

Now that we have entered a national lock down and the school is closed, it is our intention to provide online learning for the children through TEAMS.

This document should provide you with some further details to support the online learning sessions.

Permissions:

By accepting your child's invite to the meeting and allowing your child to join the Teams Session on a device at home, you are giving your child permission to join the meeting and agreeing to the code of conduct.

Video Conferencing Code of Conduct – Pupils and Parents

- Make sure that your parent/carer has given permission for you to take part in the online meeting
- Be aware that meetings may be recorded by the teachers– it will say at the top of the screen if it is being recorded
- You are not allowed to screenshot or record the meeting
- Try and encourage any brothers or sisters to go somewhere else in the house
- Find a quiet space in your home where you are not going to be disturbed. Try not to go in your bedroom. If you have to, please try to make sure that you have got a blank wall in the background when you are in the meeting and keep your bedroom door open.
- Make sure that you are dressed appropriately for a meeting with your teacher and classmates
- Try and join the meeting just before the time it is due to start so that you are ready
- If your parent is a member of staff in the Cam Academy Trust, please make sure that they are logged out so that you can join as a guest. If on a browser, don't go through to the app.
- Put the correct name into Teams – otherwise you might not be allowed in!
- Make sure that you have muted your microphone when you are allowed into the meeting and that your video camera is on
- In the meeting, interact patiently and respectfully with your teacher and classmates – raise you 'virtual' hand if you want to speak.
- If you are not talking, mute your microphone
- Please do not use the chat function – it won't be monitored while the meeting is happening
- If you are disruptive during the meeting, or not following the rules, then you might be asked to leave the meeting
- Make sure that you leave the meeting when asked
- If there is anything that makes you feel uncomfortable or unhappy, report it to your teacher or your parent

How to access Teams:

- Your child will be sent a link to the meeting and details of the date and time via their Purple Mash email account or on the weekly timetable.
- They will wait in a waiting room until the meeting is started by the teacher.
- If you do not have Teams on your device, the link should open in the web-based version, so long as you have some form of Microsoft account (Office 365, Hotmail, Outlook etc)
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>
- If your child will be using a phone for the meeting, you will need to download the Microsoft Teams app, well in advance of the meeting