



## Primary Guide

### Using Microsoft Teams Safely

#### Live Meeting rules and expectations

To ensure all pupils and staff are protected during our live meetings we have a few safeguarding rules to follow:

- Only use your Pupil Microsoft e-mail /school account to access Microsoft Teams meetings
- Microphone and videos off/muted unless asked by a member of staff to turn it on
- No distractions in the background please (can siblings not be present)
- Parents can sit and help if they wish
- Only use the chat room to ask questions about the topic of discussion (this will be monitored by a member of staff at all times)
- The live lesson will be recorded and monitored
- Please wear appropriate clothes (not pyjamas) as others may see you on the meet.
- Do not exchange private text, phone numbers, personal email addresses or photos of a personal nature
- Pupils must not record or take photos during the meeting

**If any pupils do not follow the rules, they will be removed from the meeting.**