



# Microsoft Teams Pupil Code of Conduct

Everyone must sign and follow the agreement



## Keeping myself, and others, safe



- I will keep my username and password private and I will never share them with anyone else
- I will only use my own login details (or those given to me by my teacher)
- I will only comment if I have been asked to by my teacher

## Digital Communication



- I will always follow my teachers instructions
- I will be respectful and polite when I send messages to others
- I will tell a teacher/ parent/ carer if I see/ hear/ read anything which makes me feel uncomfortable
- I will only send nice or kind messages (I will not send unkind messages or use offensive language)
- I will only comment in the class channels as directed by my teacher (I will not message/ video call classmates)
- I will only post on my class team at appropriate times (e.g. not late at night after 8pm)

## Using video with my teacher or responsible adult



These only apply if video is required for use, e.g. parent consultations or in the event a class is in isolation:

- I will only use video calls when requested by my teacher
- I will dress appropriately for any online video interactions
- I will make sure my family know, and are present for video calls
- I will mute my microphone or turn off my camera when asked to
- If I feel the need to leave the meeting, or someone at home asks me to, I know that I can do so at any time
- If I see or hear something that makes me or my parent/carer uncomfortable, I/they will tell the teacher immediately
- I will use an appropriate venue for teams calls (I know that I can set a background if I choose to)
- I will make sure I have 'hung up' or left the meeting when I am finished

**Pupil Signature:**

**Date:**