

## The Pilgrim School

### Live-streaming protocols and access to Microsoft Teams May 2020

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

To access Microsoft teams simply follow the instructions below:

- 1) **Open a web-browser, such as Edge / Chrome / Safari / Firefox, and go to <https://portal.office.com>**
- 2) **Login using your normal school email address and normal school logon password**
- 3) **Choose Teams from the list of options displayed**
- 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 [Neil.Blackwell@pilgrim.lincs.sch.uk](mailto:Neil.Blackwell@pilgrim.lincs.sch.uk)

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

