

Microsoft Teams

Microsoft Teams is an educational platform that incorporates interactive learning, resource banks and collaboration. It will allow children to safely access remote learning and provide them with a chance to communicate with their teacher and peers. Children will be able to take part in meetings with their class teacher and class peers, complete assignments online and will have access to Word, Excel and PowerPoint both in school and remotely. Microsoft Teams is a secure service where only members of staff can set up meetings through invitation. Your child will receive an email address in order to log in to Microsoft Teams however; this will not give them access to school emails.

Accessing Microsoft Teams

Microsoft Teams can be accessed through computers, laptops and tablet devices. It can be accessed through a web browser or the app can be downloaded. Children will require their school email address and unique password in order to access Microsoft Teams. If you require any further assistance about accessing Microsoft Teams then please contact the school.

Guidance for using Microsoft Teams

Before accessing Microsoft Teams, please read through the following carefully and ensure your child is clear of the expectations of their behaviour when using Teams:

- It is important to consider that your teacher and other members of staff regularly monitor Microsoft Teams and therefore, any file or message shared can be easily seen and checked.
- When sending messages or files, please remember that it is an educational tool and that what you send must be related to the topic.
- Please remember you will only be able to send messages to the whole class and teacher so please consider that everyone will be able to view them.
- Please remember to take care in your work and although completed on a computer, you are still including the correct grammar and taking care in your spelling.
- Make sure you are in a quiet area if possible and an adult is with you or aware that you are online.
- Please remember that your class mates and teachers can see you so please make sure you dress appropriately.
- Please follow your teachers' instructions and speak in turn to limit any distractions.
- Make sure you do not give your email or password out to anyone and inform your parent/carer if anyone asks you for it.
- If you are contacted by anyone you are unfamiliar with through Microsoft Teams, please do not respond and inform your parent/carer and also the school.
- Please remember that although you may not be accessing Microsoft Teams in the class environment you are still being respectful to both children and adults. This refers to both speaking during meetings and messaging. Read through any messages you are going to send out loud first to avoid any misunderstandings.
- Please be aware that meetings may be recorded to allow children to view it at a later stage.
- Please be aware that in order to use Microsoft Teams you have been given an email address. However, this does not mean you can email each other at present and you are to only use this as your username to log in.

We are excited by the future potential of Teams as a sustainable learning platform that will support and enhance your child's learning experience. We hope you find this guidance useful. If you have any questions, please do not hesitate in contacting the school.