

23 September 2020

Dear parent/carers

Re: Live Lessons in Microsoft Teams

In the coming weeks, we are working to ensure that your child has access to excellent online learning opportunities to support their work in the Academy. For this purpose, we will be using Microsoft Teams. This platform will allow your child to access all lesson PowerPoints and resources, home learning tasks and revision materials. This system will also act as a communication channel to collaborate with teachers and peers.

In the unlikely event of a rise in coronavirus cases resulting in a partial or full school closure, we will also be using Microsoft Teams to deliver a full, and complete education for your child as far as possible.

We have been working on our protocols and guidance for online learning and the use of Microsoft Teams.

I have attached full instructions on how your child can access Microsoft Teams and begin to use the system for a range of purposes. There is also a video series on our website found here: <https://www.dukeriesacademy.atrust.org.uk/page/?title=Home+Learning&pid=104>

I have also attached a **student code of conduct and acceptable use** for your information. It is absolutely crucial that you have read these documents in full, with your child, before they were to join any "Live Lesson" or use Microsoft Teams for online learning, so that our expectations around the use of this platform are clearly understood.

If your child cannot remember their password, this can be reset by our IT department, and you will need to contact school reception. **Please make sure your child's email address and password is recorded and available at all times.**

Your child must log-in to Office 365 using **their Academy email address and password**, select **Microsoft Teams** and in the event that your child is required to learn from home, they will find their Live Lesson schedule in their **calendar**.

Please do not hesitate to contact me if you have any questions on this development.

Kind regards

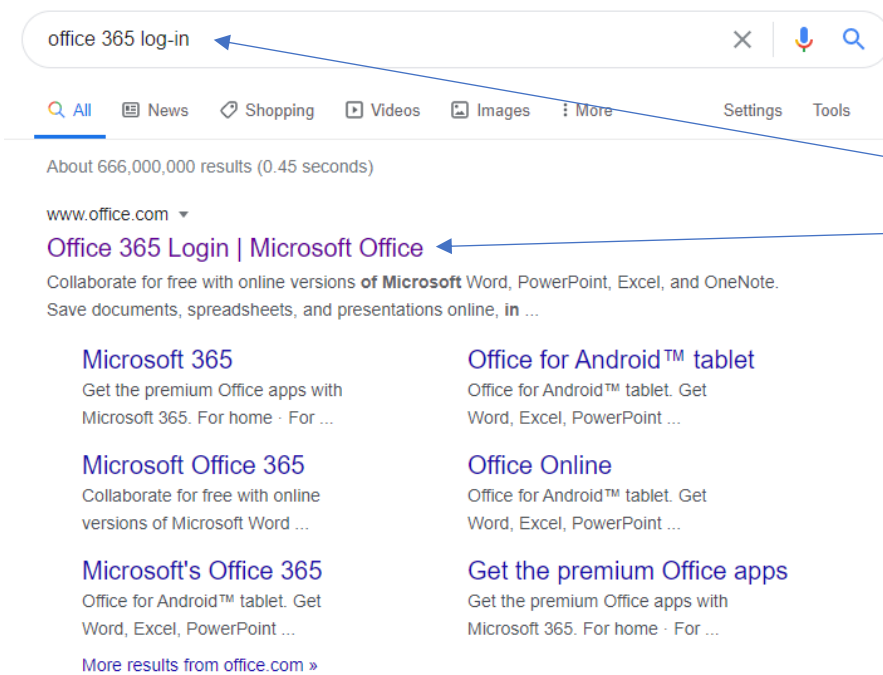


Mr Mike Brett
Assistant Principal

Parent and Student Guide for Accessing Live Lessons in Microsoft Teams

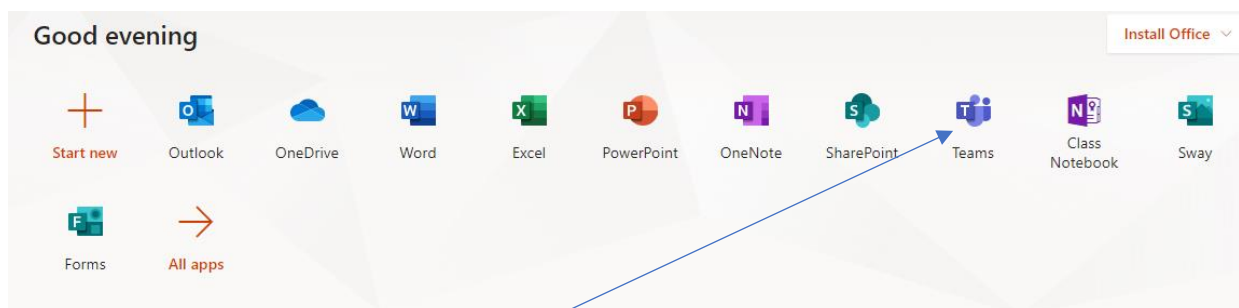
Welcome to this guide, designed to support our parents, carers and our students in accessing Live Lessons through Microsoft Teams. Please use the following series of instructions to support your child in attending their Live Lessons.

1. It is really important that you log-in to Microsoft Teams using your **Academy email** account. No other email address will allow you to access your lessons.



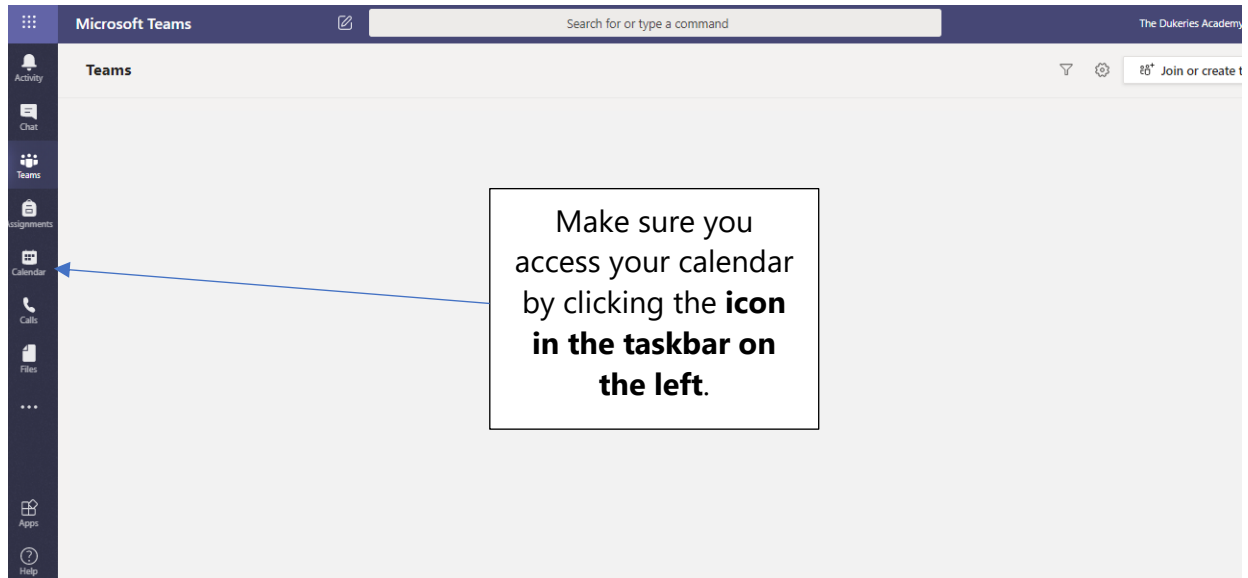
Firstly, in your web browser, **search for: "Office 365 log-in"** and click the link, which will allow you to log-in. Once logged in for the first time, you may wish to **download the desktop app.**

2. You then need to log-in using your **Academy email credentials.** Use your Academy username and password to log-in. You will be taken to the screen below:

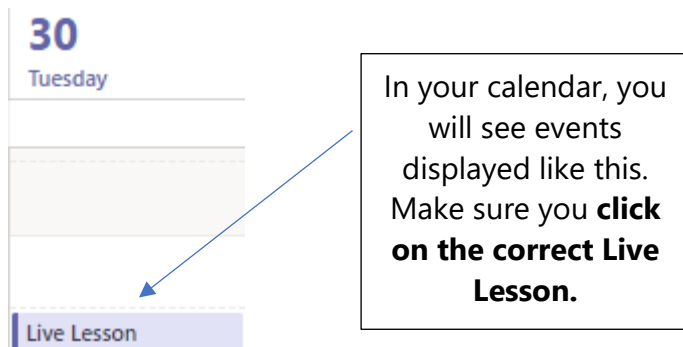


From this point, you will need to click on the **Teams icon**, in order to access your Live Lessons.

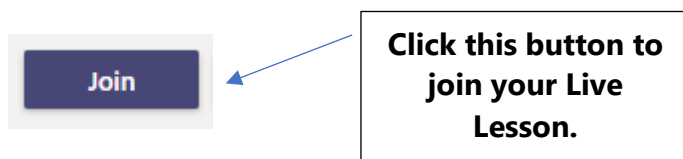
3. You will then see a **Home Page**. Your classes may appear in this area, and you may be able to access these to see lesson resources, such as PowerPoints and other materials. To access your Live Lesson, you need to find the **Calendar icon**, which is shown below:



4. You will then need to select the correct event in your calendar. Make sure you have checked that you are attending the correct Live Lesson.



5. You will then need to click "Join", which is a button **located in the top right-hand corner of the screen**. This will allow you to join your lesson. Your teacher will then give you access to your Live Lesson.



6. Once in your lesson, there are some functions that you will need to know how to use. They are all displayed on a useful task bar. You can access this by **hovering your mouse in the centre of the screen**. All of these features are explained below and they include:

- a) How to mute or unmute your microphone
- b) How to turn your video off and on
- c) How to use “hands-up”
- d) How to use the lesson “Chat”
- e) How to blur your background or select an official Teams background

Turn your video on and off. You may wish to use this function to interact with the teacher.

Mute or unmute your microphone, so that the teacher and other students can hear you.



Click on the three dots to access **background effects**. From here you will be able to blur your background or choose one from the selection available.

In your lesson, a “hands-up” will also appear here. Use this to contribute to discussion or ask questions.

Student Conduct and Acceptable Use for Live Teams Lessons Online

This student code of conduct and acceptable use exists in addition to our usual expectations in order to provide rules as to how students should conduct themselves during live Teams online lessons when learning from home.

In keeping with our high standards of behaviour during classroom lessons, all students are expected to be polite and fully focused on their work if they participate in a live lesson in Microsoft Teams.

Please note: The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.
- The recording will be stored by the Academy until the end of **July 2021**.
- By clicking on any link in order to join a session you are giving your **explicit consent** to the recording of the session and the storage of the recording.

If you choose to have your camera enabled, your background must either be blurred using the “blur” function or a Microsoft Teams background must be selected. The teacher will be visible to all if they choose, or it may be that they use audio only, as they talk over resources.

Students need to join online **using their Academy email account** (clicking on the invite). Students are expected to follow the clear rules below, in order to make learning as effective as possible.

- 1) Punctuality is important as it supports your learning and the learning of others in your “Live” classes. Aim to be ready to learn *before* the start of lessons, so you and your teachers can make the most of each live online lesson, and ensure that the technology is working. **Students should be waiting to “join” their lesson 10 minutes before the scheduled start time.**
- 2) If you add a profile picture, this must be sensible and acceptable to staff.
- 3) Students should ensure they are in a quiet location with no music or background noise (if this is going to be difficult, please let your teacher know as soon as you can).
- 4) Students should reply to the teacher when asked. The teacher will direct you to either: reply in the meeting “chat” or give an answer using your microphone. When using the meeting “chat” only formal language must be used.
- 5) Students should only comment on the learning taking place. Students may only share work documents – no other material.

- 6) Students should be respectful in how they word their comments throughout the lesson. Especially any comments written in the meeting “chat”.
- 7) Students should be paying full attention throughout the teacher’s explanations so that they can then go on to complete independent practice.
- 8) No communicating between students (on any other messaging services outside Teams) should be happening during the online lesson.
- 9) To ask a question, all students should use the “hands up” function within Teams.
- 10) Any work set before the lesson (especially related to Home Learning) should be completed and/or submitted.
- 11) It is essential that everyone attends their live online lessons as scheduled, whenever possible, and then submit work for the deadlines that are set. If a lesson cannot be attended, students should inform their teacher in advance where possible. If lessons are missed, students should catch up on work, remembering that their teachers will offer help and support as necessary. **The Academy will follow their usual attendance procedures if students do not attend scheduled live lessons.**

If any students’ online behaviour is unacceptable, then the teacher may mute or remove them from the session. If this happens, students should **not** unmute themselves or re-join the session unless the teacher has invited them to do so. Any muted/removed student who ignores these restrictions may then be removed from the class register by the teacher so that they **cannot** re-join until the teacher or Pastoral Leader has discussed the matter with their parents/carers and, if necessary, appropriate sanctions have been put in place.

If any unkind behaviour stems from students commenting on any aspect of the online lesson afterwards (including classmates’ contributions to the lesson), then parents/carers will be contacted to discuss the appropriate sanction.

Sessions will be recorded for other members of the class to see later on if they were unavailable during the live slot. However, students must not take screenshots or record any part of the lesson via a photograph or video. Serious consequences may result if this rule is disobeyed. **Please note: Any screenshots or recording of other students or members of staff will be regarded as a breach of data protection regulation guidelines.**