



St Patrick's Catholic Primary School Microsoft Teams Code of Conduct

When using Microsoft Teams pupils should always remember to be polite and respectful when communicating with others.

General:

- If a pupil has experienced an incident where someone has been unkind or disrespectful to them, they should immediately report it to their class teacher - ideally with a screenshot.
- Pupils should inform an adult if they see anything online that makes them feel uncomfortable.
- Pupils should not share or upload any content which is inappropriate or could upset pupils, staff and others.
- Pupils should only contact their teacher through the chat if they have a question related to their learning.
- Teachers will be available Monday To Thursday 9:00 - 3:30 and Friday 9:00 - 12:00
- **Please be mindful that your teacher will not be sat at their screen constantly and will get back to you as soon as they can.**
- Pupils are encouraged not to go on Teams late at night, please try and stick to the hours of a school day where possible.
- Pupils should not contact a member of staff through video chat.
- Pupils should not share account passwords or use other pupils accounts.
- Pupils should not delete or open other people's files or documents.
- Pupils should not share gaming invites or passwords via Teams.
- When using the chat facility, please only use it to ask a question to the teacher. We are finding that the teacher is missing important questions as the chat is filled with just general conversation!

Meetings

- When attending a Teams meeting please mute your microphone and wait for your teacher to ask you to unmute.
- Please have your camera on.
- Please be dressed appropriately.
- These meetings are a wellbeing catch up and not a time to discuss class work.

Consequences

- If it is clear a child has been unkind to another child or shared inappropriate content, they will be given a warning and their parents will be contacted. If their behaviour continues then they will have their access restricted and potentially removed. We will then decide with your parents or carers how best to provide you with learning.

Teams Support

- Please use our website and follow our help guides <https://stpatricksLiverpool.co.uk/home-learning-pack/>
- Please contact schoolclosures@st-patricks.liverpool.sch.uk
- Class teachers are preparing lessons and teaching so please direct any concerns to school closure email.

By using Microsoft Teams, you are agreeing to this code of conduct