



"Learning to Succeed"

**Gladstone Road Primary School**

Wooler Street, Scarborough  
North Yorkshire, YO12 7DD

Head teacher: Mr. G. Johnson

Tel: 01723 372566 Fax: 01723 501126

Email: [admin@gladstone.n-yorks.sch.uk](mailto:admin@gladstone.n-yorks.sch.uk)

20<sup>th</sup> January 2021


Dear Parents and Carers,

### **Acceptable Use Policy for Remote Learning and using Microsoft Teams**

We are delighted with the numbers of children who are accessing the daily 'live' sessions on Teams and the parent feedback is telling us that this is helping with routines and learning. If we can be of help please contact school or let your child's class teacher know. You can do this within the chat part of the live lessons or through an email which will be passed directly to your child's teacher – [admin@gladstone.n-yorks.sch.uk](mailto:admin@gladstone.n-yorks.sch.uk).

**If technology has prevented you from joining the 'live' sessions we hope that this is nearly fixed but if not please contact the school and we will sort this.**

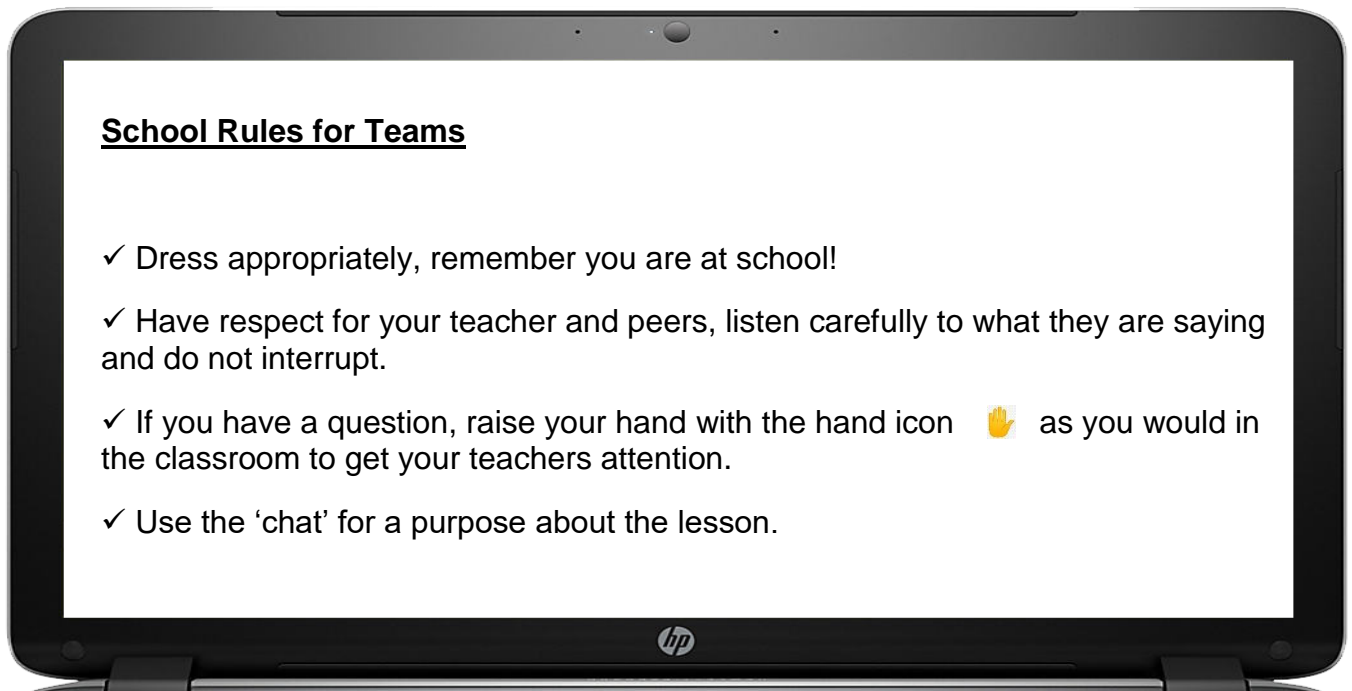
**In letting your child access Teams you are agreeing to the policy below. Please go through this with your child. The teaching staff will continue to reinforce these expectations through the sessions. Technology is constantly evolving so our policy will be updated when needed.**

We have chosen the learning platform of **Teams** as it cannot be accessed by external people or allow children to email out. Please keep reminding your child about their 'digital footprint'  It is important that the children understand how to protect their privacy and respect others' privacy. Our digital world is permanent. Remind your child to self-reflect before they share online with the understanding of how it may impact themselves and others.

- Pupils are unable to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled which unfortunately means that parents can't use this feature to contact the teacher).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the Teams Account.
- Pupils should enter the lesson a few minutes before it is due to start and wait in the lobby.



- **Pupils must leave at the end of the lesson once instructed to do so.** The teacher must be the last person to leave the meeting. Once the teacher writes 'this is the end of the session' in the chat then pupils need to email any questions to their teacher. Pupils are not to go back onto the 'chat' feature.
- Pupils must remember when using Microsoft Teams 'chat' that everyone in the class can see what everyone posts including the teacher. It is therefore very important that children think carefully before they post anything. Inappropriate comments will be dealt with and parents will be informed. We have a record of every chat.
- If pupils see a comment from one of their peers which is inappropriate please alert your child's class teacher or parent. A screen shot is always useful. Pupils need to do the same as you would do in school and tell someone. Parents must contact the school where we will investigate and contact other parents.
- Parents wanting to make individual contact with the class teacher need to email through [admin@gladstone.n-yorks.sch.uk](mailto:admin@gladstone.n-yorks.sch.uk) or ring school where the class teacher will get back to you.



Best wishes

Miss Gill & Mrs Boddy  
Assistant Headteachers