

# MICROSOFT TEAMS AT SALT FORD

## Guide for parents to using their child's Teams account

### January 2021

#### USING MICROSOFT TEAMS FOR HOME/SCHOOL MEETUPS

We are using Teams this year with staff and pupils. Teams is packed with features, but we are not planning to use them all as we are well established to use Tapestry (Reception) and Seesaw (Years One to Six) to set and respond to children's work.

We plan to use Teams to engage the children in a regular meet up and also discuss the work set as well as taking any questions – the time for this will be shared with you shortly. The time is emailed through to you as an invite and also will be posted on Seesaw and Tapestry. This is a way for your child to keep in regular face to face contact with their teacher – albeit we appreciate this might not be possible for all our children if you are working from home. The teacher will reinforce that your child is not using the messaging (conversation function) part of the app during the meeting – this will promote good listening behaviour.

We have set up accounts with usernames and passwords for every child and allocated them to their class Team. We will email this to you. Please check your Junk or clutter folders prior to ringing the school to say you haven't received this.

**We have set the accounts up for the children linked to their parents' email, but we encourage parents to take joint ownership of the account to ensure the children can access it. Parents must be present in the room when their child is on Teams.**

### ACCESSING YOUR ACCOUNT

You can access Teams from any web browser by going to [teams.microsoft.com](https://teams.microsoft.com). The only disadvantage of using the browser that we have identified is that you can only see one person at a time in a Teams meeting.

For the best experience, download the Teams app onto your computer or tablet or phone. In meetings, you can see 9 people at a time on a computer, 4 people at a time on a tablet or phone.

If your child has their own device, or if they are using a device that is not used by another family member for Teams, they may stay logged into their account for quick access. However, please note, you cannot access another person's Teams. If a parent uses Teams for work, they need to log out in order for their child to log in.

### YOUR TEAMS

We have put your children in their class team and **all of the teachers and learning support assistants who work in the class are supervisors**, as well as Mrs Sage, who can access all of the class teams.

## **Parent and Pupil Guidance for Remote Learning**

To ensure our remote learning is fun, productive and safe for all children and adults, there are a few pastoral and safeguarding requests that we ask of you and your child.

Please support your child in following the terms of this guidance.

### **Guidance and agreement for the children**

- I will only use Microsoft Teams as directed by my teachers.
- I will only use technology at home with the permission of my parent or carer.
- I will not reveal my password to anyone unless it is my parents/carers, or a trusted adult who is helping me with my online learning.
- I will be responsible for my behaviour and actions when using technology, including resources accessed and the language I use.
- I will ensure that all of my communication with other pupils and teachers using technology is responsible and sensible.
- I will not deliberately browse, download, upload or forward anything that could be considered offensive and inappropriate. If I accidentally come across any such material, I will report it immediately to my teacher or parent/carers.
- I will not record or take photos or screenshots of my classmates or teachers during video conferencing sessions, nor share lessons publicly.
- I understand that these rules are designed to help keep me safe online and that if they are not followed, school sanctions will apply, and parents/carers will be contacted.

### **When using Microsoft Teams:**

Teachers and TA's will be contacting you through Microsoft Teams; remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:

- Join Teams lessons from an environment that is quiet, safe and free from distractions, in a common space and within earshot of parents, a kitchen table, home office or family space is recommended. You might want to make sure the background is plain and doesn't show anything you don't want to share
- Be on time for your interactive session
- Behave respectfully towards the teacher and other pupils during the session, following the Golden Rules
- Be dressed appropriately for learning in home clothes (e.g. no pyjamas)
- Please do not eat or prepare food during the live session
- Remain attentive during live sessions and ensure that you are free from distractions. Show good listening behaviour and not using the messaging function during the meeting.

- Ensure, wherever possible, there is one device per child for a live session (unless siblings attending the same session)
- You may wish to use headphones to listen to your teacher in online sessions if this helps to avoid distractions
- Have any resources you may need, or have been asked to bring, to hand. It is a good idea to have a pencil/ pen and paper available to use
- You will follow the instructions from your Teacher or TA and will mute and unmute when you are asked to. You will not mute other members of your group

Your wellbeing and safety remain a key priority, even when you are not at school. If you have any worries at all, please share them with an adult you trust.

**When using Microsoft Teams, we ask that parents and carers ensure the following:**

- Your child's device is in an appropriate room where they can be supervised. During live sessions, the backdrop is as 'non-descript' as possible.
- Your child is dressed appropriately to be seen on video.
- Your child does not have a mobile phone nearby when using Microsoft Teams.
- Your child understands that usual classroom behaviour applies.
- You or your child do not record the sessions or take screenshots of the sessions.
- Your child does not use the 'conversation' function during the meetings.

**When receiving phone calls from your child's class teacher, we ask that:**

- If the teacher speaks directly to your child on the telephone, they are on speakerphone and a parent/carer is in the room

**Further advice on keeping your child safe online can be found at:**

<https://www.saltfordschool.org.uk/key-information/safeguarding>

**If you have any pastoral or safeguarding worries or concerns, or if you are worried about something you or your child sees online, please contact Mrs Sage.**