



## **Protocol for Using Microsoft TEAMS in school**

### **Expectations for Parents**

1. Please try to have your child set up for the meeting in a space where there will be minimum disruptions.
2. Once your child is set up for their Team meeting please allow them to attend the session by themselves, as would happen within a classroom session. It can be helpful to be close by in case they run into any technical difficulties.
3. Please do not use photography or any recording equipment during the Teams session.
4. Please ensure that your child is in a suitable, quiet room to limit noise, which will enable all users to hear each other.
5. Your child will have their voice muted by the teacher and unmuted when it is their turn to speak. Please 'mute' their voice when it is not their turn to speak.
6. The focus of the session will be directed by the teacher; it is not an opportunity for adults to ask their own questions, please contact the teacher or school via the usual channels.

### **Expectations for Pupils**

Parents, please go through these points with your child prior to the first Team meeting.

1. You need to ensure your device is fully charged or plugged in before entering a Team session.
2. Once you have clicked on the invitation link, you will go into a 'waiting room'. Your teacher will allow access to the session. You will know when this has happened because you will be able to see others on your screen.
3. Teachers will start admitting pupils to the meeting at the scheduled start time. Once you are admitted you will be waiting for others to join.
4. The volume will need to be up on the device you are using and the video activated.
5. Your teacher will lead the session and will be looking forward to having you participate. Teams allows you to see and hear one another, almost as if you are in the classroom together, so you will need to take turns and spend time listening to others or to instructions. Please respect the ideas and opinions of others, just like you do at school.
6. If you need to leave the meeting for some reason, please let your teacher know.
7. Please do not use Teams for chat, or for video calls, unless directed by your teacher. School are not responsible for issues that arise if used outside of school meetings.

### **Safeguarding**

1. Online safety protocol must be always followed.
2. During the online lesson, children at home should be supervised at a hearing distance by an adult
3. If you witness or hear anything that is of concern, please end the meeting immediately and report your concerns to the school.
4. Please stop other household members from being in the background of the meeting or being close enough for users to hear their voices.
5. Please ensure the language of children and adults is always appropriate.
6. Please ensure everyone is dressed appropriately.
7. Parents and children are expected to always follow the: Acceptable use policy (attached).
8. Do note that children in school will not be identified on a Teams Meeting.