Remote Education Agreement

Introduction and scope

Reviewed: 19/03/26

Next review date : 19/03/27

- This agreement is an extension to the ICT Acceptable Use Agreement and covers the use of all online applications that students will use to access and complete work as directed by your school. This includes the use of Red Balloon Norwich approved remote education platform Microsoft Teams.
- This agreement must be signed by all students before using these online applications.
- All parents are expected to read this Remote Education Agreement and support their child(ren) with following the rules.
- All other school policies, rules and expectations will continue to apply during remote education.

Linked policies

This Agreement should be read alongside the following:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- School Behaviour Support Policy

Agreement

- I will only use the Microsoft Teams applications for school purposes as directed by Red Balloon Norwich school staff via my school laptop.

- I will only use these applications when an adult is also in the house who knows I am using them for school work.

- I will not reveal my passwords to anyone and keep them secure.

- I will be responsible for my behaviour and actions when using the Microsoft

Teams application, this includes the resources we use and the language. I agree to abide by the school behaviour support policy during online education and use appropriate communication at all times.

- I will only use Chat to ask questions, respond to questions and not to have a chat or personal conversations with my friends.
- I understand that when using Microsoft Teams and other online applications used by the school that live sessions may be recorded for safeguarding and/or CPD purposes. I understand that I must never record a live session.

- I will not deliberately browse, download, upload or forward any material that could be considered offensive or illegal. If I accidentally come across any such material by accident I will report it immediately to your teacher, another member of Red Balloon Norwich staff or my parent/carer.

- I will report any concerns that I have to my teacher or my school's designated safeguarding lead team.

Webcams and audio (where permitted by the school):

- I will only turn on my webcam when/if directed to by my teacher. If my teacher asks me to turn my webcam off I will do so respectfully.

- Where there are two or less students and I wish to turn my webcam on, I understand that there must always be two adults present. This may be two teachers or one teacher and a parent.

- If I do turn my camera on, I will ensure I have a neutral background with no one else in view or able to view my screen (it is a good idea to have a parent/carer nearby, but not on camera unless the parent/carer is attending a meeting with you). I will ensure there are no inappropriate photos, pictures or wording/logos in my background.

- If I do turn my camera on, I will ensure I am appropriately dressed for a school

session. This does not need to be school uniform, but you should be in respectable clothing with no pyjamas or offensive logos.

- I understand that I can keep my webcam off at any time if I so wish.

- I will only turn on my microphone when directed by my teacher and keep it on mute the rest of the time.

- Students who do not follow all of these rules may be removed with no notice by their teacher/delivery staff during a live online session. A student would then have to wait in a virtual waiting room whilst the teacher decides whether or when the student can be re- admitted to the session.

Costs: Be aware that using video may utilise significant amounts of data. Discuss with your parent/carer costs of using video as part of remote education. Parents if you have any concerns relating to the cost of accessing remote education please contact the school.

Student's Name:

Year/Class:

Signed:

Date: