



Some guidance for the responsible use of Microsoft Teams at school and home.

Ready	Respectful	Safe
<ul style="list-style-type: none">You need to know your glow log in and password.Turning on notifications will help you know if something new is posted. <p>If the school is closed:</p> <ul style="list-style-type: none">- Check the folders every day to find your learning tasks.- Make sure that you submit evidence of your work to your teacher. Either completed on the computer or photographs of work that your teacher can easily read.- Try to find a quiet place to work.- Your parent or carer can email the office to ask for a password reset.	<ul style="list-style-type: none">Be kind.Use appropriate language in the conversation, just like you would in the classroom.Your Microsoft Team is your learning area, please do not use gifs, emojis or text speak.Try to ensure everyone feels included.Follow the instructions your teacher has given you, so that the learning area is easy to use and learning is in the correct place.	<ul style="list-style-type: none">Keep your log in details private. Glow is a safe place for young people to learn.Follow the instructions your teacher has given you.Keep personal information confidential.Think about an appropriate profile picture.If someone has been unkind please tell your teacher.