



Use of Microsoft TEAMS

Microsoft Teams allows users to bring conversations, content, assignments, and apps together in one place. It allows us to build collaborative classrooms, where we can share resources, set assignments and provide feedback.

At Bryntirion Comprehensive we see Microsoft TEAMS as an extension of our classrooms. As such the behaviours that we expect in school should also be mirrored on TEAMS.

Some of the collaborative functions of TEAMS allow students to participate in **conversations** within a class TEAM, start and join in **meeting** within a class TEAM and to set up **chats** with individuals or groups. At Bryntirion we believe that these collaborative functions are essential in the new digital and technological world that we live in.

Since we have started using Microsoft TEAMS we have had to deal with a few instances where these collaborative functions have been used inappropriately. This has included the use of inappropriate language/images in conversations and chats, along with unsuitable use of the meeting function. It is essential that a 'classroom standard' of behaviour is observed by all participants.

All activity on these collaborative functions can be monitored and when used in an unacceptable way access rights may be removed for a short period while investigations take place. In these instances parents will be informed.

Please discuss the use of these collaborative functions with your child to ensure that they are aware of good digital behaviours.

These behaviours are:

- To show respect for everyone in the online classroom;
- To dress appropriately for all lessons/sessions where the meeting function is used, thinking about respect for others;
- To ensure the location they log in from for a meeting is appropriate, including suitable backgrounds;
- To seek to contribute to the conversation/chat/meeting in a positive manner and not be disruptive at any time;
- To avoid sharing images of the meeting;
- To communicate appropriately;
- To keep private things private;
- To report misbehaviour;
- To think before posting, texting, or sharing.

Students have opportunities to explore the basis of these principles in form time, ICT and Health & Well-Being lessons.