



Microsoft Teams




Parsloes Primary School is using Microsoft Teams as an online learning platform. To ensure the safety of all users, we require parents and children to adhere to the following guidelines.

Helping your child to participate in registration or a live lesson

- Ensure that your child is accessing the lesson in an appropriate space. This should not be their bedroom.
- Your child should be appropriately dressed. Pyjamas should not be worn.
- Your child should join the session with their camera on but microphone on mute.
- If possible, your child should blur their camera background to maintain confidentiality.
- Children are to remain on mute at all times. The 'hands up' function can be used if your child wants to ask a question or respond to the teacher. The teacher will signal when it is their turn to talk.
- Remind your child that they should still follow all of the school rules and our Code of Conduct.

There will always be **two** members of school staff present in a live lesson. If at any point a teacher or member of support staff has any concerns regarding the children (or other members of the household) using unsuitable language, dress or location, the lesson will be ended. Concerns will be recorded and passed on to the safeguarding team.

Pupil Use of Teams

Be Ready	Be Responsible	Be Safe
 <ul style="list-style-type: none">• I will be ready to learn during the school day (8.30am-3pm).	 <ul style="list-style-type: none">• I will treat everyone with respect at all times, as if I am	 <ul style="list-style-type: none">• I know who my trusted adults are at home and at school.



<ul style="list-style-type: none">• I will find somewhere quiet to work.• I will check I know how to log on or ask an adult to help me with this.• I will have my equipment ready for each lesson (blank exercise book and a pen or pencil).• I will be ready to join live sessions at the correct time, with my camera on and microphone muted.	<p>talking to them face to face.</p> <ul style="list-style-type: none">• The messages I send will always be polite and sensible.• I will complete all of the tasks my teacher sets me.• I will ask for help if I am stuck.• In live sessions, I will keep my microphone on mute until I am asked to speak.• I will use the 'hands up' function to signal that I would like to speak.	<ul style="list-style-type: none">• I will tell a trusted adult if I see anything on Teams that makes me feel uncomfortable.• I understand that bullying online is unacceptable.• I will only use Teams for the purpose of education, as directed by my teacher.
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