



Where every child counts

WILLIAM BARNES PRIMARY SCHOOL

Bridge Street
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Dear parents,

As your child is currently unable to attend school for an extended time period due to Covid 19, teachers will be providing them with learning using Microsoft Teams. Please can you read our code of conduct for using Microsoft Teams which is below.

William Barnes Code of Conduct for Remote Learning

When using Microsoft Teams for remote learning I agree to the following

- I understand that my Teams login details should be kept safe and secure and not shared with other children or families.
- I will only use Microsoft Teams as directed by the teacher and will only type in or upload material related to my learning.
- If I have been lent a laptop or a printer by the school I will sign a contract that stipulates that I will look after it and return it to the school in the same condition as I received it when my child returns to school.
- If I borrow a school printer I will be responsible for ensuring that the printer contains the necessary ink cartridges to allow work to be printed off at home.
- I will only use the 'chat' facility to send messages related to my learning
- If taking part in a live Teams meeting I will make sure that
 - My environment is quiet and free from distractions.
 - The background is appropriate and as neutral as possible (please be mindful of what can be seen in front and behind you.)
 - I am appropriately dressed – e.g. not wearing a dressing gown or pyjamas as its recorded.
 - I remain attentive and do not speak unless it is my turn.
 - I mute the microphone if I have to speak to someone at home.
 - I communicate in a courteous way at all times to both teachers and fellow pupils.
 - I will respect the privacy and confidentiality of the other people taking part in the Teams meeting including any children or adults in the classroom.
 - I take breaks from being on screen so that I do not get over tired.
 - During a live Teams meeting a parent or carer is in the same room as me or in a public space or in the next room with the door open, so that they can see and hear everything that is happening during the meeting. If in a bedroom then a parent has to be present.

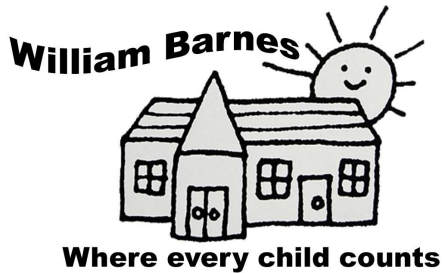
Remember that when using social media, if you type something 'it is always there and you cannot take it back.' So be very sensitive and careful with what you type when using Microsoft Teams.

Your child's teacher will be in touch to ensure that you understand how to use Teams and that everything is set up properly as soon as possible.

If you have any questions, please do not hesitate to call the office or e-mail your child's teacher,

Yours faithfully,

Mr Hull



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William Barnes Primary School – Home Learning Laptop and Printer Lending Scheme

Please read through the agreement below and then sign and date it to show that you have understood your responsibilities when borrowing equipment from the school.

I agree that

- The laptop and or the printer are for the use of the child from William Barnes Primary School only and will be checked by our technician on its return for unauthorised use.
- The laptop and or printer remain the property of the school and is only being lent for the period of time that home-learning is taking place.
- The laptop and or printer should be returned to the school once the period of home learning has come to an end and your child has returned to school.
- It is my responsibility to purchase ink cartridges for the printer if required as the school cannot afford to do this.
- The laptop and or printer should be returned in the original boxes or in the carrying case provided in the same condition that they were in when they were borrowed.
- I will not attempt to install any new software or alter any of the settings apart from connecting the laptop with my home wi-fi connection.
- The laptop should only be used for school and education related activities and only by the child from William Barnes who has been leant the equipment.
- I will ensure that internet filtering is set up on my wi-fi to ensure that the children do not access inappropriate material when online.

Name _____ Relationship _____ to
child _____

Signed _____ Date _____