



Durham Trinity School and Sports College.

Video Calling - Parent/ Carer Acceptable Use Agreement.

Due to the current exceptional circumstances with the COVID 19 pandemic, schools are exploring alternative means of communication to support parents with home learning and to carry out welfare conversations which can provide support for families if required.

It is crucial to ensure all members of the school community are taking steps to work in a safe environment whilst undertaking remote teaching/learning/working.

Durham Trinity School will be using Google Classroom to deliver home learning (live lessons, teachers setting work for their class) and Microsoft Teams for welfare calls to check on pupils not in school.

This acceptable use policy aims to:

- Set rules on the use of video calling/conferencing for parents/carers whilst working alongside pupils/ members of staff from a remote location.
- Establish clear expectations for the way all members of the school community engage with each other online
- Support the school's policies on data protection, online safety and safeguarding
- Support the school in promoting and teaching pupils about safe and effective internet and ICT use

Parents/ Carers are requested to sign the enclosed form to show their support of the school in this important aspect of the school's work. A copy of the consent form should also be signed and returned prior to commencing video calling via Microsoft Teams/Google Classroom.

A copy of the Pupil Acceptable Use Policy is attached to this form. Please ensure that your child has read and understands the Pupil Acceptable Use Policy prior to signing. If appropriate, a parent or carer may sign on their child's behalf. By signing in this way, this indicates that a parent/carers will take responsibility for ensuring all guidelines are adhered to.

## Parent/ Carer Acceptable Use Form

Pupil Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

- I will only use/ support my child to use the permitted Video Calling software as recommended by Durham County Council- this is Microsoft Teams and Google Classroom.
- I will only use/ support my child to use a Microsoft Teams dedicated account set up using a parental email address. This will give me guest user features.
- I will ensure that my Microsoft Teams account has a strong password, containing a combination of upper and lower case letter, numbers and special characters, at all times.
- - I ensure that the Google Account that has been created for my child is used for school purposes only. I enter the password to enable my child to access the account.
- I will not record, the video calls made, at any time.
- Where live video and audio is being used, I will carefully consider the location in which the call is taking place. (Please note: this **must** not be a bedroom).
- I agree to be present in the room for the duration of the call. If I do not wish to be visually present on the call, I will regularly notify the staff member conducting the call that I am present in the room.
- I will ensure that both myself and my child are appropriately dressed when the call takes place.
- I will discuss how to keep safe online with my child prior to commencing any video calls (where appropriate).
- I will ensure age-appropriate parental controls are set on digital devices and use internet filters, where possible to support my child's safety online.
- I will ensure no other tabs/programmes are open on the screen at the time of the call.
- I will only participate in video calls with members of staff from Durham Trinity School and Sports College during school hours which are Monday to Friday from 9.00am to 3.30pm. I will ensure my child does not conduct video calls outside of these times and days too.
- If my child is in school, they may still participate in remote online learning with other pupils who may be accessing learning from home. Due to the nature of blended learning and the activities delivered by class staff, they may be seen on camera by other pupils and supporting parents during online lessons.

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

Print Name: \_\_\_\_\_

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