



**VLE (Virtual Learning Environment Policy) – Microsoft Teams**

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**Approved By: Brad James**

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# Virtual Learning Environment Policy – Microsoft Teams

All students of Mr James Maths Tuition will have access to an online account on the Microsoft Teams platform. Upon registration, students will receive a link to their online account where they will be able to access all of their account content. This can be accessed either by web, using the mobile application or by downloading teams onto a computer or laptop. Only students of Mr James Maths Tuition will be authorised and have access to the Microsoft Teams site, however, parents and guardians can be added to this team upon request.

Once logging in the student will have access to all of their learning resources which are used during the session, students will also be able to access their personalised checklist, practice papers, exam booklets and homework.

Each student is responsible for their account, and only the student is authorised to access their account, and therefore, usernames, email addresses and passwords need to be kept secure. It is recommended that if a shared computer or device is being used to access the student's account then the student ensures that they have logged out of their account at the end of the session.

Resources which are uploaded onto the Mr James Maths Tuition Teams platform are resources which have been provided by specific business and organisations and are either free of charge for members of the public to access through their own websites, or by subscriptions which are licensed to Mr James Maths Tuition and therefore students do not have authority to download and share these documents with third parties, these resources are solely for the purpose of supporting the student with their private tuition. All tutors will have access to each of their students' accounts, and therefore will be able to upload and download resources, homework tasks and also can and authorise student user accounts and create new teams. Failure to comply with these guidelines will result in legal action being taken against the student, if under age, the parent/guardian or whoever is responsible.

Students and tutors are able to log into the Microsoft Teams platform on multiple devices at the same time, and the website is optimised for all web browsers. It is recommended that notification settings are switched on. This will allow the student to receive a notification when a message is received, a video call, or phone call is about to take place, or the session is about to start (if online).

Students will also have access to the chat functionality, this will allow students to chat to their tutor, send messages, videos and photos which will best allow tutors to be able to support their students. All messages are kept private and confidential and will remain on the student's Team channel throughout their duration with Mr James Maths Tuition. These messages, images, or videos will not be deleted until the student's team has been deleted where all of the student's data/information will be removed from the system.

When a student's account has been deleted, Microsoft has a default retention policy where the data will be held for a specific period of time before being deleted. More information can be found here: <https://docs.microsoft.com/en-us/microsoftteams/retention-policies>

Tutors do not have access to student passwords under GDPR regulations, if a student forgets their password, there is a link which needs to be clicked to reset the password, an email will be sent with a link to the registered email address on the students account to then be able to reset the password to gain access to their account.

**Please note that the Mr James Maths Tuition Teams Platform should only be used for the intended purpose and students should follow the guidelines which are set out in this policy.**

Failure to comply with the rules outlined in this policy will result in the students account being deactivated and an investigation will be conducted. If it has been found that there has been a case of misuse of the website, legal action will be taken.