

# Microsoft Teams - Code of Conduct



January 2021

**The following list of statements are expectations of all users of Microsoft Teams at Fulbrook:**

- I will be responsible for my behaviour and actions when using technology, this includes the resources I access and the language I use.
- I will make sure that all my communication with pupils, members of staff, or others using technology is responsible and sensible, and is solely work related. This includes when using the chat facility.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/carer.
- I will not share resources or videos created by my teachers or with anyone who is not a pupil or member of staff at Fulbrook Middle School.
- I will not record or take photos of my peers or members of staff during any Teams meeting (e.g. lessons or check in sessions).
- I will not share any school content on social media platforms for example Instagram, Snapchat, TikTok, etc.
- I understand that use of Microsoft Teams and other applications provided by the school can be monitored and logged.
- I understand that these rules are designed to help keep me and others safe and that if they are not followed, my parent/carer may be contacted and I may be removed from the live sessions.
- I will only take part in 'live' streaming if a responsible adult knows that I am doing it.
- When participating in a session on Microsoft Teams, I will ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs). It might be most appropriate to set a background filter.

- When participating in a session on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when in school.

This includes:

- Be on time for your interactive session
- Be dressed appropriately for learning
- Remain attentive during sessions
- Interact patiently and respectfully with members of staff and peers, using appropriate language
- If you are disruptive during a live meeting, you may be asked to leave the session.
- Join the session from an environment that is quiet, safe, public and free from distractions. If possible, avoid using your bedroom.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the member of staff indicates to do so. The member of staff will be the last person on the call.