

## Children's Guide to Using Teams

### **Before the lesson starts:**

- Set up your device in a quiet environment and have all your equipment ready for the lesson. Remember your teacher will have uploaded resources in the assignments area on Teams for each timetabled lesson.
- Log in to Microsoft Teams a few minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential tech issues. If you have pets, brothers, or sisters, try to ensure that they do not cause any disruption to you or your class.



Please change your video background by using the blur effect (or choose a free image) to create a private learning environment.



Once you enter the meeting please turn your microphone off.



If you would like to ask a question, please use the 'raise your hand' icon and wait for the teacher to ask you to unmute your microphone to speak.



Please make sure all interactions are respectful and polite. Any talking should be between teacher and pupil.



Interactions through Teams should be of the same standard as they would be in a school classroom. The Golden Three still applies.



Please be aware that the recording of still images, filmed images or audio of teachers or other pupils is strictly not allowed.