**Graham James Primary Academy**

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**Student Acceptable Use Policy – Microsoft Teams**

February 2021

## Rational for Policy:

School to family interactions have had to be made at a distance since the Covid-19 outbreak and require teachers and students to adapt normal classroom routines to the online world. It is an expectation that the normal high levels of behaviour expected when in school will remain in place at all times when interacting with the school from home.

 Digital technologies have become integral to the lives of children and young people. Technologies and digital platforms such as Microsoft Teams can provide opportunities for discussion, promote creativity and keep all in the school community connected.

 ***This Student Acceptable Use Policy is intended to ensure:***

* That young people will be responsible users and stay safe while using the internet and other digital technologies to interact with Graham James Primary Academy.
* That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users are at risk.

Graham James Primary Academy will primarily use Microsoft Teams as a communication tool to support children in home learning during any prolonged period of closure. On this platform, teachers will set learning and share learning resources to compliment the work set (e.g. teacher videos, Oak Academy links etc.). Students will be able to complete assignments and submit work for assessment and monitoring purposes. Contact can also be made with the class teacher in order to stay connected during periods of closure.

**Gaining access to Microsoft Teams**

 To gain access to Microsoft Teams every student will be provided with an email address and a password. The email address will act as the students Office 365 log-on name. Once logged on students can access the Teams icon within this software.

 The email address will also allow students to access and use the school email system which can also be found on the Office 365 homepage. Both platforms are monitored and neither should be considered ‘private’ by students. Students are responsible for their own accounts and are expected to follow the online safety rules taught to children at Graham James Primary Academy including (but not exclusive to):

* Never revealing any private information including date of birth, home addresses or contact details
* Never distribute images of themselves or others via Microsoft Teams.
* Using appropriate words and actions when participating in chats/ correspondence.

Students are strongly advised never to share their log-on name or password with anybody other than their trusted adults within their home environment.

**Remote Interactions using Microsoft Teams**

For Microsoft Teams to be used effectively and safely, students must agree to the following points:

* Students must not use Microsoft Teams to call, chat or set up groups between each other or with any staff and parents.
* Students must not share any resources, videos, PowerPoints, assemblies or other materials uploaded by staff or other students within or outside the Graham James Primary Academy Teams accounts.
* Students must think carefully about what acceptable language with regards to what they type or post when is using Microsoft Teams. This includes emoji’s and images.

**Safeguarding – Senso for Microsoft Teams**

At Graham James Primary Academy, safeguarding all is our number one priority. In order to safeguard all, Graham James will be using Senso alongside Microsoft Teams. Senso will:

* monitor chat messages and inspect images for visual threats using Senso’s Artificial Intelligence (AI) and keyword algorithms that are focused on user safety, then raise an alert when a violation is detected.
* alert in school administrators of users who have sent inappropriate messages or images within Microsoft Teams and logs the date, severity, and channel name, so the situation can be managed and addressed.
* support with safeguarding staff and students with the ‘report a concern’ feature, allowing users to report anything that has caused them concern directly from Teams.
* give a clear insight of violations made within Microsoft Teams chat. Graphs and statistics help to breakdown the number of violations and alerts made over time. This will support GJPA to address any safeguarding concerns or trends swiftly.