



## Teams – Acceptable Use Policy at home

### Keeping myself and others safe

- I will keep my username and password secure and private
- I will not change my username icon to a personal photo.
- I will check with a responsible adult at home before posting a message on the wall.
- I will only post messages which do not contain private or sensitive information.

### Communication

- Be polite to your classmates and teachers.
- Post questions about home learning on the 'General' channel.
- Post non-school related questions or comments on the 'chatterbox' channel.
- The call/meeting function must not be used unless you are instructed to do so by your class teacher.

### Home Learning

- Post completed home learning tasks in the assignment tab.
- documents or photos of home learning must be uploaded in the relevant assignment.
- No home learning is uploaded into the posts or files sections.

### Blended Learning

#### When attending video meetings I will...

- Dress appropriately for attending lessons.
- ensure my microphone is off.
- leave the meeting when it has finished.