

## How to access MS Teams

You will access the lessons from Microsoft Teams. If you do not have a computer with a camera or microphone, MS Teams can be downloaded as an app on smart phones and tablets.

### Basic instructions to access the online lesson:

1. Go to <https://www.office.com/>
2. Click 'Sign in'
3. Enter your username which is your school username e.g. 2015-boyled@stjohnbosco.org.uk . Your password is the same as it is on the school system. If you cannot remember your password – please contact the school via enquiries@stjohnbosco.org.uk
4. Click on the application 'Teams'
5. Go to the relevant page for the subject e.g. 'Y12 Chemistry - 2020'
6. You should see the meeting on the page and there should be an option to 'Join'
7. Alternatively, go to your calendar on Microsoft Teams and you should see the meeting there with the option to 'Join'.

Your teachers will be on hand to assist so you can email if you have any problems. **Try to log in 10 minutes before the timetabled start.** If you are having difficulties, a teacher may contact you with support.

## How to prepare for your lesson on Microsoft teams

1. You should have a pen, paper, a calculator and other relevant equipment for your lessons.
2. When you log into the lesson we expect you to mute the microphone when the teacher asks you to at the beginning of the lesson.
3. **You should not put your camera or microphone on at any point. Doing so will lead to removal from the online lesson.**
4. You will only type in the chat box in order to ask or answer any questions or answers into the chat box on the screen. All comments are saved automatically.
5. Be prepared to share your answers by typing into the chat box. The way to get the most out of online lessons is to participate as fully as possible.
7. If for some reason you cannot attend a lesson, then you must contact the teacher well in advance via email. As you would normally be in school, attendance is compulsory and only valid reasons for not attending, such as a medical appointment, would be accepted.

## Behaviour policy addendum – Use of Microsoft teams for online learning during Covid-19 Pandemic

In order to ensure that remote lessons take place safely for pupils and staff, the following rules must be followed strictly:

1. When entering the lesson on Microsoft teams, pupils must ensure they have turned their camera and microphone off
2. Pupils must only unmute their microphone when they are answering a question or are asking a question
3. Pupils must only enter comments into the chat box when instructed to by a member of staff – this will also form part of the registration process
4. Any comments made in the chat box must be appropriate and relevant to the lesson. Any use of poor, inappropriate or offensive language will lead to removal from the lesson and parents will be contacted by a member of the Senior Leadership Team. All lessons are recorded for safeguarding purposes and the chats are saved automatically
5. In order to maximise the effectiveness of the lesson, pupils must engage fully by preparing for the lesson if asked to by the teacher, work hard during the lesson and complete any work set by the teacher to be completed after the lesson

As mentioned above, if pupils fail to follow any of the above rules, they will be removed from the lesson and all future lessons delivered by Microsoft teams, meaning they will miss out on key contact with their teachers. Furthermore, a member of the Senior Leadership Team will contact the parents/carers of the pupil involved.