MICROSOFT TEAMS

Student and Parent Guidelines

28 July 2021

Microsoft Teams – Student and Parent/Carer Guidelines

Catholic Regional College Caroline Springs will support students' remote learning environment by utilising the video communication tool, Microsoft Teams. Microsoft Teams forms part of the Microsoft 365 suite.

Teams will not replace SEQTA, the College Learning Management System, rather it is an additional interactive communication platform to engage with learning.

Participation within Teams exerts the same expectations as per all College policies, namely the Student MacBook Agreement/Laptop Hire Agreement.

A 'Virtual Classroom Etiquette at CRCCS' guide is available on the SEQTA Engage dashboard - Microsoft Teams Student Etiquette Poster. Please read over this resource together as parent/carer and student. To further guide and support learning, **the following video communication protocol should be noted:**

- Teams is an optional resource for teachers. If your class teacher uses Teams, the meeting will appear in the Teams calendar. N.B.: Homeroom will now run via a Teams Meeting. Homeroom teachers will schedule a meeting for each Homeroom date and time.
- students will not be able to create Teams meetings with each other.
- Teams video communication will only occur during scheduled classes.
- an appropriate location like a study or the kitchen table is ideal for a Teams meeting - not a bedroom.
- be prompt so the 'meeting' is timely.
- the purpose of Teams is to guide learning and to focus on learning outcomes, hence it is a formal learning activity.
- if ICT assistance is required, log the issue via email: helpdesk@crccs.vic.edu.au;
- the structure of the video communication will depend on your class teacher.

Cameras are enabled

Dress expectations

- Students will wear appropriate dress – similar to a casual clothes day at school

Background expectations

- Students will participate while in an appropriate location like a study or the kitchen table - not a bedroom.
- In choosing a location, consideration regarding what can be seen through the camera will need to take place.
- Students have the ability to choose a background within Teams.
- If the above is not possible, students have the ability to disable the camera function.
- The teacher has the ability to remove any student from the meeting who may not follow the above expectations. This will be followed up via a SEQTA wellbeing notification.
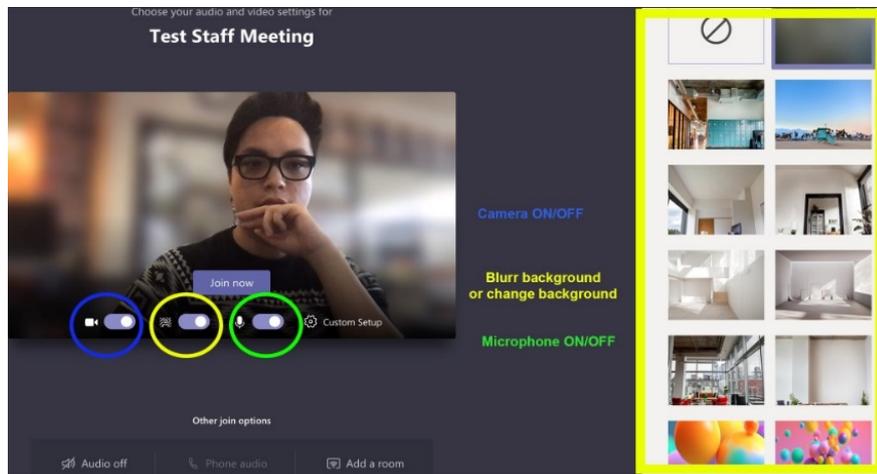
Prior to joining a Teams meeting

- reply to the SEQTA direqt message to report attendance.
- look over the SEQTA Online Lesson for the corresponding timetabled lesson.
- only relevant learning materials should be open on the MacBook.
- launch Teams via the taskbar or launchpad.
- navigate to the calendar icon on the left-hand side and click into the class 'meeting'. The meeting will open up and in the top right-hand corner it will say 'Join'.
- click 'Join' in the top right corner.
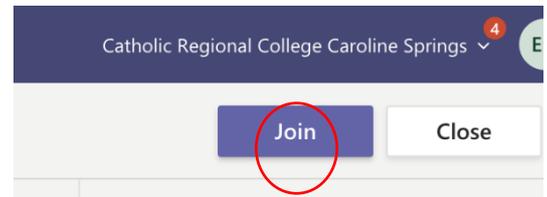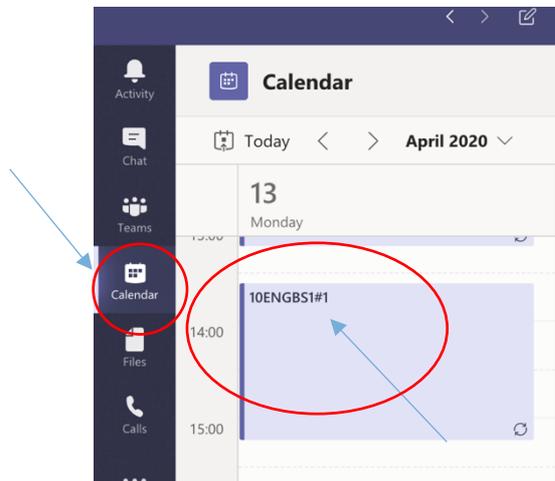
- Another screen will then be presented prior to officially 'joining' the 'meeting'. There are three options at the bottom of the image: 'Camera on/off', 'Blur background on/off' and 'Microphone on/off'.
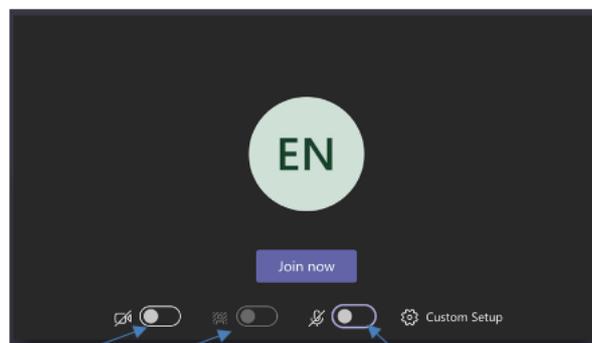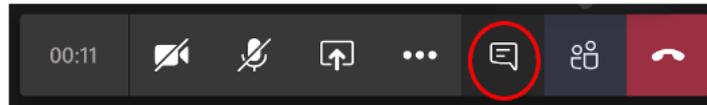

Camera and Blur can be enable/disabled   Set Microphone to off

During a Teams meeting

- signal a question via the 'chat' function. Teachers will then encourage students to unmute themselves when they need to ask a question.

- the teacher has the ability to remove any student from the meeting who may not demonstrate appropriate behaviour. This will be followed up via a SEQTA wellbeing notification.

Ending a Teams meeting

- at the conclusion of the meeting teachers will ask students to disconnect from the meeting by hanging up.
- continue the lesson and learning activities as directed by the teacher.

Getting help in Teams

- Click Help on the left, then choose Topics, Training, or What's new.
- In help, browse the tabs or search for a topic you're interested in.
- Email helpdesk@crccs.vic.edu.au