



Launton Primary School Online Classroom Parental Agreement

By enabling my child to login on to the Launton School Online Classroom, I agree to abide by the following:

- I give permission for my child(ren) to participate in a **meeting** using Microsoft Teams, 'hosted' by a member of school staff, including permission to communicate using the computer microphone and camera.
- I understand that as a parent, I am responsible for supervising the suitability of my child's/children's online access, communication and the 'home' setting (wherever distance learning is taking place outside of school). This includes ensuring children have a quiet, safe space from which to meet (in an appropriate room), are wearing appropriate clothing, and that there are no age-inappropriate or unlicensed background noises, visuals or moving images. All household members must be aware that the meeting is taking place and make sure they use appropriate language and behaviour when nearby or in the background.
- I understand that only the invited child(ren) will join the meeting, and that adults and other children will not be permitted to partake. Parents are encouraged to supervise (but not appear on screen). Each meeting will end at the discretion of the hosting staff member.
- I understand that by giving permission, meetings will be by invitation only, and from staff using their school email address only. Should you or your child(ren) be invited to meet by an individual or organisation not using the said address format (@launton.oxon.sch.uk), the invitation should be reported to the school Designated Safeguarding Lead (Ms Coleman, Ms Paterson or Ms Terry) immediately, as a potential safeguarding issue.
- I understand that my child(ren) will only be invited to meet between the hours on 9.00am and 3pm, Monday to Friday during term time.
- I understand that teachers should not be invited to meet on Microsoft Teams by parents or by children.
- I understand that for safeguarding purposes, Microsoft Teams meetings may be recorded by the staff host and that occasionally, these recordings may be shared in accordance with our current sharing of photos agreement policy and personal data protection guidelines.
- I understand that staff will approach Microsoft Teams meetings as being an extension of the classroom learning environment. As such, classroom and school expectations, procedures, policies, and rules will be adhered to as normal - by teachers and children alike. Staff will facilitate and lead all meetings and will follow the school behaviour policy and classroom rules. Staff will check that all links used to websites outside of Microsoft Teams are age appropriate.