



Staying Safe: Using Teams at Troqueer Primary



Our School Rules: Respectful and Kind, Ready to Learn and Staying Safe

It is very important that we remember our school rules when we use Teams. We must make sure that we are respectful and kind towards others, ready to learn and staying safe.



We do not talk about online games or usernames, tags or passwords on Teams.

It is very important that you do not give others personal information about yourself.

Glow Community Rules

We use the Glow Community Rules. These help us to use Glow in a positive, safe and responsible way.

BE SECURE

- Always keep your Glow password to yourself.
- Always sign out of Glow when you are no longer using it.

BE POLITE

- Always treat others with respect.
- Never post or share a message, document, image, video or any other content that is inappropriate or likely to cause harm or offence to others.

BE SAFE

- Always remember to be careful when communicating over the internet – other users may not be who they seem.
- Don't share your personal details with other people.
- Never agree to meet someone in person who you have only met on the internet unless accompanied by a parent, carer or other known and trusted adult.
- Speak to an adult immediately if you see a message, image or anything else on the internet that concerns you.

BE RESPONSIBLE

- Always be mindful that once you put something online, that information may be beyond your control.
- Never post or share a message, document, image, video or any other content online that you would not wish other learners, teachers, or parents to see.
- Remember that anything you do can be traced back to you.
- If you misuse Glow, this can be reported to your school.

BE LEGAL

- Never post or share a message, document, image, video or any other content that you do not have permission to use.

If you are worried about something on Teams, you can:

- Tell an adult at home.
- Send an email to Mr Armstrong at:
gw08armstrongmartin@ea.dumgal.sch.uk

