Hickey BA(Ed), PE QTS

13th January 2021

Chat Function – Microsoft Teams

Dear Parents, Carers and children,

I hope you are starting to get to grips with the home learning on Microsoft Teams, it has been fantastic to see so much high-quality work being returned. Can I please take the opportunity to thank you for bearing with us as we learn to master a whole new way of teaching.

You may have seen that one of the features of Microsoft Teams allows children to post messages in a general chat. Many children and parents have been using this feature to send messages to teachers regarding the work, which is something we would like to encourage. Unfortunately, we have also had children who have used the feature to send social rather than learning related messages. These message boards have been moderated by teachers, but they are struggling to keep up with the volume of messages, especially as they can be posted any time of day. This has meant that messages about learning have been missed.

To ensure that the chat function is used safely and for learning support only, we have decided to bring in an acceptable use policy that children must agree to. Currently, all children have been muted and are therefore unable to post any messages. Once they have read this policy with you please go to the following link and confirm their acceptance of the policy

<https://forms.office.com/Pages/ResponsePage.aspx?id=dBhDNmE6y0qZavCAKI-xNB98xlsJWE5Apao8B4IJCONUQVRTSVY0QkIRMUpFRzY3MkMxRDdXWjdSUS4u>

If children do not follow the guidelines set out for the message boards, they will once again be muted. The decision as to whether they are then given access again after this will be taken by one of the Assistant Heads.

Please note that, like the class email accounts, the message boards will be monitored by the teacher in charge of home learning, not necessarily your child's class teacher. They will try to reply in a timely manner, but this is unlikely to be immediate. As per Mr Hickey's letter of 11th January 2021, the message boards will be active from 9am to 5pm, Monday to Friday. Outside of these times all children will be muted and they will be unable to post messages.

Yours sincerely,

Mr Allaway

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Acceptable use Policy – Microsoft Teams

- I will not share my username or password with anyone other than my parents or carers.
- I understand that my Teams account is only to be used for completing home learning.
- I will only post messages on the message boards if I have a query or need support with the learning activities set.
- I will only post images if they are of my work and I am requesting support.
- I will not use emojis or Gifs on the message board.
- I will only reply to a message if I can support someone's learning.
- I will not post any messages that are offensive (unkind) or inappropriate (rude).
- I understand that the messages are monitored by senior teachers and my class teacher.
- I understand that if I do post offensive (unkind) or inappropriate (rude) messages then my parents will be contacted by the school.
- I understand that if I do not follow these rules then my account will be muted for an indefinite period of time. This will mean I cannot post any more messages but I can still complete work set.

Please read this acceptable use policy with your children and ensure that they understand what is expected of them.

If you would like your child to be given access to message boards again, please go through the acceptable use policy with them and then confirm their acceptance at the following link.

<https://forms.office.com/Pages/ResponsePage.aspx?id=dBhDNmE6y0qZavCAKI-xNB98xlsJWE5Apao8B4IJCONUQVRTSVY0QkIRMUjFRzY3MkMxRDdXWjdSUS4u>

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