

The Pilgrim School

Live-streaming protocols and access to Microsoft Teams January 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	<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
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 <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

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

