Almond Hill Junior School

Microsoft Teams Guide for Parents

Online Safety Acceptable Use Agreement Primary Pupils Including the use of Microsoft Teams

The internet, email, mobile technologies and online resources have become an important part of learning and life. We want all children to be safe and responsible when using any IT. It is essential that children are aware of online risk, know how to stay safe and know where to go to report problems or to get help.

Please read through these online safety rules with your child/ren and talk with them to ensure they understand their importance and what it means for them (and for you). Any concerns or explanation can be discussed with the Headteacher.

I/we also agree not to share school related information or images online or post material that may bring the school or any individual within it into disrepute. (Rather than posting negative material online, any parent, distressed or concerned about an aspect of school should make immediate contact with a member of staff. Negative postings about the school would impact on the reputation of the whole school community. Parents are encouraged to report breaches so that we can protect the reputation of the school, staff, pupils and parents).

I/we also agree only to use personal mobile phones and devices in designated areas of the school unless otherwise informed, e.g. for specific events and activities. I/we understand that under no circumstance should images be taken at any time on school premises of anyone other than our own child/ren, unless there is a pre-specified agreement.

I/we understand that when on school premises, but not in a designated area where phones can be used, they must be switched off and out of sight.

My online safety rules

- I will only use school IT equipment for activities agreed by school staff.
- I will not use my personal email address or other personal accounts in school
- I will not sign up for any online service on school devices unless this is an agreed part of a school project approved by my teacher and agreed by my parent/carer.
- I will only open email attachments if it has been approved by a member of school staff in school or a parent/carer out of school.
- In school I will only open or delete my files when told by a member of staff.
- I will not tell anyone other than my parents/carers my passwords. I will not use other people's usernames or passwords to pretend to be them online.
- I will make sure that all online contact I make is responsible, polite and sensible. I will be kind and respectful at all times.
- If I come across anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will tell my teacher or my parent/carer immediately.
- If someone says, asks or posts about me anything upsetting, unpleasant or nasty, or anything that makes me feel unsafe, I will not reply. I will tell my teacher or my parent/carer immediately.
- I will not give out my own or other people's personal information, including: name, phone number, home address, interests, schools or clubs. I will tell my teacher or parent/carer if anyone asks me online for personal information.
- Uploading or sending my image (photographs, videos, live streaming) online puts me at risk. I will always seek permission from my teacher or parent/carer if I wish to do this. I will not take, share or upload any image of anyone else without their permission and also, if they are a child, without their parent's/carer's permission.

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• Even if I have permission, I will not upload any images, videos, sounds or words that could upset, now or in the future, any member of the school community, as this is cyberbullying.

• I understand that some people on the internet are not who they say they are and some people are not safe to be in contact with. I will not arrange to meet someone I only know on the internet. If someone asks to meet me, I will not reply to them and I will tell a teacher or a parent/carer immediately.

• I understand that everything I do or receive online can be traced now and in the future. I know it is important to build a good online reputation.

• I understand that some personal devices are allowed in school and some are not, and I will follow the rules. I will not assume that new devices can be brought into school without getting permission.

• I will not lie about my age in order to access games, apps or social networks that are for older people as this will put me at risk.

• I understand that these rules are designed to keep me safe now and in the future. If I break the rules my teachers will look into it and may need to take action.

Remote Learning

The school will:

• Provide a continuous connection with your child via Microsoft 'Teams' to offer them routine and support

• Continue to nurture your child through daily contact to ensure they are happy, safe and well during these unsettling times

• Provide remote learning tasks with explanation and instruction

• Endeavour to support you with any technical difficulties that you may be experiencing.

• Respond to any concerns you may have in a timely manner within school hours.

As a parent/carer I will:

• Encourage my child to engage with their daily learning tasks.

• Ensure any queries I have are directed to the class teacher via the year group email

• Offer understanding and support to teachers who may encounter technical difficulties

• Not use social media to make negative commentary of the school

• Encourage my child to engage with their teacher daily in order to scaffold their routine, care and support.

• Keep my microphone muted and encourage my child to do the same during a live class.

• Support the whole class live experience by responding to teachers only when I have been asked a question.

• Use the 'chat function' to ask the teacher a question if my query is urgent, and allow the teacher time to respond.

• Encourage my child to use the 'chat' function for academic questions only, in order to enhance the support the teacher can offer them.

• Ensure my child's background is appropriate.

• Ensure that any document uploaded by the teacher does not get moved to another location or edited.

• Ensure that any queries I have regarding my child's academic tasks are directed to the class via the year group email.

• Ensure that any queries I may have regarding Microsoft Teams are directed to the year group email address

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• Offer understanding and support to teachers who, as key workers, are continuing to provide care and routine for my child in these difficult circumstances.

As a pupil of Almond Hill I will:

• Engage in my daily learning tasks and respond to my teacher appropriately either through Teams or in phone call conversation so they know I am happy, safe and I am engaging in my learning.

• I understand my behaviour in remote learning responses should mirror that in the physical classroom. Possible sanction for failing to comply with this agreement will be removal of access to Microsoft Teams for your child/children.

• Keep my microphone muted during a live class.

• Use the 'chat' function to ask my teacher a question that is related to my work.

• Engage with my teachers daily so that they know I am happy, safe and well during the lockdown period.

A signature is not required for this document; the terms herein are confirmed by all parties upon receipt.

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Sign in and get started with Teams

Sign in to Teams

1. Start Teams.
- In Windows, click **Start** ⊞ > **Microsoft Teams**.
- On Mac, go to the **Applications** folder and click **Microsoft Teams**.
- On mobile, tap the **Teams** icon.
2. Sign in with your Microsoft 365 username and password.
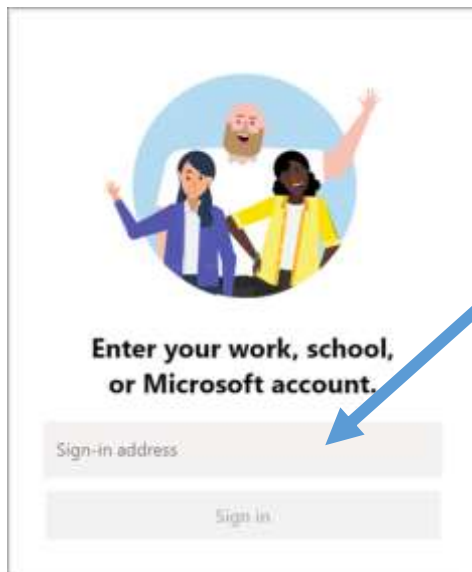
Sign in using the log in details provided to you by the office. If you have trouble logging in, please contact the office team and we will be happy to help you.

Pick a team and channel

A *team* is a collection of people, conversations, files, and tools — all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic.

1. Select **Teams** on the left side of the app and then pick a team.
2. Select a channel and explore the **Conversations**, **Files**, and other tabs.

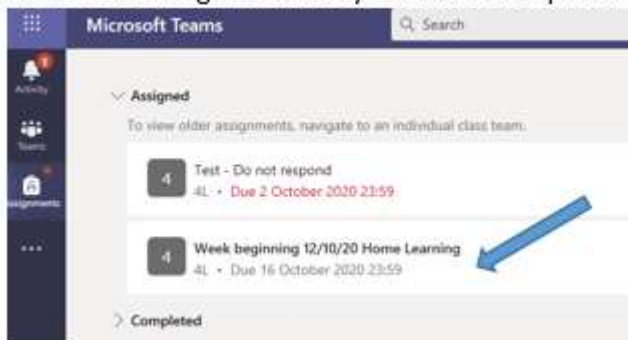## Responding to home learning tasks from a laptop/PC
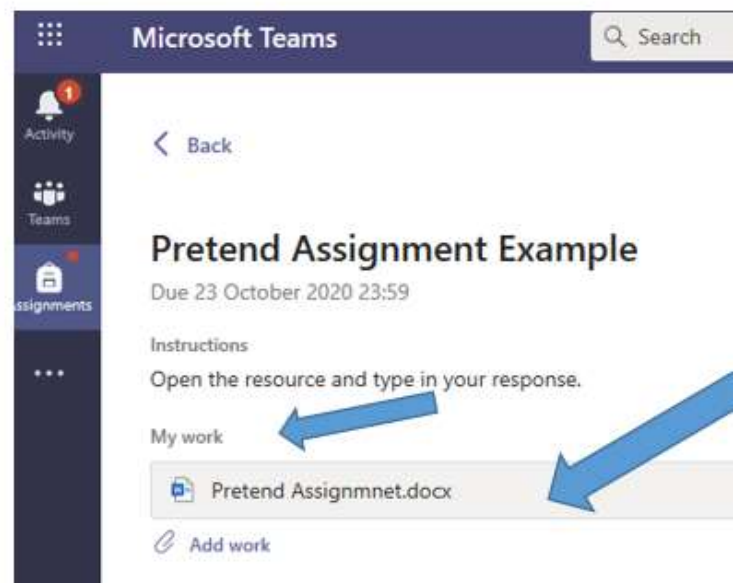
1. Select your current class.
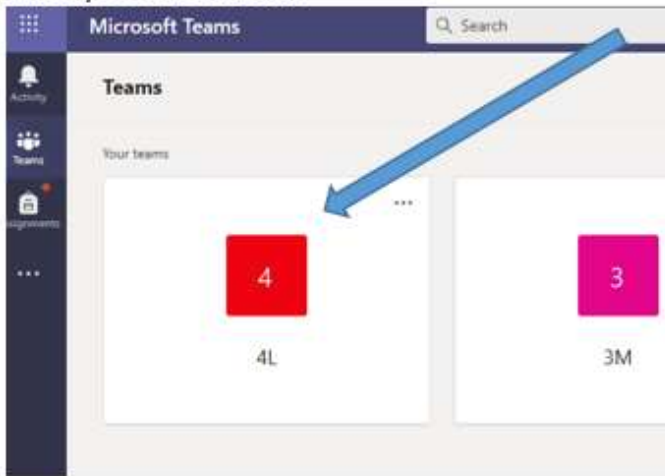
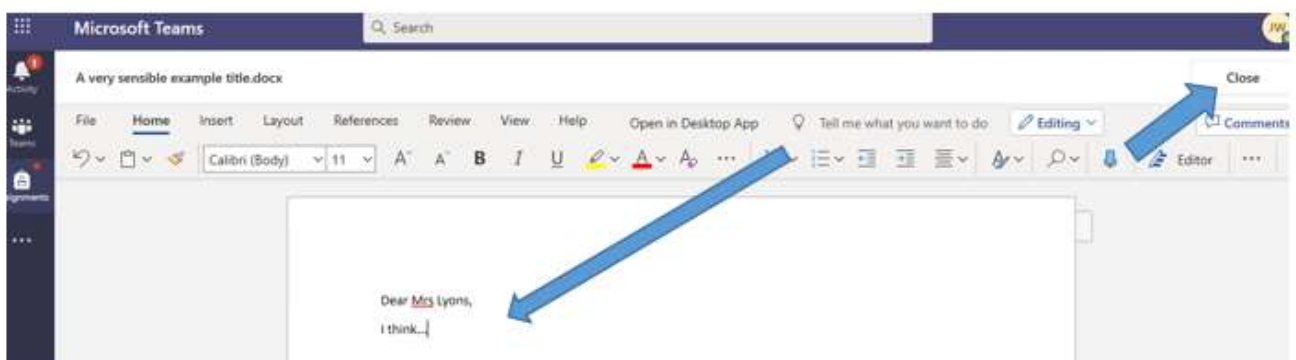2. Select the 'Assignments' icon on the left hand side.

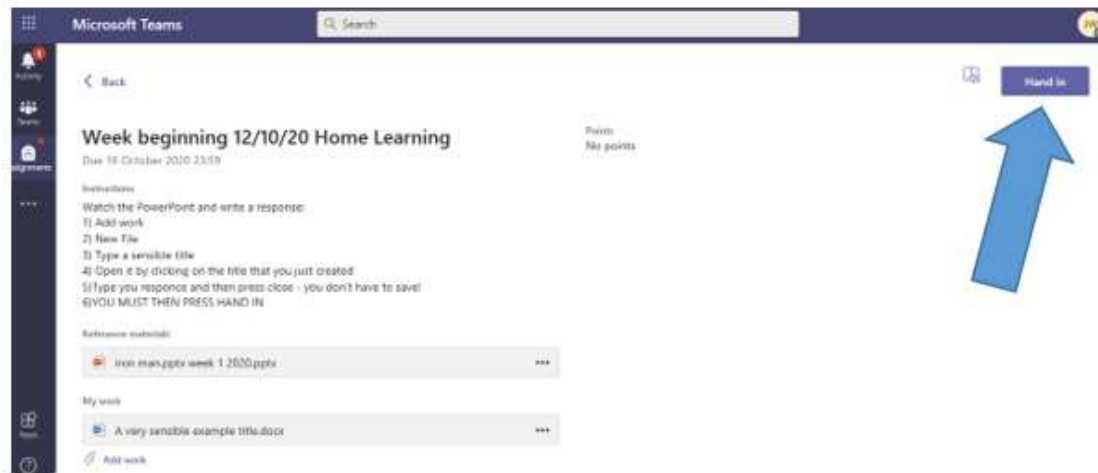3. Click on the assignment that you wish to complete.

4. Read the 'Instructions' and click on 'My work'.
   This will open the document that your teacher has sent.

5. After reading the information on the document you can now type in your answer (no need to save). When you are ready select 'Close'.

6. You can now finally press the **'hand in'** button and your work will be sent!
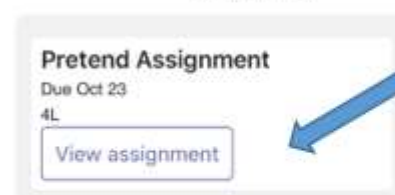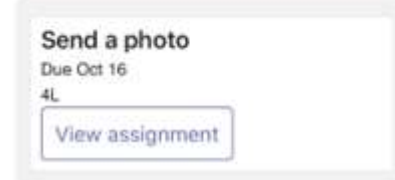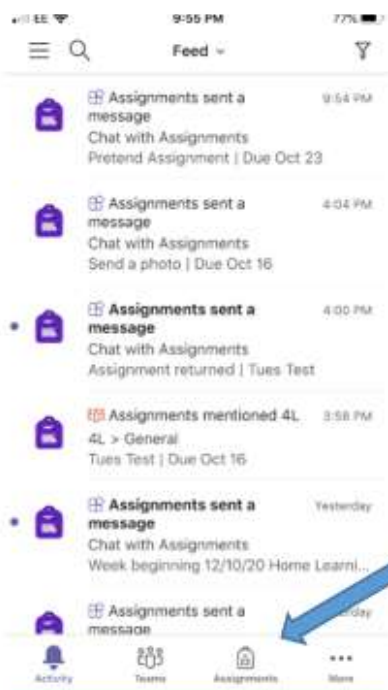

Responding to home learning tasks from a smartphone

Login using the username and password given to you by the school.

https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/log-in
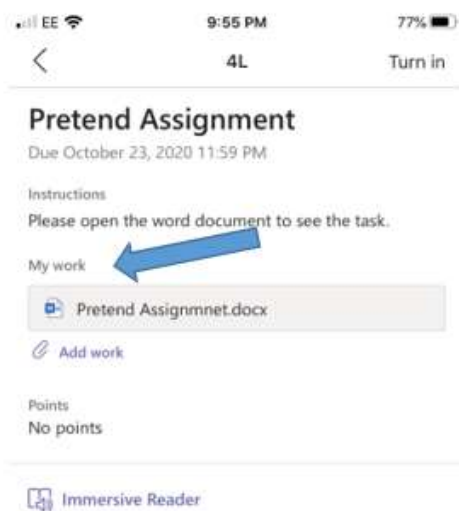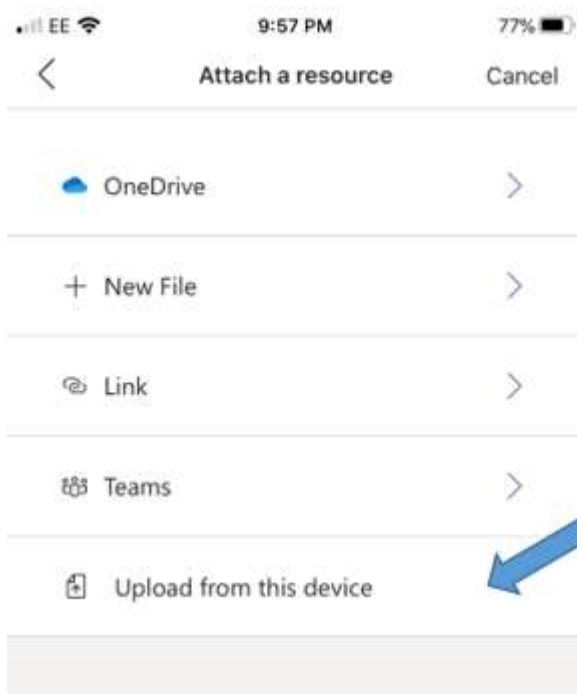
You will be directed to download the Teams app at this point

1. Once logged in, select the **'Assignments'** icon on the bottom of the screen.

2. Select the assignment that you wish to complete.

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Pretend Assignment
Due October 23, 2020 11:59 PM

Instructions
Please open the word document to see the task.

My work

Pretend Assignmnet.docx
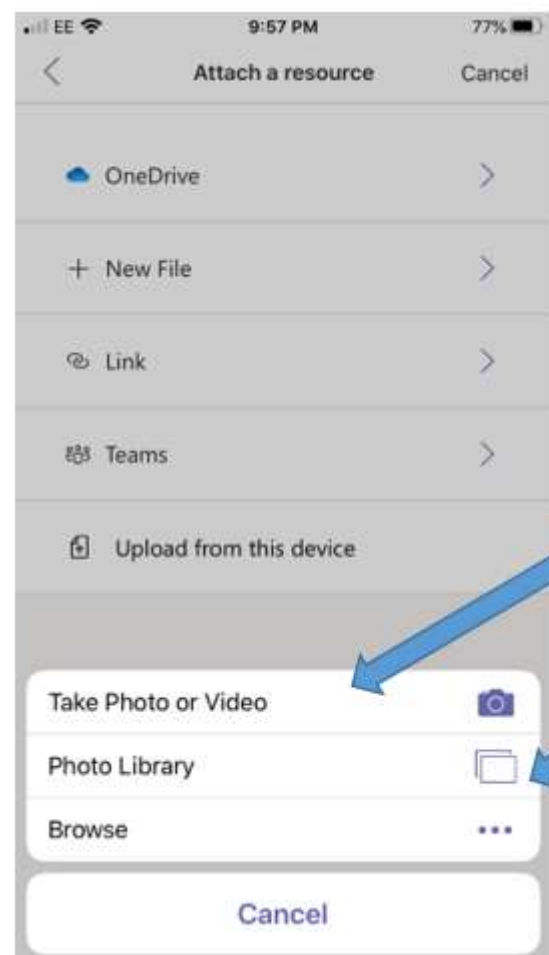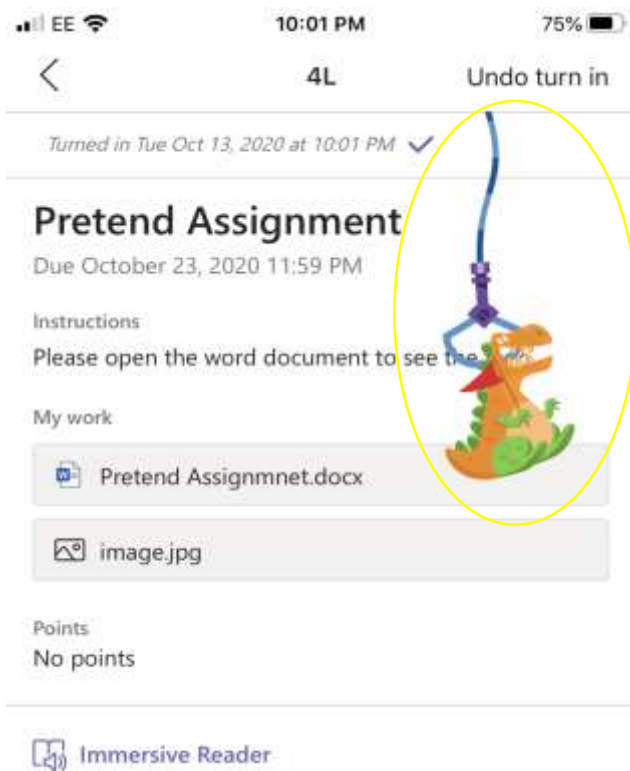
Add work

Points
No points

Immersive Reader

3. Read the 'Instructions' and click on 'My work'. This will open the document that your teacher has sent. You need to decide how to respond.

- 1-Write your answer on paper and send a photo back. This method may be less time consuming.
- *2-Edit the file with a free download app. If you choose this method you can type in your answer   This method is not outlined in detail in this document.*

THE FOLLOWING INSTRUCTIONS WILL SHOW YOU HOW TO ATTACH A PHOTO OF THE WORK

4. Select 'Take a photo or Video' if you wish to take the photo or video at that moment as the work is complete. Or, 'Photo Library' (Apple) if the photo of the work has already been taken and in your library.

5. Select 'Upload from this device'.

Attach a resource   Cancel

OneDrive

+ New File

Link

Teams

Upload from this device

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Attach a resource   Cancel

OneDrive

+ New File

Link

Teams

Upload from this device

Take Photo or Video

Photo Library

Browse

Cancel

.ıll EE 🤙   10:01 PM   75% 🔋

<   **4L**   Undo turn in

Turned in Tue Oct 13, 2020 at 10:01 PM ✓

Pretend Assignment

Due October 23, 2020 11:59 PM

Instructions

Please open the word document to see the ~~????~~

My work

📄 Pretend Assignmnet.docx

🖼 image.jpg

Points

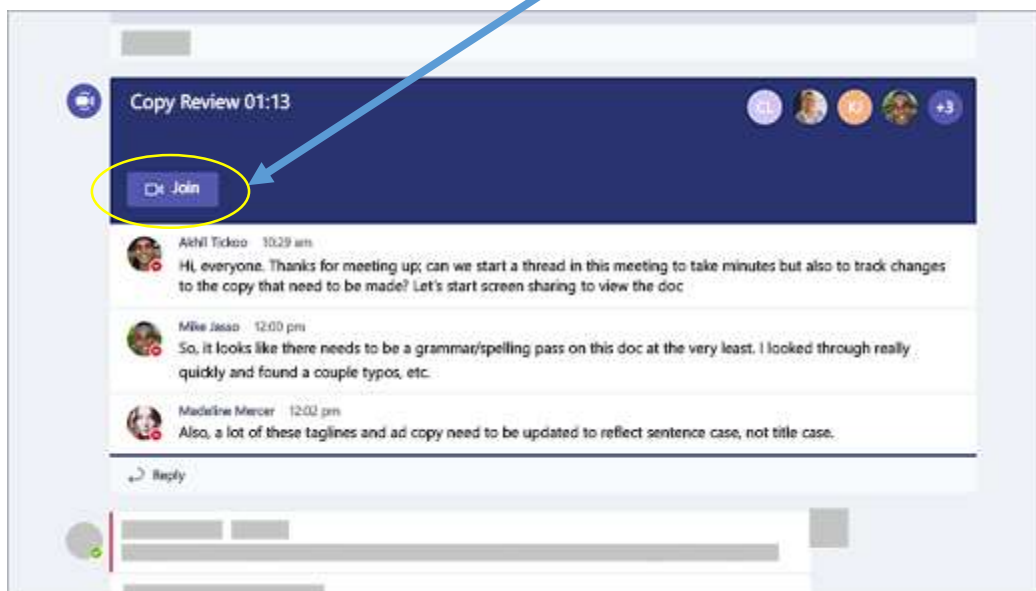No points

🔊 Immersive Reader

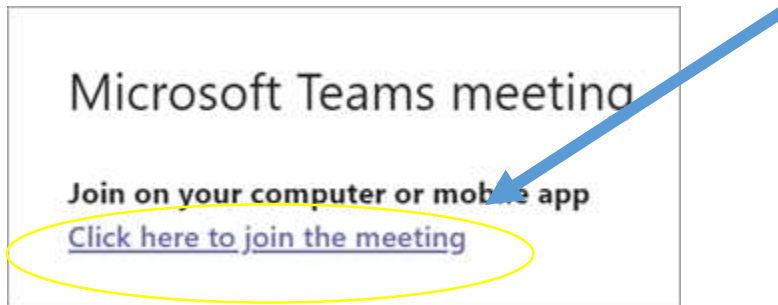6. You should see a celebration animation on the top right hand of the screen.

Join a meeting in a channel

If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.

Copy Review 01:13

📹 Join

Akhil Tickoo   10:29 am
Hi, everyone. Thanks for meeting up; can we start a thread in this meeting to take minutes but also to track changes to the copy that need to be made? Let's start screen sharing to view the doc

Mike Jasso   12:00 pm
So, it looks like there needs to be a grammar/spelling pass on this doc at the very least. I looked through really quickly and found a couple typos, etc.

Madeline Mercer   12:02 pm
Also, a lot of these taglines and ad copy need to be updated to reflect sentence case, not title case.

↩ Reply

Join a Meeting by link

All you need to join a Teams meeting is a link.

Select **Click here to join the meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

Choose Your Video and Audio Options

When you're in a meeting, preview your video before you turn on your camera:

1. Hover over **Turn camera on** to preview your video.

2. Preview how you'd like to appear:

   ▪ Select **Blur my background** to blur your background.

   ▪ Select **More background effects** to preview a custom background or add your own.

3. When you're ready, select **Apply and turn on video**.

The screen below is what you will see before you join the meeting.

Mute your mic here.
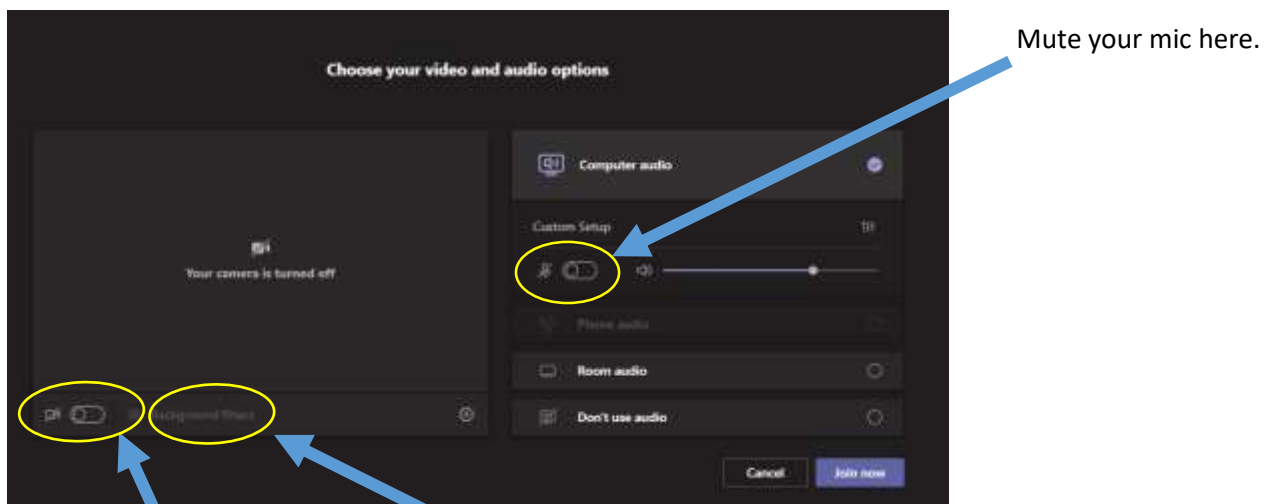
You can change these settings once in the meeting by:

Background filters

Turn your camera off/on

1. clicking the **3 dots**
2. Apply **background effects**
3. Choose your settings and then click **preview** to check it or **apply** to change the settings.

You can also unmute or change your camera settings.
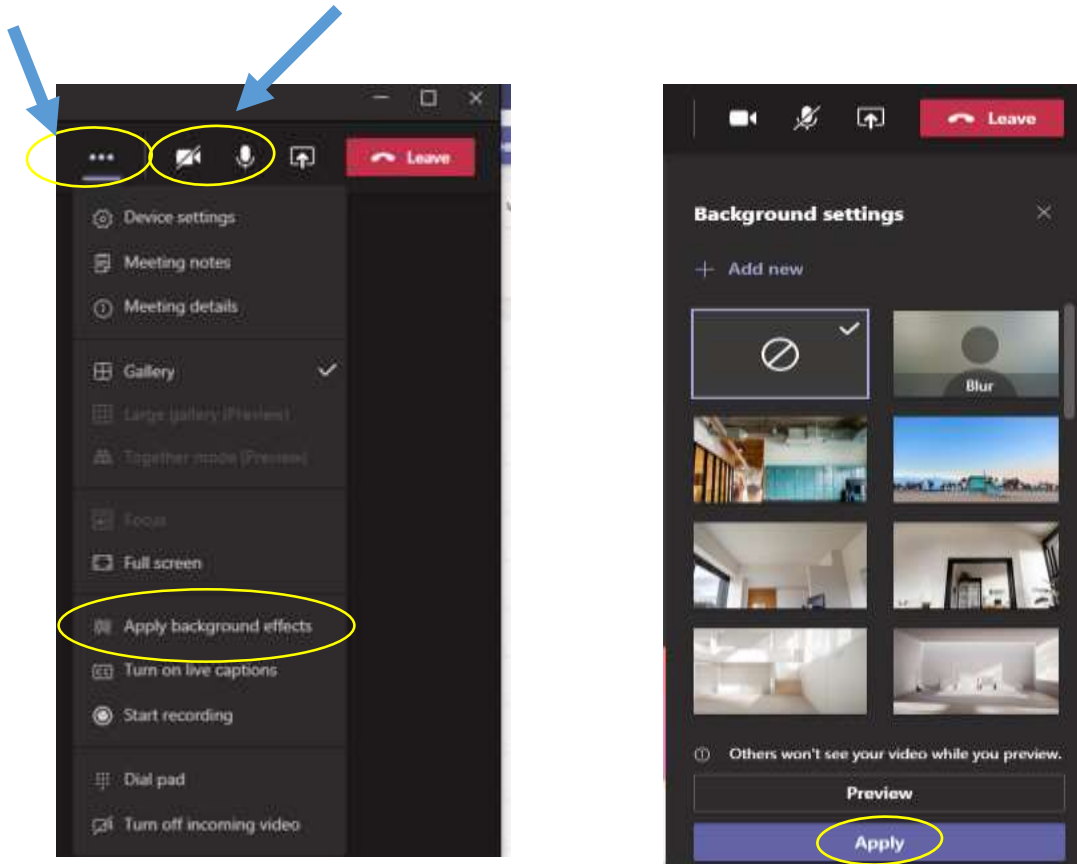
Raise Your Hand and use the Chat Function

Under **Reactions**, choose how to engage in a meeting:

- Select **Raise hand** to let others know you'd like to speak up without interrupting the conversation.

- Use the **chat symbol** to access the chat facility*. Remember all chats are monitored and should be focussed around learning only. Chats are not to be used during assemblies.

*In some situations, the chat function will be disabled by the meeting organiser