



A quick-start guide for getting started on Teams

What is Teams?

Teams is a secure Microsoft app with which teaching staff are familiarising the children in their computing lessons so that they will be able to access remote learning in the event of a bubble closure. There are many features to Teams, but for now we would just like the children to practice logging in from home and letting their teacher know that they have done so by posting. This is very important as we may have to start using Teams at very short notice.

To make use of Teams, you will need a computer (desktop or laptop) with a camera, iPad or other tablet, or a smart phone like an iPhone or Android phone.

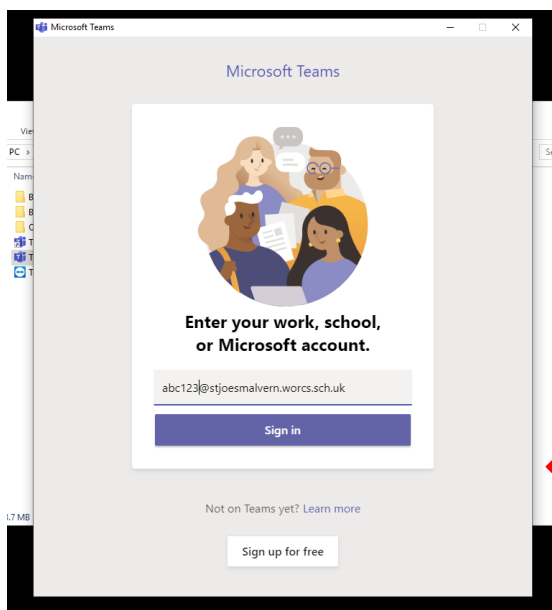
Teams from home:

All pupils in school have a school log in which enables them to log into Teams both in school and at home. Teachers have been showing children how to use the system in their computing time in school, and also explaining how to get on at home. Many of the older children have already managed this and may be able to support younger siblings to do so as well.

Logging in:

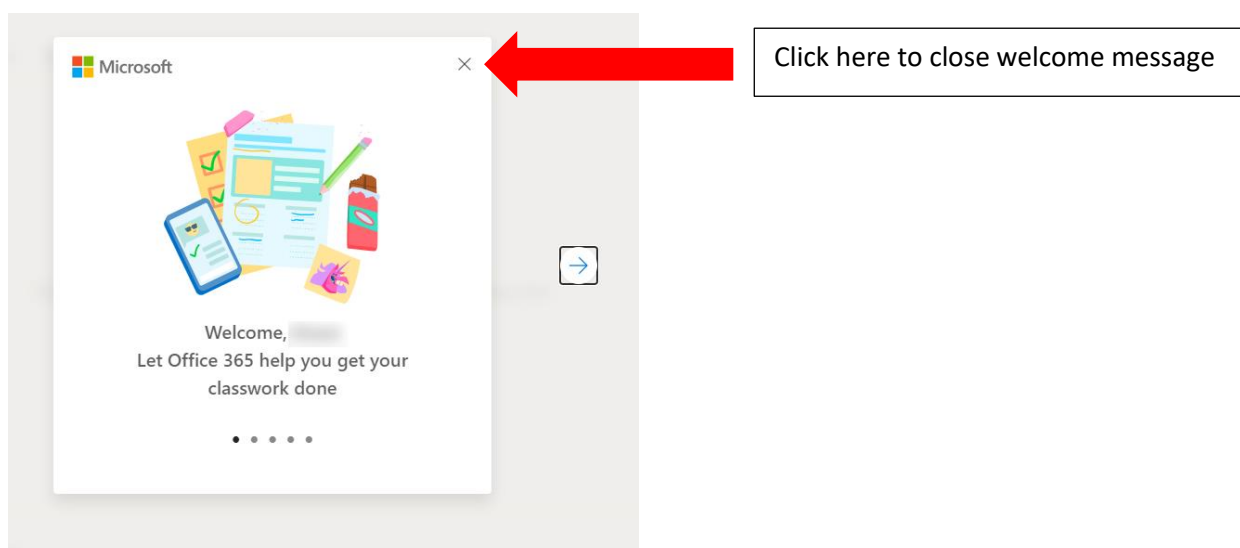
There are two ways to log into Teams from home.

1. One is by downloading the Teams App. This is free and offers the best functionality. Go to <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app> and follow the instructions. When the app starts up, you will see this screen:

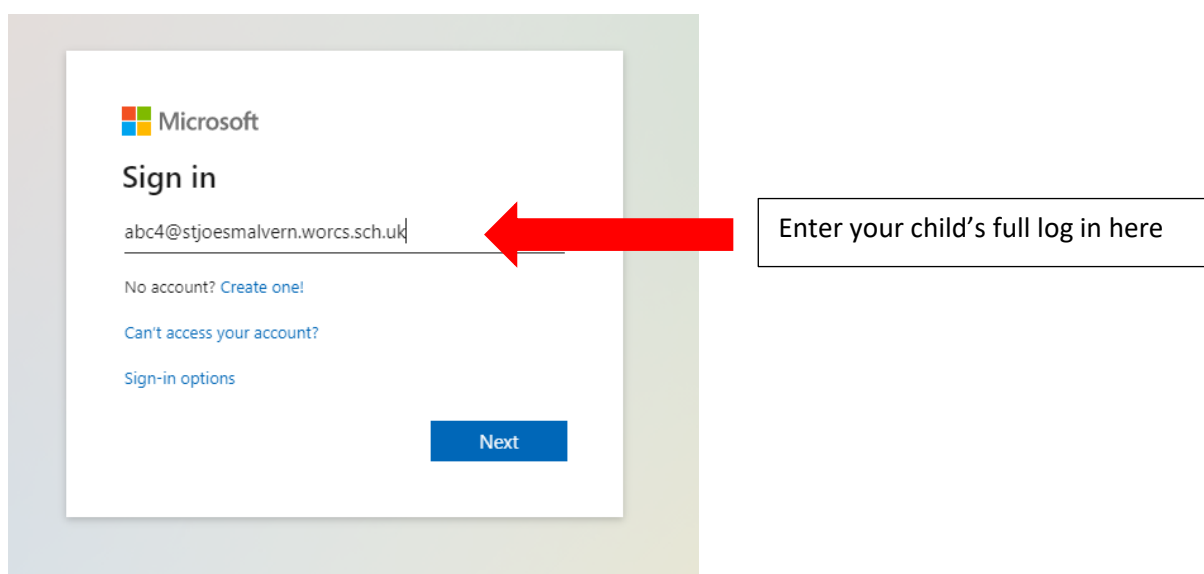


Enter your child's full log in here

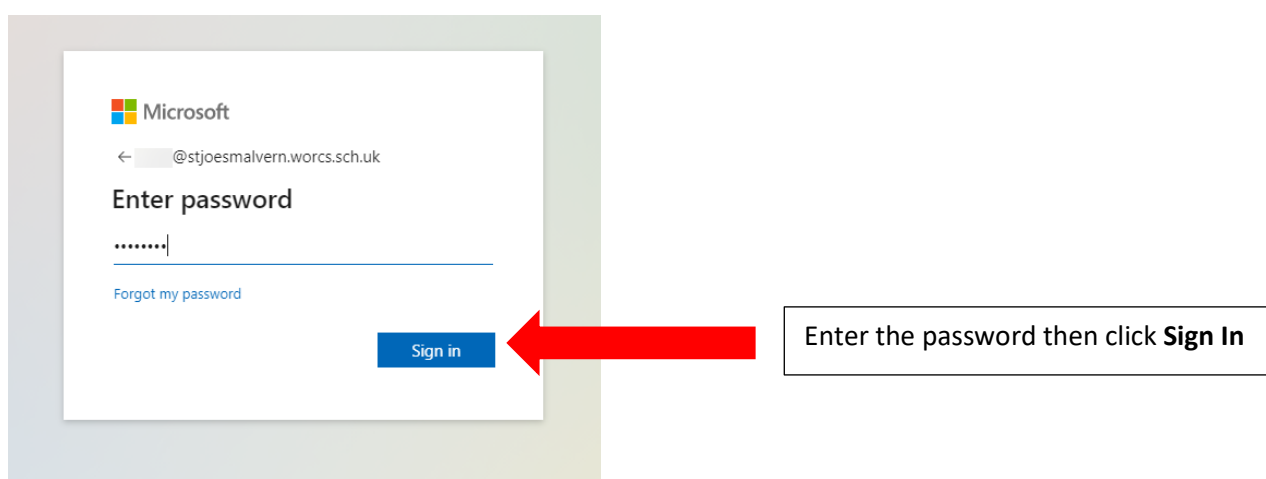
Enter your child's password when prompted on the next screen. You will then see this welcome message – you can click on the small x in the top right corner to close it.



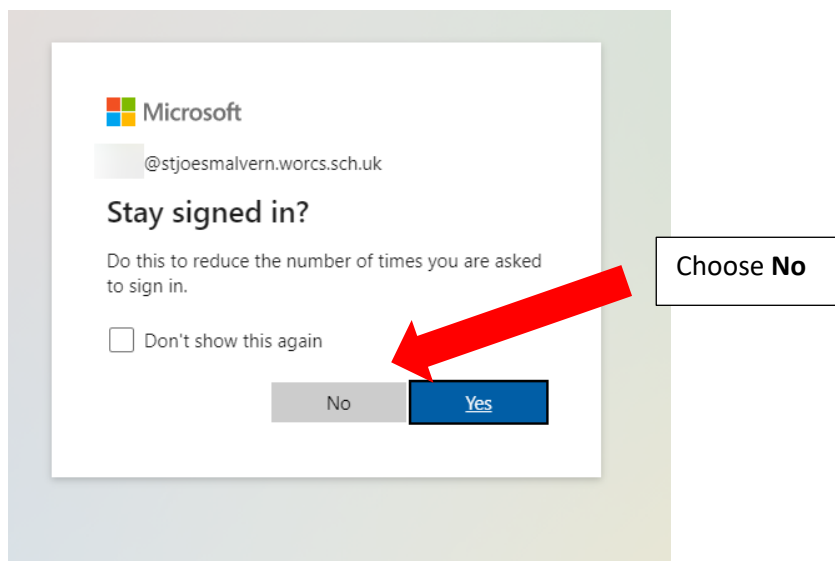
2. The second way is through the web. Go to <http://portal.office.com> You will see this sign in screen.



Click **Next** and then enter their password:

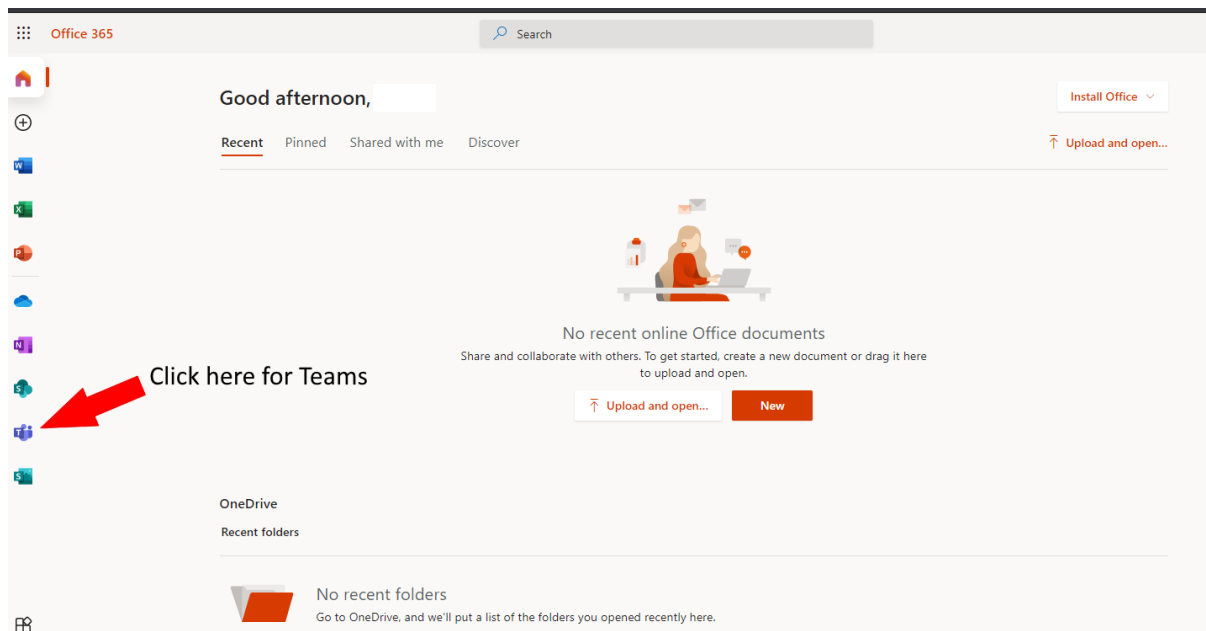


When asked if they would like to stay signed in, please choose **No**. This is good practice for staying safe online.



Once you've logged on successfully:

You will then see a 'landing page'.

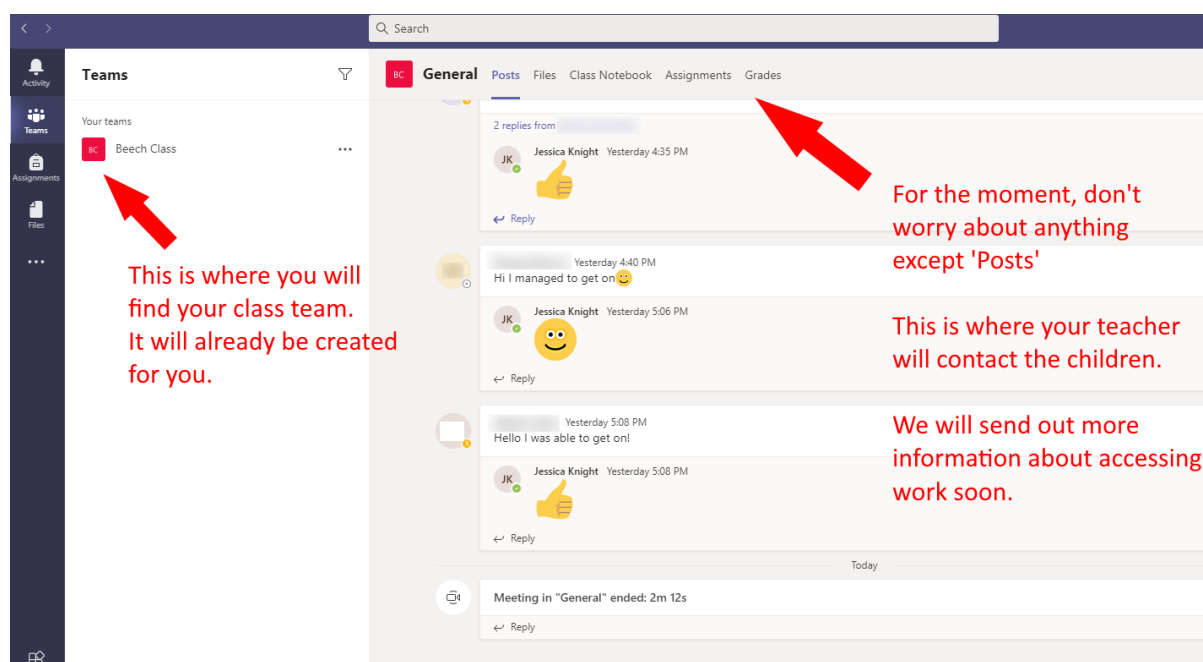


Click the Teams icon on the left hand side.



Then you should be in! If you see a welcome message you can close it as per the instructions above. You will see your child's class team under the Teams tab on the left. It will be named for their class.

There will be a Posts section – this is the only one they need at the moment. Teachers will explain more features to the children as they all gain access, and we will send out more help guides then.



Technology works really well...when it works!

Please be patient whilst we get this up and running.

Keeping participants safe

What staff will do to keep Teams meetings as safe and secure as possible:

- Meetings will be conducted from a suitable and appropriate room.
- The lobby will be enabled so that the teacher can see who is waiting to join before letting them in
- Participants' cameras will be on where possible to enable teachers and other participants to see who is in the meeting
- Only the teacher will be able to share their screen content unless pupils are invited to contribute
- **Meetings will be recorded automatically by Teams. These recordings are stored securely within the school system.**

Expectations of parents and children:

- Talk to your children about e-safety in general and how to behave safely online – see the end of this document for useful links to help
- **Do not share your child's access details with anyone.**
- Please supervise your child when joining Teams meeting
- Do not allow any screenshots of the meeting and please do not share any images on social media.
- Please remind your child that they must behave as though they are in school – school and class rules will apply.
- Children should be dressed appropriately, for example, not in pyjamas or dressing gowns
- Meetings should be accessed in a shared space in your house, for example, the living room or kitchen NOT a bedroom
- Think about the background behind your child – children are able to blur their background within Teams or try to have a blank wall, consider moving anything you don't want to be seen, like family photographs

Useful links:

<https://support.microsoft.com/en-gb/office/distance-learning-with-microsoft-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588?ui=en-us&rs=en-gb&ad=gb>

<https://www.saferinternet.org.uk/advice-centre/parents-and-carers>

If you have any other concerns or questions please email office@stjoesmalvern.worcs.sch.uk