**Acacia Tutoring**
**Acceptable Terms of Use for Microsoft Teams in Online Learning For Staff**
**Effective date:** 23 / 01 / 2025

*If you have any questions or queries regarding this document please contact Jason via phone or email:*

P: 043 1188 734
E: jason@acaciatutoring.com.au

## 1. Purpose

This policy outlines the acceptable use of Microsoft Teams for educational purposes within Acacia Tutoring. It aims to ensure a safe, productive, and respectful learning environment for all users.

## 2. Scope

This policy applies to all staff using Microsoft Teams for any educational activity provided by Acacia Tutoring, including but not limited to class meetings, group projects, assignments, and communications with teachers and peers.

## 3. Account Management

- **Account Access:** Staff must only use their work-provided Microsoft account to access Teams. Sharing login credentials or accessing someone else's account is strictly prohibited.
- **Privacy:** Do not share personal information beyond what is necessary for educational purposes. This includes addresses, phone numbers, or any personal details not directly related to school work.

## 4. Appropriate Use

- **Educational Use Only:** Use Teams solely for school-related activities. Personal use, including social interactions unrelated to education, is not permitted.
- **Respectful Communication:**
  - All communications must be respectful, kind, and conducive to learning.
  - No offensive language, cyberbullying, or harassment will be tolerated.
  - Respect the privacy of others; do not record or share any content from Teams without explicit permission.

## 5. Meeting and Chat Etiquette

- **Behaviour in Meetings / Sessions:**
  - Dress appropriately for virtual meetings / sessions as you would for in-person classes.
  - Use appropriate backgrounds; if virtual backgrounds are used, ensure they are school-appropriate.
  - Keep your microphone muted unless you are speaking (to reduce background noise).
  - Use the raise hand feature or chat for questions during meetings to avoid interruptions.

- **Chat Usage:**
    - Use chat for educational discussions or questions related to classwork.
    - Avoid sending unnecessary or spam messages.
    - Do not share links or content that could be harmful or inappropriate.

## 6. Content Sharing and Collaboration

- **File Sharing:** Only share files that are relevant to coursework. Do not share copyrighted material without permission.
- **Collaboration Tools:** Use collaborative features like shared documents with respect. Edit only your assigned sections unless otherwise directed by the teacher.

## 7. Security

- **Protecting Data:** Do not attempt to bypass security settings or access unauthorised areas of Teams or any linked Microsoft services.
- **Reporting Issues:** Immediately report any security breach, suspicious activity, or inappropriate content to Jason at Acacia Tutoring.

## 8. Device and Network

- **Device Security:** Ensure devices used to access Teams are secure. Keep software updated and use antivirus programs.
- **Network Usage:** Respect network resources; do not engage in activities that could overload or disrupt the network.

## 9. Monitoring and Privacy

- **Monitoring:** Staff may monitor Teams usage to ensure compliance with this policy. This can include reviewing chats, meetings, and files shared.
- **Privacy:** While respecting user privacy, Acacia Tutoring reserves the right to investigate any activity that violates this policy or poses a threat to safety.

## 10. Consequences of Violation

- Violation of these terms may result in:
    - A warning and/or temporary suspension of Teams access.
    - Parental notification.
    - Disciplinary action according to Queensland state policies, which could include submitting an inquiry with Queensland Police and or the Queensland Family and Child Commission in extreme cases.
    - Legal action if laws are broken.

## 11. Acknowledgement

- By using Microsoft Teams for educational purposes at Acacia Tutoring, staff agree to adhere to this policy.
- **The acknowledgment form below must be signed** to confirm understanding and acceptance of these terms.

**Acknowledgment of Acacia Tutoring Acceptable use of Microsoft Teams for Online Learning for Staff (2025)**


**Staff Members Name:** _____


**Signature of Staff Member:** _____


**Date:** _____


## 12. Policy Review

- This policy will be reviewed annually or as needed to reflect changes in technology, law, or educational practices.

## 13. Contact Information

For questions or concerns regarding this policy, please contact:

Jason at Acacia Tutoring
P: 043 1188 734
E: jason@acaciatutoring.com.au or via registered post:
A: 6A Grant St., Buderim, QLD, Australia, 4556.


*This document is intended to foster a safe and effective learning environment through the use of Microsoft Teams. Please ensure that you understand and comply with these terms to support a positive educational experience.*