

Dovecotes Primary School

Ryefield, Pendeford, Wolverhampton. WV8 1TX



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Dear parent/carer,

As part of our teaching and support for pupils in the current times, we have chosen to introduce the use of Microsoft Teams for pupils' use.

Microsoft Teams is a unified communication and collaboration platform that combines workplace chat, collaborative work, file storage and sharing, application and integration and video conferencing. At present, we aim to use Teams to share files with pupils related to their learning and encourage their discussions with others in this manner.

We ask that you read the agreement outlined below and ***a member of staff will be making contact with you in the next few days to discuss consent*** in order to support both staff and the pupils' use of Teams and ensure that it is a safe working environment for all.

- I will know when my child is using the Internet and/or Teams at home and will monitor their usage.
- Online messages sent and received through Teams should not be considered private and as a parent, I can inspect my child's online communication.
- As a parent, I will ensure my child keeps to the above rules and that if he/she misuses online communications (or other public networking sites), their access may be withdrawn.
- I understand that the account has been set up for the pupil and is not to be used by anyone else but if I have any concerns or issues with the use of Teams, I will report it to school in the usual manner.
- Any issues or concerns I have must be shared directly with the Headteacher, member of staff or governors and if I have any evidence of these concerns, for example print screens, this should be shared to support staff in taking the appropriate measures required.

As always, we appreciate your continued support but especially at these unprecedented times when we are prepared to take all measures necessary to ensure the safety of both pupils and staff. If there are any questions or concerns, please do not hesitate to contact a member of staff or myself.

Stay safe and well, everyone.

Miss Beddow

I have read and agree to the use of 'Teams' at Dovecotes agreement and I do/do not give consent (delete as appropriate) for my child, _____ in Year _____ to be involved in discussions and access files to support learning using Teams.

Signed _____

Date _____

Please note, we will need to obtain verbal consent over the phone/in person this year due to immediate implementation and the current pandemic. Thanks.