



# St Ambrose Catholic Primary School

## Microsoft Teams Code of Conduct

- When using Microsoft Teams pupils should always remember to be **polite** and **respectful** when communicating with others.
- If a pupil has experienced an incident where someone has been unkind or disrespectful to them they should immediately report it to their class teacher - ideally with a screenshot.
- Pupils should inform an adult if they see anything online that makes them feel uncomfortable.
- Pupils should not share or upload any content, which is inappropriate or could upset pupils, staff and others.
- Pupils should only contact their teacher through the chat if they have a question related to their learning.
- Pupils should not contact a member of staff through video chat.
- Pupils should not share account passwords or use other pupils accounts.
- Pupils should not delete or open other people's files or documents.

### Consequences:

- If it is clear a child has been unkind to another child or shared inappropriate content they will be given a warning and their parents will be contacted. If their behaviour continues then they will have their access restricted and potentially removed, with work being sent home by another means.

**Our Catholic Mission: 'We do our best by following Jesus'**