

## **Office 365 Acceptable Use Policy**

### **Using 'Virtual Classrooms' during COVID19**

#### **Pupil and Parent / Guardian Responsibility**

##### **Introduction**

Longwill School for Deaf Children is committed to safeguarding and promoting the welfare of all its pupils. Longwill is a Rights Respecting school and we promote The United Nations Convention on the Rights of the Child (UNCRC). This is a human rights treaty which sets out the civil, political, economic, social, health and cultural rights of children.

We believe that:

- Staff should be highly vigilant and committed to safeguarding them throughout all activities. (Article 23)
- All children have the right to be protected from harm, abuse and neglect (Article 19)
- That every child has the right to an education and children need to be safe and to feel safe in school (Article 28, 24,27)
- All children should be encouraged to respect each other's values and support each other (Article 31)
- Everyone in the school community should contribute to the prevention of abuse, risk/involvement in serious violent crime, victimisation, bullying (including homophobic, bi-phobic, trans-phobic and cyber-bullying), exploitation, extreme behaviours, discriminatory views and risk taking behaviours (Article 34,37)

By using Longwill schools Office 365 "virtual classroom" you hereby agree to the following:

##### **Expectations and Protocols:**

- Use of the Longwill School office 365 account is subject to the rules and guidelines of the school's Safeguarding Policy, E-Safety policy and the Acceptable Use Policy which can be found on our School website <https://www.longwill.bham.sch.uk/policies>
- When accessing a pupils account from home the pupil should be supervised at all times by a responsible adult.
- As with all other school devices and services, outlined within our ICT and Safeguarding policies, you are strictly forbidden from using your Longwill Office 365 account to create, store, access, view, download, distribute, send, upload inappropriate content or materials.
- You are forbidden from utilising your Longwill Office 365 account to partake in illegal activities of any kind.

- You will not use your Longwill School email to join social networks, groups or mailing lists unless permission has been granted by a member of staff for an educational purpose
- Your Longwill Office 365 account may be subject to routine and ad-hoc monitoring by a member of the IT team including but not limited to the review of emails, videos, documents created, shared and/or sent from the account.
- Your Longwill School email address and Office 365 account is not permitted for personal use. It has been provided for school work-related use only.
- Do not grant access to anyone, do not share the email or password with anyone.
- It is your responsibility to keep your username and password safe and secure.
- If you think your account may be compromised please contact the school at [enquiry@longwill.bham.sch.uk](mailto:enquiry@longwill.bham.sch.uk) or by phone on 0121 475 3923 and this will be forwarded to the IT team immediately.
- You are not permitted to change your password, if you would like your password changed for a valid reason please contact the school and a member of staff will be in touch.
- Pupils, parents and guardians must not post links to social networks or external links without first having the approval of the teacher.