

**Edwinstree Middle School**  
A Voluntary Controlled Church of England School

**Microsoft Teams Live Lessons – Student Protocols**

**This is a guide to help student, teacher and parent stay safe and successful when sharing Live Lessons and or Live Chats. It is essential that we work together to follow these guidelines.**

- The best way to join Teams is by using your school email account via Office 365. If you have forgotten the password, you can join as a 'guest' while we work to reset it
- To join as a 'guest' the teacher will send students an invite via SMHW, you can click on a link to the meeting. If you join as a 'guest' to enter you will need to put your full name and your class when you are asked to identify yourself. For example Jo Gant 8E
- Make sure you only join the lesson and or COWO at the allotted time.
- Be patient, at the moment we have to let you through a lobby, so it takes us a minute as we are not practiced at this!
- Please make sure you are on 'mute', unless asked to unmute by the teacher. This stops feedback and helps the flow of the lesson.
- Please make sure that you are dressed appropriately to be seen on the screen, particularly in LIVE chats in LIVE lessons we may ask you to keep your cameras off, until we get confident.
- Students can ask questions by using the 'Raise Hand' function or typing the question in the chat box
- Please avoid any form of recording or photo of the session. The session will be recorded for safeguarding purposes.
- If you are unable to follow the protocols you will be removed from the session. We will contact home to discuss with your parents how we can help you to follow these simple guidelines