**Trinity Academy Sowerby Bridge - Student Remote Learning contract**

Our aim is to provide pupils with the opportunity to continue with their studies whilst having to learn from home. We will do this through the use of Microsoft 365. We want to provide a user-friendly platform which also gives the opportunity for personalised learning with the ability for teachers to feed back and pupils to submit work. Ultimately, we want to ensure a positive virtual school experience.

To keep the system as safe and focused as possible, we have created guidance which outlines the academy’s expectations and allows all partners to enter into a responsible user agreement.

✓ I will follow my timetable when I am well but off school, and complete all work set.

✓ I will complete my remote learning work to the best of my ability.

✓ I will only use technology for school purposes as directed by my teacher.

✓ I will not reveal my passwords to anyone.

✓ I will be responsible for my behaviour and actions when using technology, including the resources I access and the language I use.

✓ I will make sure that all my communication with students, teachers and others using technology is responsible and sensible.

✓ I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal.

If I accidentally come across any such material I will report it immediately to my teacher or my parent.

✓ I will not record or take photos/screenshots of my classmates or teachers during video sessions.

✓ I understand that when using applications provided by the school that my use can be recorded, monitored and

logged and be made available to my teachers.

✓I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will

be applied and my parent may be contacted.

✓ I will report any instances of online abuse or anything that makes me feel uncomfortable immediately to a

member of staff.

✓I understand that TEAMS is an extension of the classroom and that I should conduct myself as I would in a

classroom environment.

This includes:

• Taking part in a Teams lesson in an environment that is safe, quiet and free from distractions

• Being on time for live streamed lessons.

• Being dressed appropriately for learning.

• Remaining attentive during sessions.

• Interacting patiently and respectfully with your teachers and peers.

• Not recording each other’s online interactions.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year group: \_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a parent / carer I agree to support my child and the school in ensuring these happen and agree to live lessons be recorded if the school feels it is appropriate.

Parent / Carer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_