



Microsoft Teams User Agreement Parent and Pupil

- I understand that systems and devices belonging to school are intended for educational use and that I will not use them for any other use unless I have permission from a member of staff
- I will respect others' work and property and will not access, copy, remove or otherwise change any other user's files without their permission
- I will not try to alter the settings of a system or device
- I will keep my username and password safe and secure
- I will not open any links in emails, or any attachments to emails, unless I know and trust the person who sent the email
- I will be polite and responsible when I communicate with others online; I will not use inappropriate language and I will respect that others may have different opinions to mine
- I will only use websites that a member of staff has given me permission to use, and only at the times that they have allowed
- I will not use systems or devices belonging to school for online gaming, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so
- I will not disclose or share personal information about myself or others when online
- I will be aware of "stranger danger", when I am online, and I will not communicate with anyone that I don't know or where I have not been given permission to do so
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online
- I will not take or share images of anyone without their permission

Parents and carers are asked to discuss these rules with their children, and ensure that they are understood. Failure to follow these rules may result in a temporary or permanent ban of technology use in school, and removal from school systems that can be accessed at home.

Please confirm you have read the user agreement by completing the survey on PIOTA or emailing your class teacher with your confirmation. Once confirmed, usernames and passwords will be sent out.

Thank you