



# Live Lessons

Pupil Guidance  
Grange Primary School





# Microsoft Teams

Teams is an interactive online video platform that will allow you to take part in online live lessons with your teacher.

You can access Teams through your Glow Account.



#engageyourself



Before you can take part in a Live Lesson you must agree to follow the Teams Pupil Guidance.

Safe



A purple five-pointed star with a white outline, containing the word "Respect" in white text.

Respect

#rightchoices

You must follow this guidance when you are accessing Teams at home or in school.



# Teams Pupil Guidance

- Ensure you follow the rules within the Grange Acceptable Usage Policy.
- Find a quiet space. Turn TVs, Radios and other distractions off.
- Think carefully about the view from your web camera. Keep the background as clear as possible. Ideally sit with your back to a wall. Use 'background blur' if possible.
- Choose somewhere that is well lit but avoid sitting with your back to a window as this can make it difficult for others to see you on screen.



- Let other people in your home know when you are attending a live recorded lesson – ask them to be mindful that what they say could be picked up on your microphone. Use earphones/headset if you have them.
- Have your device on a table rather than on your knees. If you don't have a table, use cushions under your device to make it more stable.
- Check and follow the rules set for each meeting e.g microphone off, camera off etc. Contact your teacher if you are uncomfortable about being on camera.



- **Do not take screenshots or videos** of other pupils or your teacher during the lesson without prior permission from your teacher.
- **Information/files** shared on the team is for your education and **should not be copied** or sent to others without permission.
- Be Ready - Have everything you need for the lesson beside you e.g. paper, pencil etc
- Be dressed suitably. (no pyjamas)
- Use appropriate language and be respectful towards others in the Team.



#engageyourself

#rightchoices

#believe

A green five-pointed star with a white outline, containing the word 'Successful' in white text.

Successful

A yellow five-pointed star with a white outline, containing the words 'Trying Hard' in white text.

Trying  
Hard

A blue five-pointed star with a white outline, containing the word 'Active' in white text.

Active

A purple five-pointed star with a white outline, containing the word 'Respectful' in white text.

Respectful

A red five-pointed star with a white outline, containing the word 'Safe' in white text.

Safe