



Microsoft Teams Code of Conduct - pupils

When using Microsoft Teams pupils should always remember that we have the same rules and expectations as we do when children are in class.

1. They must be polite and respectful when communicating with others.
2. If a pupil has experienced an incident where someone has been unkind to them they should immediately report it to their class teacher – ideally with a screenshot.
3. Pupils should tell an adult if they see anything online that makes them feel uncomfortable.
4. Pupils should not share or upload any content which is inappropriate or could upset pupils, staff and others.
5. Pupils should only contact their teacher through the chat if they have a question related to their learning.
6. Pupils should not be on the chat feature unless the teacher is in the meeting too.
7. Pupils should not share account passwords or use other pupils accounts.
8. Pupils should not delete or open other people's files or documents.

Consequences: - If it is clear a child has been unkind to another child or shared inappropriate content they will be given a warning and their parents will be contacted. If their behaviour continues then they will have their access restricted and potentially removed, with work being sent home by another means.