

## Remote Learning User Agreement: Microsoft Teams

This agreement outlines how Microsoft Teams should be used remotely to optimise learning from home during any school closures. This document explains the school's, students and parents/ carers' roles in using Microsoft Teams to benefit student learning.

### **Central Lancaster High School will:**

- Follow the Microsoft Teams timetable created for the year group.
- Ensure that two members of staff are available for the lessons. One member of staff will deliver the live lesson and the other member of staff will deal with any questions or queries on the chat. This will ensure that, should students need help during the lesson, they get it from an expert.
- Ensure that lessons begin on time and in an ordered manner.
- Ensure that lessons are recorded to watch again.
- Ensure that students have access to guides, videos and a helpline email should they not understand how to use Microsoft Teams and/ or access the live lessons. These guides will help them to navigate Microsoft Teams.
- Listen to parent and student feedback about how we can improve our remote learning provision.
- Contact students during school hours.

### **Students will:**

- Follow the Microsoft Teams timetable, accessing the live lessons and completing any classwork from them.
- Logon to Microsoft Teams at least five minutes before the lesson has begun with the microphone turned off.
- Be an active participant in the lesson: making notes, following instructions, answering questions and completing any work given.
- Not misuse the chat function by writing inappropriate messages: either in content or in tone.
- Complete any assignments given to them by their class teachers, uploading them for feedback.
- Behave appropriately, adhering to the rules outlined in the behaviour policy.

### **Parents/ carers will:**

- Ensure their child follows the Microsoft Teams timetable, accessing the live lessons and completing any classwork from them.
- Ensure their child logs onto Microsoft Teams at least five minutes before the lesson has begun with the microphone turned off.
- Ensure their child uses Microsoft Teams sensibly and appropriately, following the 'Remote Learning' user agreement.
- Get in touch if they or their child experiences any problems accessing Microsoft Teams or the live lessons.
- Agree to the live lessons being recorded for their child to watch again and for other students to do the same.

Pupil Name:

Pupil Signature:

Date: