



Lantern Lane Primary School  
**Home-School Remote/Blended Learning & IT Acceptable Use Agreement.**

At Lantern Lane, we believe that every child can achieve success when learning both in school & remotely by accessing teaching and effective help from staff that know them and value them as an individual. We value the partnership that we have between children, teachers and partners that will support this and have produced the following agreement to protect and promote this.

This agreement incorporates our expectations of you as parent/carer; of our staff as educators and the expectations of our pupils.

**Our school will:**

- Support all children to access that technologies that we are using to promote learning through the provision of devices, where there is a need, and providing ongoing training & support for pupils and their families.
- Facilitate quality learning opportunities using a range of platforms that are chosen to meet the needs of the children: these include Teams, Seesaw & Tapestry.
- Continuous learning will be supported through a combination of: 'live' teaching sessions; materials pre-recorded by our staff; other learning materials that staff have chosen and/or personalised to meet the needs of our pupils.
- Continue to support children through regular contact when at home, ensuring they are happy, safe and confident in using the resources and teaching mentioned above.
- Respond to any concerns in a timely manner, within school hours.
- Comply with GDPR, Safeguarding Standards and promote e-safety across the school community.
- Monitor the online and internal network activity using safe filtering and embedded safeguarding systems, including that of activity within the TEAMS platform.

**I, as a parent/carer will:**

- Ensure my child not only respects and looks after the technology made available but also navigates the digital and online space afforded them in a safe and sensible manner.
- Encourage my child to engage with their teacher in order to promote their learning and to seek help whenever it is needed.
- Encourage my child to produce work of the very highest standards and engage with the feedback given by their teacher.
- During live remote online sessions, demonstrate good digital manners and support my child to do the same (see below under expectations of children).
- Support my child with locating and navigating TEAMS or uploading documents such as word or other files
- Ensure that any queries I have regarding my child's academic tasks are directed to the class teacher within school hours via the teacher's email
- Ensure that any queries I may have regarding Microsoft Teams or home-learning applications are directed to the email address - [office@lanternlane.notts.sch.uk](mailto:office@lanternlane.notts.sch.uk) for the attention of Paula Hancock.
- Ensure my child only publishes any videos or files on the class Teams channel and not on any other site or on social media - screen shots should not be shared outside of the Lantern Lane community.
- Support my child by promoting e-safety and positive online behaviours, seeking help in this regard where necessary.

### **I, as a Pupil of Lantern Lane will:**

- Respect all technology and digital platforms made available to me by the school, using them with care and in the right way.
- Protect my usernames and passwords and ensure they are not shared with anyone other than the adults helping me with remote learning.
- **Never** search for, download, upload or forward material that is not appropriate and could cause upset to anyone in our school family.
- If I accidentally come across any inappropriate material, I will report it immediately to my teacher or my parent.
- Take advantage of all the online learning opportunities that Lantern Lane is providing for me, producing my best work at all times (just as I would in school).
- Keep my microphone muted during a live class session, demonstrating good digital manners (\*see below for more details of this).
- Use the 'chat' function sensibly to help my learning and support others to do the same.
- Engage with teachers daily so that they know I am happy, safe and well - telling them if this is not the case
- Follow Lantern Lane's CARE values during all my remote learning - and beyond.

### **What are good digital manners?**

- \*Being punctual for meetings and interactive sessions.
- \*Being fully dressed appropriately for learning (no pyjamas).
- \*Being attentive during sessions as would be expected in class
- \*Raising virtual hand to speak and waiting to be asked.
- \*Not talking or using the chat when the teacher/ other pupils are sharing their ideas.
- \*Using the chat to help your or someone else's learning only.
- \*Choosing a place for 'live' sessions that is quiet, safe and public.
- \*Interacting patiently and respectfully with teachers and peers using appropriate language.

NB: Users **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher for safeguarding reasons or so pupils can benefit from this teaching at another point.

### **What might happen if I don't follow the rules above:**

- Parents will be advised.
- Staff will monitor your activity online more closely.

### **Anticipated outcomes if a child complies with this agreement:**

All children will greatly benefit from first class digital and technology facilities, learning and developing essential skills for the future. They will build digital confidence and develop an awareness of how to navigate the online environment in a safe manner, learning how to engage with others and be part of the ever growing creative web.

Their learning will be promoted.

Weekly during Monday's Whole School Assembly and half-termly through CARE awards, children will be given recognition for their online learning achievements and their sensible, safe and determined approach to learning in this new way.

### **Additional guidance regarding use of Microsoft TEAMS - all users.**

Parents and teachers have a responsibility to ensure that 'live' streaming and calls are supervised appropriately - children, especially those below Year 5, should be closely monitored at all times regardless of the additional safeguarding procedures adopted by school.

When participating in a video conference on Microsoft Teams, all users should ensure that there is no confidential information in the background (e.g. letters with addresses or personal family photographs).

When participating in an audio or video conference on Microsoft Teams, users must remember that this is an extension of the classroom and members of a household should conduct themselves accordingly.



# MICROSOFT TEAMS EXPECTATIONS

## BE ON TIME

Wake up early.  
Log on a few minutes before class.



## BE IN A QUIET PLACE

Find a quiet place to work.  
Check your surroundings!



## BE PREPARED

Charge your computer!  
Camera on!  
Use headphones if you have them.



## PRESENTATION

Wear appropriate clothing.  
Sit up straight.  
Be in camera view.



## MUTE YOURSELF

Mute yourself when your teacher or another student is talking.



## PARTICIPATION

Be focused!  
Be attentive!  
Be an active participant!



## CHAT RESPONSIBLY

Raise your hand to speak.  
Type your question in the chat box.



## COMMUNICATION

Speak clearly.  
Look up when speaking.  
Stay on topic (no side conversation).



## BE RESPECTFUL

R-E-S-P-E-C-T  
Be kind!  
Be considerate

