
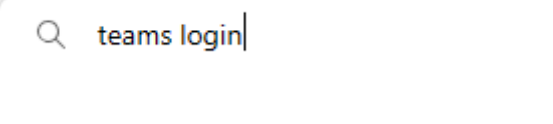
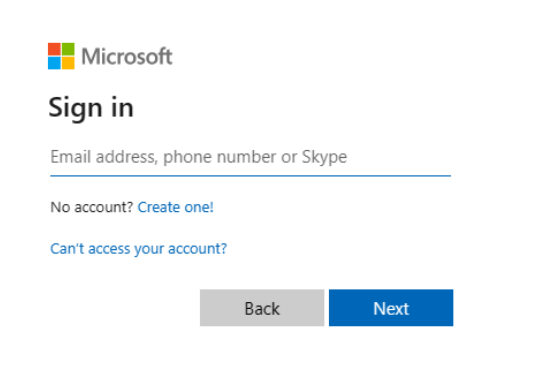
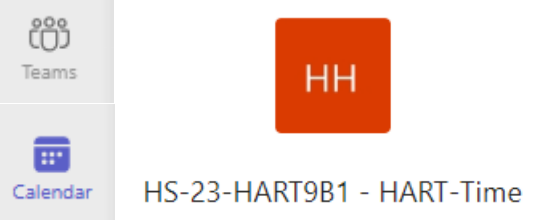
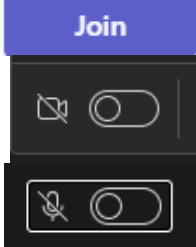



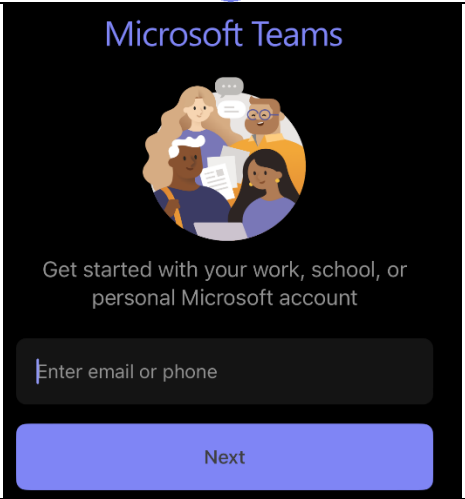
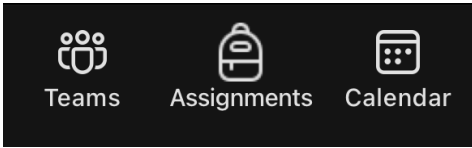
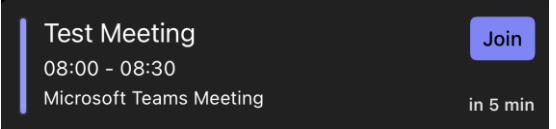


# Using Microsoft Teams on a Computer

Step 1	Open your internet web browser	
Step 2	Either search for Teams login page Or Click this link <a href="#">Microsoft Teams</a>	
Step 3	login using your school email address and password  Your HART coach can provide these for you if you don't already know them.  If necessary you can email <a href="mailto:homeworkHHA@midlandat.co.uk">homeworkHHA@midlandat.co.uk</a> for a password reset	
Step 4	Click on the teams icon on the left and then select your HART group- this will allow you to join the HART group chat  Or click on the calendar icon to directly access the online HART Time	
Step 5	Finally click on Join  Make sure your camera/microphone is off before joining	



# Using Microsoft Teams on a phone/tablet

Step 1	From your app store download the free Microsoft teams app	
Step 2	login using your school email address and password  Your HART coach can provide these for you if you don't already know them.  If necessary you can email <a href="mailto:homeworkHHA@midlandat.co.uk">homeworkHHA@midlandat.co.uk</a> for a password reset	
Step 3	Click on the teams icon on the left and then select your HART group- this will allow you to join the HART group chat  Or click on the calendar icon to directly access the online HART Time	
Step 4	To join the HART time click on the Join button Please make sure you Video and microphone are both off.	



## Code of Conduct for Pupils for a Live Lesson

General rules and expectations: all pupils are expected to follow the general rules for acceptable behaviour when using Microsoft Teams including:

- Pupils are not required to wear school uniform but must be dressed appropriately at all times
- Pupils should find a workspace that is quiet, safe and free from distractions with an adult nearby
- Pupils should ensure face to face communication is only between teachers and pupils. Any parent/carer to teacher communication should be in the usual manner
- Pupils must never send or accept invites to join Teams from anyone other than a Teacher. This particularly applies to people outside of Hartshill Academy.
- Pupils should behave in a respectful, polite and courteous manner at all times
- Pupils should not upload, share or forward material that could be considered offensive, inappropriate or illegal
- Pupils should not make comments that could be considered offensive in the chat function. This explicitly includes any form of cyberbullying
- Pupils should not share any personal information with anybody online

If you have any questions you could send these to the named teacher in advance of the session. If appropriate your teacher will go through these in the 'live chat.'

**It is important to remember that these sessions are the same as being in school, in a classroom and we must remain sensible and polite at all times.** Clicking on the link means you have **asked your parents' permission** and they are happy for you to attend the 'live' session and you are agreeing to abide by our school rules to keep us all safe.

