

The Pilgrim School

Live-streaming protocols and access to Microsoft Teams September 2021

Students	Staff
<ul style="list-style-type: none">• Dress should be appropriate• Join sessions no more than 5 minutes before start-time• Participate from a communal area at home• Usual classroom behaviour expectations apply• If mute is actioned, use the CHAT tool to indicate when you want to ask a question. The staff member can then unmute you• If it is a 1:1 lesson, an adult must be present in the same room as you at home• Sessions will be recorded for everyone's safety.	<ul style="list-style-type: none">• Parent/Carer must have provided written consent• Joining instructions should be issued in advance.• A register of participants should be taken and a record of length, date and time• Sessions should be recorded via the platform• If the session is not taking part in the School then the background must be blurred• Sessions must be kept to a reasonable timeframe• Sessions will be recorded for everyone's safety.
The school's Acceptable Use Policy applies to staff and pupils	

To access Microsoft teams simply follow the instructions below:

- 1) **Open a web-browser, such as Edge / Chrome / Safari / Firefox, and go to www.office.com**
- 2) **Login using your normal school email address and normal school logon password**
- 3) **Choose Teams from the list of options displayed on the left**
- 4) **If you are logged in and a staff member calls you will hear a ringing noise. You can then pick up the call and join in.**

If you have any enquiries regarding how to log in to Microsoft teams please contact your base admin, lynda.martin@pilgrim.lincs.sch.uk or eva.stanton@pilgrim.lincs.sch.uk

Firefly first-time login

Firefly <https://pilgrim.fireflycloud.net>

- 1) Open Web Browser and enter pilgrim.fireflycloud.net into the search bar. Press enter.
- 2) Press 'reset password'
- 3) The pupils enter their email details and hit enter
- 4) The pupils check their email and follow the link
- 5) The pupils enter their new password
- 6) The pupils login with their new password

For further information on safeguarding and the use of ICT please refer to 'Online safety information' on The Pilgrim School website.