

## Parent/Pupil Agreement for Microsoft Teams


### Our school will

- Provide a platform for the children to access resources/ activities for their learning and homework tasks

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

- Encourage my child to engage with their learning through teams when necessary
- To support my child in completing Assignments set (homework) or to view any useful resources shared for their learning.
- Ensure my child only uploads suitable documents/ work which has been asked for directly from the class teacher.
- Not post or publish any videos from Teams on any other site or social media.
- Ensure my child updates the temporary password sent by school to something memorable.
- Ensure my child keeps the username and password safe and that it is not shared with anybody else.

### I, as a pupil of Sound and District will:

- Keep my passwords and username safe and private – not sharing with anyone.
- Ensure that this system and details are for school use only.
- Only upload and send suitable documents back to my teacher that they have requested.
- Follow the teacher instructions carefully on any Assignments (Homework) set.
- Complete and submit work requested.
- **NOT POST OR RESPOND** on the class post page when teachers send a message or reminder.
- Keep my Microsoft Teams Icon as my initials so that the teacher can easily identify me. 
- Always ask my teacher or parents if I am struggling with anything on Microsoft Teams.

Possible sanction for failure to comply with this agreement:

- Removal of access to Microsoft Teams for your children

Parent/Carer Signature \_\_\_\_\_ Pupil Signature \_\_\_\_\_

