

## Parent guide to attending lessons via Microsoft Teams.



## What is Microsoft Teams?

Think of Microsoft Teams as a hub where staff and students interact online, a workspace where your child can communicate, share files, and even meet and have lessons. Staff can invite your child to an online lesson. When your child attends a meeting/lesson, they can talk with their teacher, the teacher can show files and explain the subject just like a normal lesson.

## What restrictions are in place to keep us safe.

We have setup Teams to restrict certain activities to keep students and staff safe while using the system. The main one of these is that students cannot use their camera (Webcam) when using the system. They are free to use most of the other features of the system like make calls and participate in meetings/lessons. If a student abuses the system (For example - Calling other staff or students without good reason) we can block that student from everything except watching and talking part in other people's meetings/lessons.

## Where can I access help or training on using Teams.

The following document gives an overview of the safe use of Teams in school.

We have setup a website with lots of instructions on using Teams safely. <https://teams.whfit.org.uk/>

Please contact your school about any problems/concerns with the use of Teams.

## Getting setup on Teams

You can access Teams in two different ways. We recommend the App version over the web version as it is more stable and feature rich.

### **Download the appropriate app**

You can now download Microsoft Team for your Windows PC, or for your Android or iOS devices. You can download the apps from here:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>.

if you are on a Phone or Tablet you can also download “Microsoft Teams” from the App/Play store.

They will then need to login with your school Email.

### **Teams as a web application.**

For this, simply go to <https://teams.microsoft.com>

They will then need to login with your school Email.

### **Teams on a school managed computer**

If they are using a managed school computer you can find the Teams app in the start menu under “Applications -> Teams”.

They can always use the web app if it is not installed but we recommend the full app.

## Safe use of Teams

When using Teams your child will be interacting with other staff and students, they need to follow a few rules to keep themselves safe.

1. Please be sensible and polite when using Teams.
2. The normal school rules on behaviour still apply even though you may not actually be in school.
3. Get used to muting your microphone when you are not talking.
4. Find somewhere without lots of background noise.
5. Calls and meetings can be recorded if necessary. Please note the default is that all participants in a meeting have access to the recording.
6. All calls, meeting/lessons and chat messages are logged. Recordings of conversations are only available if they are turned on by a presenter.
7. They can change your status to Busy to stop calls at unwanted times. Remember students and staff can call any user anytime.
8. If they are worried about being seen on your webcam (even though we have disabled student use of webcams in Teams) you can put a piece of tape over your camera.