



Instructions on how to Join a Meeting/Live Lesson on Teams



What is Teams?

Microsoft Teams is a collaboration and video conferencing service that enables people to communicate from any location - via text chat, voice call or video conference. We will be using Teams for some of our lessons or to meet as a class.

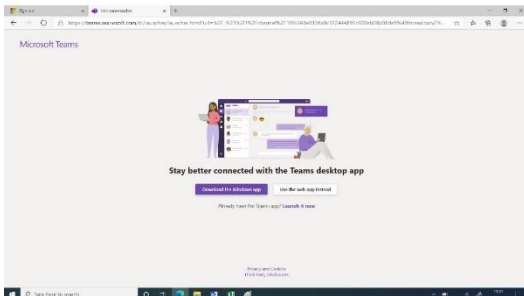
Setting up and using Microsoft Teams

We have created an account for each child in the school so they can access their class team.

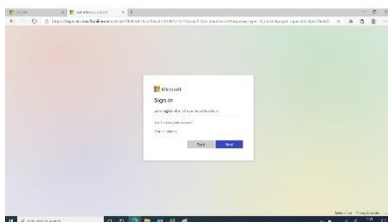
We need you to set up their account at home in order for them to join the meeting/live lesson.

You will be sent a link in Seesaw from your child's class teacher/s. Then you need to follow these instructions.

- Click on the link you have received in Seesaw (or copy & paste it to your browser)
- You will be presented with this screen. Choose the button **"use the web app instead"**



- Then put in your child's username which will be first initial followed by surname so for Fred Bloggs it would be fbloggs@langleyfitzurse.wilts.sch.uk
- Then put in the password School123 and it will ask you to create your own password for the future.



! Please make sure you/your child can remember the password.

It may be useful to save the password so that in future when they click the link sent for the meeting they will not need to add again.

- This should then take you into the Class Team
- When you teacher starts the meeting, you will see a blue bar where you can click to join.

We will post the link to the lesson/meeting and the time to meet the night before in Seesaw. Please note we will not be sending/emailing invites to meetings, as by clicking on the link you will be taken straight to the class team where you can join.

Code of conduct: To ensure safeguarding expectations are met for all children, and staff the following must be followed at all times.

- All staff who are interacting with pupils online will continue to follow our Staff Code of Conduct and IT Acceptable Usage Policy.
- All live lessons/meetings will be held using the school's MS platform and will be recorded. Only staff can record the meetings and these will not be shared.
- Children should not access and attend these meetings completely on their own, we ask that an adult access the meeting with the child and be nearby.
- Children must wear suitable clothing – no pyjamas.
- You should give consideration to the background that is visible in your house – ensure that no personal details are on show and that you are happy for anything on screen to be seen by those in the meeting. Do not use any custom 'backgrounds'.
- Any links you see within MS Teams may take you to a 3rd party website that we have not vetted for suitability.

In the meeting, we expect everyone to behave in the same way that they would in school.

- Listen to the teacher and speak kindly and respectfully to each other.
- Please respect everyone's right to privacy. It is perfectly fine to attend the class meetings with your camera turned off.
- With lots of people in the meeting you may be asked or have your microphone muted by the teacher as it can be tricky to listen and hear. You will be invited to unmute and contribute verbally by the teacher.
- Do not use the chat bar for anything other than relevant and necessary comments.
- Each teacher reserves the right to remove anyone from a meeting if they feel the code of conduct above is not being followed.

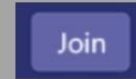
Please share this version with your child



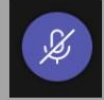
Guidelines for Live Lessons



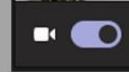
1. Join the lesson /meeting on time by clicking on the blue bar



2. Have your microphone on mute - you will be asked to unmute when it is your turn to speak



3. Please have the camera on so the teacher and class can see you



4. Make sure you are in a place where you can listen and have an adult nearby

5. Remember the lesson will be recorded so please speak nicely to each other

