



# Microsoft TEAMS Pupil Code of Conduct

Everyone must sign and follow the agreement

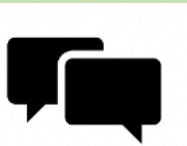


## Keeping myself, and others, safe



- 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 teacher's instructions
- I will be respectful and polite when I send messages to others
- I will tell a teacher, parent, carer or trusted adult if I see, hear or read anything which makes me feel uncomfortable
- I will only send nice or kind messages. I will not send unkind messages or use inappropriate or offensive language.
- I will only comment in the class channels as directed by my teacher
- I will not message or video call classmates
- I will only post or upload on my class team between the hours of 9am and 6pm.

## Using video with my teacher or responsible adult



- I will only use video calls when invited by my teacher for our weekly class 'Check In'
- 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 or carer uncomfortable, I or they will tell the teacher immediately
- I will use an appropriate place in the house for TEAMS calls
- I will make sure I have 'hung up' or left the meeting when I am finished

**Pupil Signature:**

**Date:**