



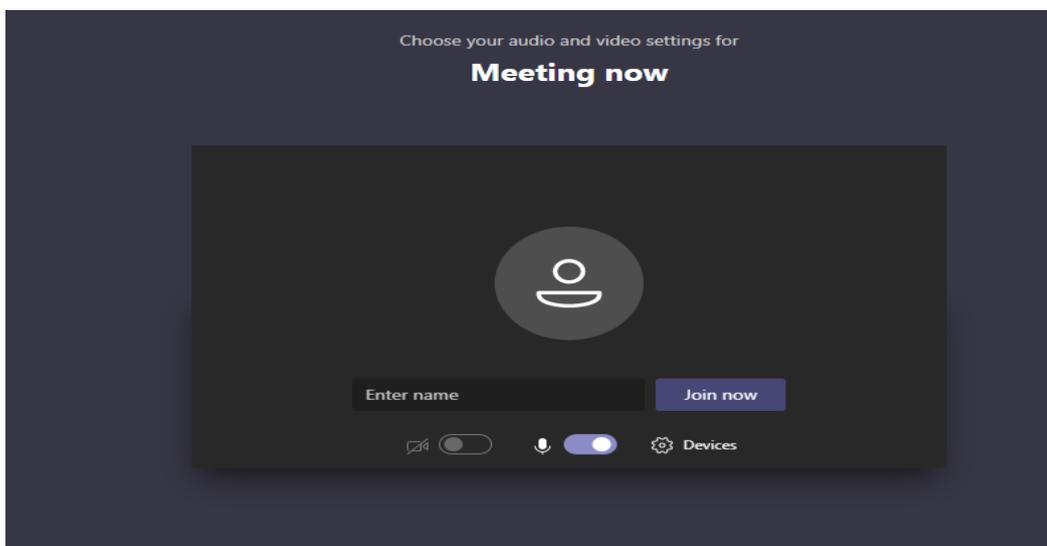
Student Guide to Microsoft Teams

1. You will receive an email from your teacher inviting you to join a MS Teams meeting. When the meeting is scheduled, please tell your family members that you are having it, so they are aware you are in contact with your teachers.
2. The email will include a link (“Join Microsoft Teams Meeting”) which you need to click on.

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

3. If you are on a phone, you will be asked to download the Microsoft Teams app before you can join.
4. If you are on a laptop, you will get the option of joining on the web using a browser or downloading the app.
5. You will be asked if Microsoft Teams can use your microphone and camera – you will need to click “allow”.
6. Then enter your name, click “Join now”. **DO NOT use your school email address, nicknames or any other form of your name as it will result in an error message. If your name is unrecognised you will not be let into the session by your teacher.**
7. You may be held in a ‘waiting area’ for a while before your teacher lets you into the session.





8. During the meeting, please keep your microphone turned off unless you are asked to speak. You can ask your teacher a question by pressing the 'hand up' feature or typing question in the 'chat' box.
9. During the meeting, your teacher may wish to communicate with you using the chat feature, and you can also use it to ask them questions if you are not sure about something. It's also a helpful way of letting people know if there are any technical problems, like if someone is on mute. Please ensure your comments are appropriate for a learning environment, including your choice of emoji's...
10. When you are in a meeting please make sure that:
 - a. You and anyone in view are dressed appropriately (e.g. no pyjamas!)
 - b. Your background is suitable (e.g. avoid showing your bed)
 - c. There should be no siblings in the background
 - d. You use appropriate language and speak in a respectful way and
 - e. You stay on the topic of the session.
11. Your teacher will tell you that the session is being recorded.

Behaviour

The school's behaviour policies continue to apply both in school and during any remote learning interactions. As per our behaviour policy you must not record or take pictures during the session.

If students are not following protocol they will be 'muted' by their teachers and may be removed from the classroom. If this happens the incident will be recorded and parents/carers will be notified.