

# Using Microsoft TEAMS

As a result of the current pandemic and our country going into lockdown, we have set up TEAMS accounts for the children at St. Mary's and we are going to use this to communicate with children who are not in school and to deliver live lessons from Monday 11<sup>th</sup> January. The Microsoft TEAMS app can be downloaded on any device for free; you don't need to have Microsoft Office installed to use it. TEAMS can also be used on Xboxes and Play Stations (although there may not be a camera facility). This document gives a brief outline of how to access TEAMS.

## Logging in

Your child's username will be an email address, set up purely for Microsoft TEAMS. Their password is their date of birth.

*Please note: you must type in the date of birth **exactly** as it looks on your child's slip. Any capital letters and dashes must be included, otherwise they will not be allowed access.*

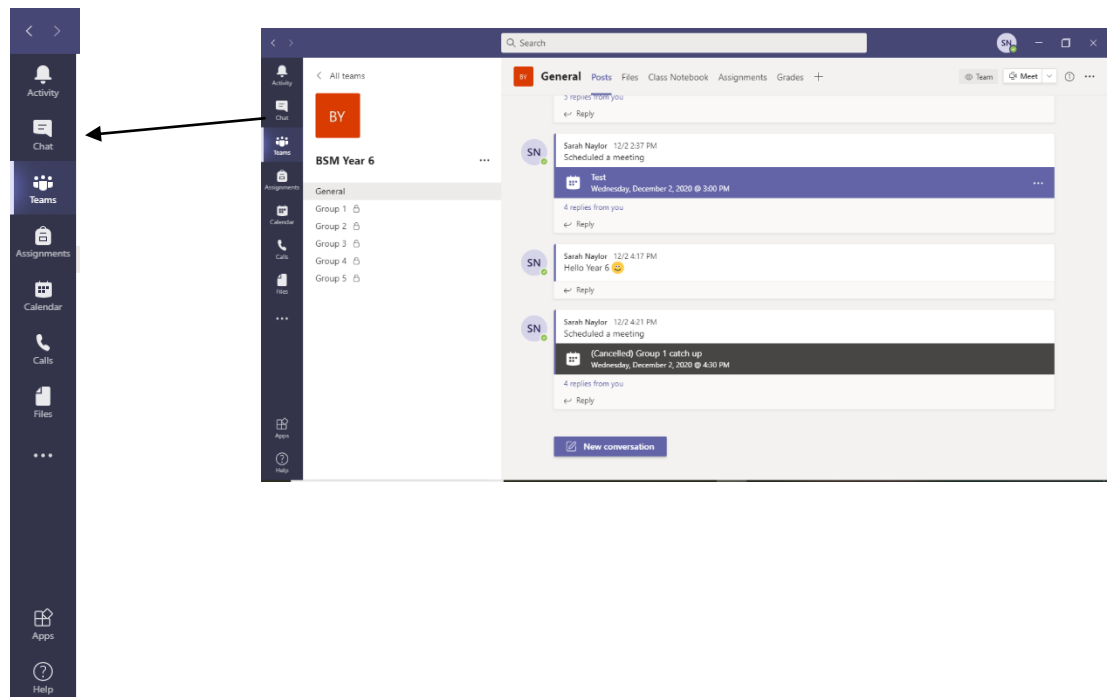
e.g. 12- Jun -10

## Understanding TEAMS

Once you have logged in, the left side menu is where you can access your child's TEAM. The activity tab will tell them if there has been any conversation between the teacher and their TEAM and it will notify them here when they have a meeting scheduled.

The calendar tab also shows any meetings that are scheduled to take place.

As well as being placed in a whole class TEAM, your child has been placed in a smaller TEAM, which the class teacher may use to meet with your children in smaller groups.



## Joining a meeting

Your child can join in a meeting in a few different ways. Firstly, they can go into the calendar tab and click on the meeting there: it will then give them the option to join the meeting. Protocol for meetings will be shared further on in this information pack.

Another way to join a meeting is to go into the activity tab and the meeting will appear here, too. Again, your child simply needs to click on the meeting and join it.

Once the meeting is over, the teacher will end the meeting and you need to do nothing. The dialog box will close, and the meeting can no longer be accessed.

## Protocol

Please ensure that, when your child is using Microsoft TEAMS, that they adhere to the following protocols.

- When joining a meeting, they must have their microphone muted. Microphones can be unmuted when the teacher asks a child to respond to a question or invites them to speak. This is to ensure a smooth meeting with no interruptions or conflict over whose turn it is to speak.
- If they want to speak to the teacher, they can use the 'hand up' function in the meeting screen and the teacher will receive notification that they have their hand up.
- Children can participate in the meetings with the camera switched on if they feel comfortable, or they can leave the camera turned off and watch the teacher without being seen.
- Within their own small group channel, a chat function will be available. Please discourage your children from using this to chat to other children. It should be kept as a clear line of contact between teachers and children / parents for work purposes only.
- For the purposes of safeguarding both children and teachers, TEAMS meetings may be recorded. These recordings will not be shared or accessed by anyone other than members of staff at school and only then if concerns are raised.