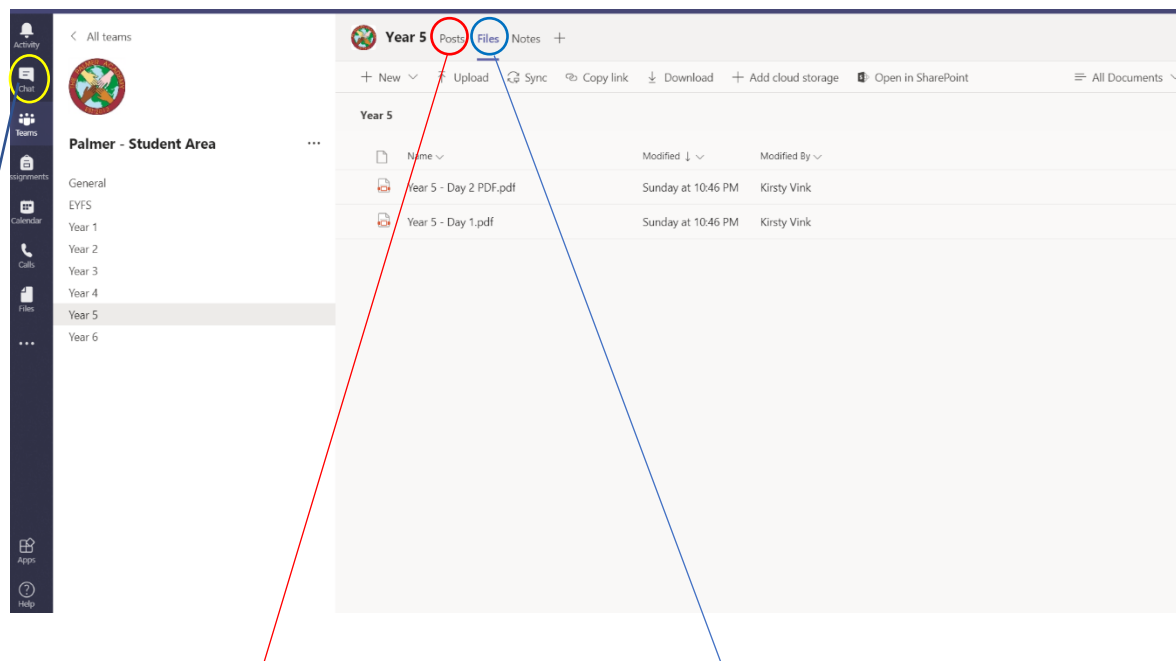


## Microsoft Teams

### Guidance and School Rules

Microsoft Teams is for sharing tasks and work and having conversations about learning. Children can also 'check in' with each other. The school rules (ready, respectful and safe) apply to use of Teams. **Particularly:**

- **Be respectful** to all users (anything you type can be seen by all teachers students), show care and kindness.
- **Be safe** by never sharing personal information and always logging in where parents/carers can see and check. Never share your username or password with anyone and only log in with your own account.



#### Posts is for:

- Asking questions about learning.
- Showing kindness and being caring towards your friends.
- Supporting your friends with their learning.
- 'Checking in' with your teacher.

#### Files is for:

- Checking and downloading your tasks for each day.
- Sometimes your teacher may set little challenges and share other ideas, resources, videos or links.

#### Chat is for:

- Private messaging friends or teachers.
- All messages can be read by school leadership and REAch2 IT.
- All content must abide by school rules.