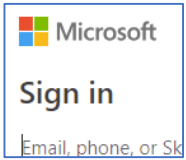


Teams Advice

This page explains how to keep safe when using Teams.

READ THIS PAGE BEFORE JOINING A TEAMS MEETING



Log in as yourself

Always use your own login details when you are using Teams. If someone else knows your password, change it.

Check your background

Check to make sure that nothing private is visible behind you. *If available on your device, use the background effects to blur or hide everything except you.*



Camera off

Only use video if you need to. You do not have to turn on the camera, just listen and chat and not be seen, if you would prefer.

Appropriate clothing

All participants should be dressed in uniform for all lessons, whether in school or (on video) at home.



Parent/carer supervision

If you are working on Teams at home, your teacher may ask your parent or carer to say 'Hi' so we know who is working with you.

Quiet please

Let others in your house know that you are having a Teams meeting, so they don't accidentally interrupt.



Settings

Students should only use the settings needed for the purposes of the meeting as setup by the teacher.

No recording

No part of the meeting should be recorded, or screenshots taken. If a record of the meeting is needed, then the teacher will do this.



Courtesy muting

To assist with sound quality, please mute yourself unless you wish to speak. Unmute yourself to speak then mute yourself again after you have spoken.

Talk and act carefully

We must be very careful with the words that we speak and the things we do online. Behave as you would in school, with kindness and always trying your best.

