



Information for Students Using Microsoft Teams to Learn from Home

During the summer term, we will be using Microsoft Teams to support you with your home learning. Using Teams has many benefits, including the ability for you to communicate with your teachers, ask questions, receive help and share your work.

This information is intended to keep you safe online whilst using Microsoft Teams to learn from home.

- You should login to Teams using your Academy email address and password.
- You should behave as if you were in a real classroom at school. Be positive, polite and respectful at all times.
- You will have to dress appropriately for Live Video Sessions.
- You must not record or take screenshots during Live Video Sessions.
- During Live Video Sessions, you should take your surroundings into account, including the other people in your household. Position yourself to give a plain background use the blurred background feature on Teams or even consider turning your video feed off altogether.
- The School's Acceptable Use of IT Policy applies to your use of Microsoft Teams.