



## What is Microsoft Teams?

**Microsoft Teams** is a digital hub that provide **video conferencing** using the device of your choice.

## Why use Teams at Ormesby?

Microsoft Teams allows us to connect with our pupils. Teachers will be able to call their class, discuss learning and provide a face to face experience for pupils to see their friends and staff in their class.

## What does my child need to sign into their Teams account?

The accompanying letter informed you of your child's individual login details and their unique password for Teams will be sent.

## What are the best devices to use?

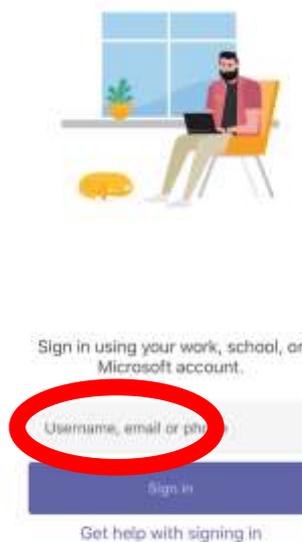
You can access Teams on a laptop, tablet or smartphone.

## How to access Teams on a smartphone, iPad or tablet

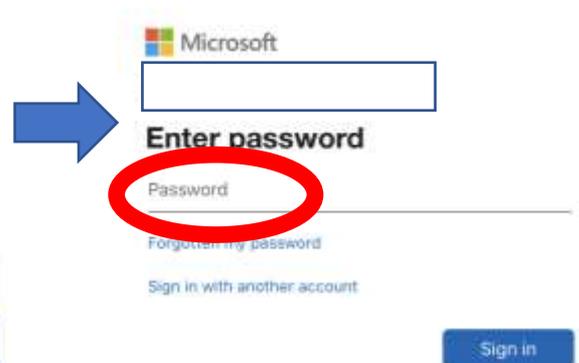
1. Download the free Microsoft Teams app.



4. Click sign in.



3. Type in your username we have provided you with attached to this email.

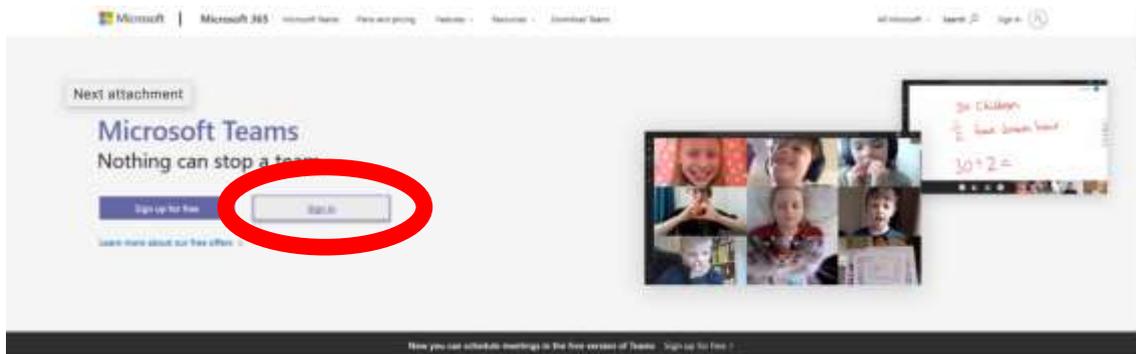


2. Type in your password.

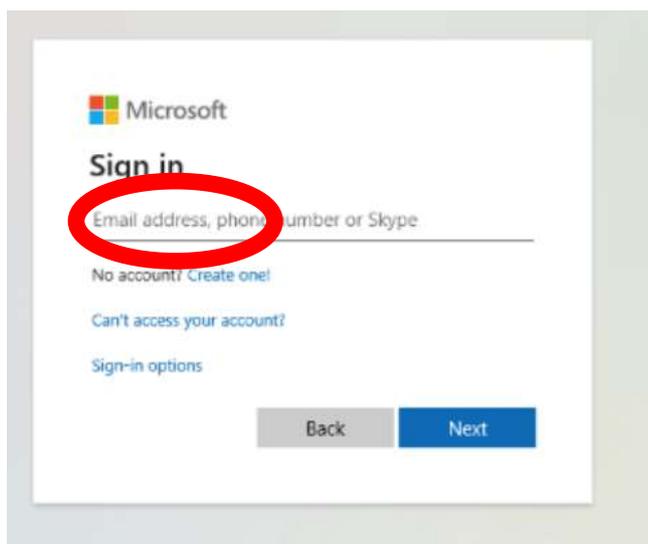
## How to access Teams on a laptop or computer.

<https://www.microsoft.com/en-GB/microsoft-365/microsoft-teams/group-chat-software>

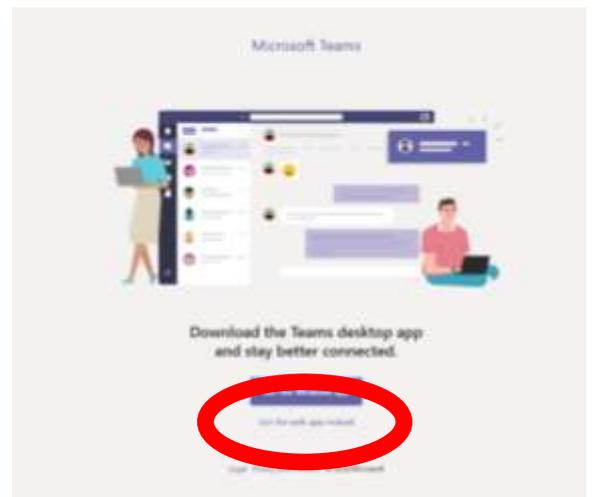
Click on the above link



Click sign in.



Type in your username we have provided you with attached to this email.



Use the web app.

## How will my child communicate with their teachers and classmates?

You will receive a **Parent Pay message** with dates and times for your child's class call. A calendar event will appear in your child's Teams account 5 mins before the call is due to start. Click join to enter the call with your mic muted. You can also check the information feed within Teams for further information.

# **Team Calls – Safety information & Expectations.**

## **Pupil Expectations**

- I will ensure that my device is safe and avoids disruption to the call through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will not use mobile phones or social media platforms during the call.
- I will not record any part of the live streaming call.
- I understand that the expectations of my conduct are the same as if the call was taking place in a school setting and I will act at all times in accordance with the teacher expectations during the lesson.
- I will ensure that my conduct is compliant to the teacher's requests at all times and I understand that if I am non-compliant that I may be subject to sanctions as part of the school behaviour policy.
- I will be appropriately dressed.
- If my account is not working, for example, I have a problem accessing the school mail or I get locked out and no solution can be found, I will not contact the teacher directly, but will contact the school administration office or year group emails.
- I understand that if I feel unsafe at any time during the call, I must report this to the teacher immediately.

## **Parental Responsibilities**

- I will ensure that the device that my child is using is safe and avoids disruption to the call through unsolicited pop-ups and exposure of any personal data. All notifications on the device will be turned off.
- I will ensure that there are no other persons other than my child in the session. I understand that I must not join the session, unless I have been requested to do so in advance of the meeting, by the person delivering the session.
- I will ensure that the environment that my child is having the call is safe and that there is no risk to my child.
- I will ensure that my child has no means of having a conversation with external persons, other than the teacher or other participants in the call.
- I will ensure that my child will not be able to have a telephone conversation with another person or have access to social media platforms during the call.
- I will ensure my child does not record any part of the call.
- I understand that the expectations on my child's conduct are the same as if a lesson was taking place in a school setting and I will ensure that my child acts in accordance with the school behaviour policy and teacher expectations for the virtual call/lesson.
- Where there is a non-compliance or misconduct in a lesson by my child, I understand that my child may be subject to sanctions in accordance with the school behaviour policy.
- I will ensure that my child will be appropriately dressed.
- If I have concerns about any aspect of a call, I will contact the school directly to discuss it and not raise issues during the lessons itself.