



Guidance For Using Teams Remotely To Access Learning During Lockdown

During the Covid-19 (Coronavirus) pandemic, we want to ensure that pupils are able to access a variety of online lessons which will include a mixture of teaching and instruction and also giving pupils tasks to complete. This approach is designed to enable the best possible remote learning for our pupils, while protecting the health and safety of the children and families we support as well as our own staff and other agencies working with us. Lessons will be hosted via the free and secure online collaboration platform, Microsoft Teams. It is very important that your personal information is kept safe and all processes are in line with all GDPR regulations. You can find details on the information required by Microsoft Teams and their security measures by viewing their guide: <https://docs.microsoft.com/en-us/microsoftteams/teams-security-guide>

Office can be accessed for free through Office.com via a web browser (Chrome is best) using the login below. More functionality is available by downloading the apps from the Android Play or Apple Appstore, or from Office.com (also for free). Your child's login details are:

Name: «First_Name»«Last_Name»

Username: «Username»@ba.pupil.work

Password: «Password»

By allowing your child to access this software, you are agreeing to your child:

- Maintaining high expectations of behaviour throughout all activities.
- Not sharing any usernames or passwords with others.
- Only logging in under your own account.
- Not using any area of the software for personal communication. The chat function is for comments about work only: remember this can be seen by all!
- Maintaining appropriate communication at all times: think carefully about what you write!
- Being respectful of all learners and teachers.
- Not taking photos/sharing content apart from when submitting own content to the teachers in the 'assignments' feature.
- Not sharing files that could contain viruses or malware.

Behaviour will be closely monitored and will be followed up by phone calls home where necessary. This may be by the class teacher or a member of the Senior Leadership Team. Not following the rules is not acceptable and relevant actions will be taken, including with wider authorities should this be required. Please support your child by ensuring that they can access their lessons and learn without distractions.

We ask for your patience during this transition. We can be fairly certain that there will be bumps in the road - do contact us if you experience problems so that we can help. We will be available via Purple Mash email and telephone to support you with everything you require. It is so important that children do not miss out on vital education - we are aiming for 100% school engagement in this approach to support learning!

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