



April 2023

Dear Parents \ Carers

Melbury Primary School are using Microsoft Teams as our online home learning platform. Microsoft Teams is a cloud hosted system that allows for online virtual lessons and file sharing.

We will be using this system in the event of any 'bubble' or full closures.

Your child has been allocated a username and password for the system. They have been added to a class 'Team'.  
(Your child should have received their Login details)

To access the system, follow the link below. You will be presented with a username and password screen. For a better experience we would recommend downloading Microsoft Teams, it can be downloaded from the Microsoft website for use on a laptop or computer. The app is also available on both the apple store and google play store.

Computer access URL: <https://login.microsoftonline.com>

## **Pupil Acceptable Use Policy for Remote Learning**

The School assumes that parent's \ carers will ensure that they read this policy with their child before using the provided online account, or before joining any virtual classrooms

This AUP is essential for managing and sustaining the integrity and legality of the Melbury Primary School network and computing resources.

### **Remote Learning and using Microsoft Teams**

- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Do not attempt to start or record a meeting/lesson via any device (N.B. this feature has been disabled on Microsoft Teams).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the Melbury Primary School Teams Account.
- Pupils are not permitted to upload anything to the team unless they have been instructed to do so by the teacher.
- Pupils should blur their background if in a virtual lesson which involves a camera (if this facility is available to them).
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- All conversations should be about the lesson and not about personal topics.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

This runs alongside the Pupil Acceptable use policy, which is available on the Melbury Primary School Website.