



Microsoft Teams Acceptable Use Agreement

Document Status

Date of creation/review	Reason for review	Date of next review	Reviewer/Approval Body
March 2021	YEAT Policy Cycle	Summer 2023	Trustees SILG FRAR LGB
Spring 2023		Spring 2027	LGB-Finance CEO
Summer 2025			Headteacher

Audience

All employees of YEAT. -

Please read and confirm with your school office that you understand and agree to adhere by this agreement.

Acceptance

Please read and add your name, school and role in the relevant place below to confirm that you understand and agree to adhere by this agreement.

Purpose

Groups have been created on Microsoft Teams for the purpose of enhancing cross-YEAT working relationships and enabling improvements in the provision of our services.

Access

Your YEAT email address will be used to add you to relevant Teams, as deemed appropriate by your line manager or other relevant senior member of staff.

As with all information recorded within an employee's Microsoft 365 account, the information shared within Microsoft Teams is the property of Yorkshire Endeavour Academy Trust and, as such, is able to be viewed by a member of the YEAT Senior Leadership Team, or someone acting on their instruction, at any time.

The YEAT IT technician will be responsible for adding and removing individuals to groups and, as such, may be the 'owner' of groups and able to view all content.

Employees must not add any external contacts to Microsoft Teams group, without the express permission of a member of the YEAT Senior Leadership Team.

Any information shared within Microsoft Teams is subject to any Subject Access Request and any subsequent legal proceedings.

Acceptable use

The Microsoft Teams groups should be treated as a professional forum and any comments posted should be professional in their content and tone.

Personal details of staff and pupils must not be shared within this forum.

The purpose of the Teams groups is to support the provision of our core functions, as individual schools and as part of YEAT, and therefore the content of discussions should focus on matters relating to the effective delivery of your role.

Reporting concerns

If you have any concerns about comments posted within Microsoft Teams, please contact your headteacher or, if appropriate, follow the Safeguarding or Whistleblowing policy.