



Pupil Camera Use on Microsoft Teams BKHS Bablake Preparatory and Pre Prep

Pupil cameras in Microsoft Teams will be enabled for all year groups.

Pupils must remember that they have agreed to follow our Acceptable Use Policy, and so should conduct themselves with the same standards of behaviour we expect in school.

We expect them to adhere to the following guidelines for use of their camera:

- Choose an appropriate location, not a bedroom
- Choose a location where other people will not appear on camera without realising
- Blur the background or add a false background using the video settings within Teams
- If this is not possible, choose a location with a plain background
- Be appropriately dressed at all times
- Only turn on the camera if the teacher gives permission and only ever after the live lesson has started
- Be prepared to turn the camera off immediately if requested to do so
- Do not use the camera as a way of communicating with others during lessons
- Only use a camera if you are comfortable doing so

The right to use a camera is a privilege we will grant in order to aid pupils' education and can be withdrawn at any time. Any misuse of a camera will be considered a serious breach of rules and will be sanctioned accordingly.