



Microsoft Teams code of conduct

When using Microsoft Teams or any other software provided by the school, students should conduct themselves appropriately, in line with the behaviour for learning policy. The sanctions outlined in the behaviour for learning policy apply in full to live lessons via Microsoft Teams.

Students should be aware that their use of Microsoft Teams and other applications provided by the school can be monitored.

Students must:

- Attend live lessons promptly following their timetable.
- Ensure the recording of any missed lesson is watched and assignments are completed.
- Enter meetings with their microphone muted and be dressed appropriately.
- Use appropriate language at all times, in both spoken and written form.
- Use the 'raise hand' feature in meetings to ask the teacher a question.
- Be respectful to members of your class and your teacher at all times.
- Leave the meeting once the lesson has finished.
- Only use teams and other associated software for school purposes.
- Ensure private information related to themselves or others is not shared online.
- Ensure offensive or illegal content is not downloaded or shared.
- Ensure content on teams is not shared outside of the school or on social media.
- Ensure that photos or video recordings are not made of live lessons.
- Alert a teacher or send an email to teams@enfieldcs.enfield.sch.uk if unable to access teams.
- Ensure their password is secure and not shared with anyone else.

Teachers will:

- Deliver live lessons where appropriate and upload lesson resources to teams.
- Set assignments and give individual or class feedback.
- Reply (in school hours only) to necessary questions posted by students in teams.
- Give time to answer questions in live lessons or via the conversation in teams.
- Give warnings to any students who are not using teams appropriately.
- Mute students and prevent them from participating further if they do not conduct themselves appropriately.
- Report inappropriate conduct to Curriculum Leaders and/or Progress and Achievement Leaders who may apply further sanctions.

Parents/carers should:

- Read and agree to this code of conduct.
- Support and encourage your child in their use of teams and their home learning.
- Keep the school informed of any issues related to your child's use of teams.
- Ensure photos or video recordings are not made of Microsoft Teams.

I understand that these rules are designed to help keep everyone safe and that if they are not followed, school sanctions will be applied and parents/carers may be contacted.