

4<sup>th</sup> May 2020

Re: **Learning from home – MICROSOFT TEAMS** ([teams.microsoft.com/start](https://teams.microsoft.com/start))

Dear parents/carers,

Term 2 started nearly three weeks ago, on Wednesday 15 April. In line with the Victorian Government's advice and actions to control the spread of COVID-19, most students are doing online learning from home. While there has been a lot of media attention around schools during recent times, Bellbridge Primary School will continue to follow the direction of the Victorian Department of Education and Training, which means that **all students who can learn at home must learn from home**. *This is a very clear directive from the Victorian Government based on the advice of the Chief Health Officer, and remains unchanged since it was given on 7<sup>th</sup> April.* As such, Bellbridge staff and families continue to work hard to ensure that this flexible and remote learning is as successful as possible.

Our school has been using some online learning tools such as our website to provide learning tasks, email and phone for communication between teachers and parents, daily check-in forms, and resources set up by the teachers. We plan to expand on this to include Microsoft Teams for students who are learning from home.

Microsoft Teams requires students to use a Department of Education "eduPass" account – linked to our enrolments system for security reasons. Through the eduPass system, students are able to access Office 365, which include Microsoft Teams and other Microsoft products online. A parent information pack is available from the Department, which includes an opt-out form which may be filled out and provided to the class teacher at any time. This document is available from:

<https://www.education.vic.gov.au/Documents/school/principals/spag/curriculum/office365-parent-info.docx>

Bellbridge Primary School staff will continue to educate students about being safe and respectful online, but **parents/carers will need to maintain responsibility for adequate monitoring/supervision of online activity in the learning-from-home environment.**

**Parents must only allow students to access Microsoft Teams if they feel satisfied that there is adequate monitoring and supervision in place to support its safe and respectful usage**, as students will be able to communicate with staff and other Bellbridge students using tools such as typed chats and video/audio meetings. Students will be able to directly communicate with other students outside of staff monitoring or view.

A daily schedule for class video meetings to support students learning from home is planned as follows, which supports the use of shared devices between students in the same household. *(Twins in the same year level should communicate with the class teacher about the best way to manage the arrangements.)*

**DAILY VIDEO MEETINGS WITH THE TEACHER**

- 8:30am (finishing by 9:00am)** – **PREPS** (starting daily from Thursday 7<sup>th</sup> May)
- 9:00am (finishing by 9:30am)** – **GRADE 1** (starting daily from Thursday 7<sup>th</sup> May)
- 9:30am (finishing by 10:00am)** – **GRADE 2** (starting daily from Thursday 7<sup>th</sup> May)
- 10:00am (finishing by 10:30am)** – **GRADE 3** (starting daily from Wednesday 6<sup>th</sup> May)
- 10:30am-11:00am ~~~RECESS BREAK~~~**
- 11:30am (finishing by 12:00pm)** – **GRADES 4, 5 & 6** (starting from Tuesday 5<sup>th</sup> May)

**NOTE: 12:00pm-1:00pm** – Grade 4-6 teachers will continue providing online support within Microsoft Teams. Students in Grades 4-6 should have priority use of their netbooks during this time, if possible.

## What will Microsoft Teams be used for?

**Microsoft Teams** will be used to support students who are learning remotely – starting this week. This program is being implemented to support students who are learning from home. Parents may decide whether or not its use fits in with the household and existing learning-from-home routines.

Students on-site at Bellbridge will not be using Microsoft Teams, as they have the support of the staff rostered on duty, and on-site arrangements are unable to support the successful use of the program.

### **Microsoft Teams will be used for remote learners to:**

- hold video meetings that provide support for learning from home, where students will be able to see and hear the teacher, and other Bellbridge students.
- use written posts/chats to communicate. Students will be able to communicate with staff and other Bellbridge students.
- manage some student learning tasks (called “Assignments”), where students can submit some tasks and teachers can provide comments and feedback on this work. An alternative for those who cannot use Microsoft Teams will be the continued use of phone/email contact with the teacher.

## Who can access Bellbridge Microsoft Team groups?

**Students** – A number of students will require the support of parents to log in and join the daily video meeting. Students will have access to their own class team, as well as features such as Chat, Calendar, and other tools. Students will be able to search for Bellbridge staff and students and communicate with them. Students must only initiate contact with a Bellbridge staff member or student for school-related purposes. This may include initiating contact with a student that a child would typically choose to play with at school. Any reported cases of unwanted or disrespectful contact can result in the student’s eduPass login being suspended.

**Staff** – Teachers and support staff will be able to post announcements, arrange video meetings, upload classwork and provide feedback on student work. They will be able to meet online with students, hold written chats, and provide links or resources that support learning tasks. Leadership staff will be able to check in on online activity.

**Parent** – Parents do not receive access to Microsoft Teams. Parents are able to support students in logging in and using the program, and assist young children with typing or submitting work. Parents should ensure the device is in a suitable place where the surroundings and anyone able to be seen on the webcam is appropriate for being visible/audible for other children.

## How will our school protect privacy?

**Student information used** – Student accounts are managed by the Department of Education, using details in the central administrative system for an eduPass account. When a student leaves the school, their eduPass account automatically updates to ensure they are connected to their current school Microsoft Teams environment only. Only Bellbridge students and DET staff are able to look up the names of Bellbridge students. Our school’s administrator for Microsoft Teams is the Department of Education and Training – overseeing the “policy settings” for most programs features and settings for Victorian government schools.

A useful document for schools from the Department of Education is *The 4 “Ws” of Privacy for Online Learning and Teaching Tools*. This is a valuable resource for parents to be aware of during this remote learning period: <https://www.education.vic.gov.au/Documents/school/principals/spag/curriculum/4Wsofprivacy.docx>

Information should be handled in accordance with the school’s policies including:

### **Privacy Policy:**

[https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/privacy\\_policy\\_2018.pdf](https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/privacy_policy_2018.pdf)

### **Acceptable Use Agreement Prep-Grade 1:**

[https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/2020\\_acceptable\\_use\\_agreement\\_-\\_grade\\_p-1.pdf](https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/2020_acceptable_use_agreement_-_grade_p-1.pdf)

### **Acceptable Use Agreement Grade 2-6:**

[https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/2020\\_acceptable\\_use\\_agreement\\_grade\\_2-6.pdf](https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/2020_acceptable_use_agreement_grade_2-6.pdf)

### **Student Engagement Policy:**

[https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/student\\_engagement\\_policy\\_2015.pdf](https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/student_engagement_policy_2015.pdf)

### **Student Engagement Overview:**

[https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/student\\_engagement\\_overview\\_policy\\_updated\\_may\\_2018.pdf](https://www.bellbridgeps.vic.edu.au/uploads/1/8/7/3/18736602/student_engagement_overview_policy_updated_may_2018.pdf)

## **How can our family be safe online?**

As your child will be spending more time online as part of learning from home, playing games and keeping in touch with friends, you may wish to visit the eSafety Commissioner's website for information on keeping your child safe online at <https://www.esafety.gov.au/parents>.

We have taken precautions to ensure that your child is as safe as possible while using the systems for learning from home, however, you can also assist by having conversations with your child about eSafety and by ensuring that your child is comfortable raising any issues with you and their teacher. DET also provide further advice on the Bullystoppers page of the DET website:

<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>

## **Video Conferencing Information - for parents and students**

### **How will teachers use video conferencing safely?**

Teachers may pre-record some classes or student activities and upload these for students to view.

Teachers will ensure that any live classes on video conferencing systems are supervised to ensure:

- only students and appropriate teaching staff are in the live class
- discussions involving personal information are limited to minimise personal information being given beyond what is required for the task
- any inappropriate online behaviour is addressed with the students and/or parent, either during or after the meeting
- any recordings of online meetings are only undertaken/provided within the Microsoft Teams platform (which uses Microsoft Stream), where student eduPass logins are required for access. Teachers may record online meetings to assist those students learning at home who cannot be present in the scheduled time.

Staff may have one-on-one conversations with your child via video conference if there is a valid educational context, given that this cannot take place in the physical classroom. Staff will ensure they only use online communication channels which have been approved by our school to ensure transparency (for example, staff will not use any social media platforms which have not been approved for use).

Staff will limit communications with learners to ordinary school hours (for example, not engage with learners late at nights or on weekends).

### **How can I help my child use the video conferencing system safely?**

1. Make sure that there is a webcam cover that can hide the webcam from view when the student is not in a live video class (a post-it note, tape or band-aid can be used as an alternative to a webcam cover).
2. Let a teacher know of any unauthorised access to any class and any other unusual cyber activity.

3. Talk to your child about cyber safety and ensure they know to inform you and their teacher of any unusual cyber activity or in the unlikely event they are approached by unknown persons online.
4. Help your child understand they should only participate in live video chats that the teacher or a known student has invited them to join and immediately leave any live video chats with any unknown persons, and to advise you and their teacher if this occurs.
5. Ensure your child's workstation and surrounding work area is suitable and appropriate. This may involve the use of headphones if you have them. Where possible, a student's online learning should take place in a space their family shares, such as a lounge room or dining room. These spaces are preferable over a bedroom, where children can feel isolated and supervision can be more challenging.

## How does my child get onto Microsoft Teams?

Once parents have read the information above and are satisfied that Microsoft Teams will benefit their child and can be used during learning at home in a safe and adequately supervised manner, parents may use their parental Compass login to access the Compass Parent Portal, where they will find their child's new PASSWORD LIST which now includes an **eduPass** login.

Student **Password Lists** have been uploaded to the same section you would normally find semester reports - under the "REPORTS" tab in your child's profile on the Compass app, or by clicking "View Academic Reports" on the desktop site. (Apologies for any extra blank pages. Page 1 is the only one required.)

The eduPass login details on the new Password Lists are a new addition for students. This eduPass login applies to DET-licensed products such as Office 365, Minecraft Education Edition, and ClickView. Office365 includes access to many products such as Microsoft Teams and also Outlook email. Our students have not been trained in the use of emails, so we don't expect their email accounts to be accessed, however this is a parental decision.

To access Microsoft Teams, any internet-connected device should work, e.g. laptop, desktop, mobile, tablet. It doesn't generally matter if you use a downloaded app or your internet browser, e.g. Chrome, Safari, Edge.

To use the **browser**, click here and sign in with eduPass: [teams.microsoft.com/start](https://teams.microsoft.com/start)

To download the **app**, click here and choose the **Download for Desktop** or **Download for Mobile** button: <https://www.microsoft.com/en-au/microsoft-365/microsoft-teams/download-app>

The best rule of thumb is:

- Always try your full eduPass username first [abc123@schools.vic.edu.au](mailto:abc123@schools.vic.edu.au) and the **eduPass password**.
- If that doesn't work, try just the first part, e.g. [abc123](#) and the **eduPass password**.

### TIPS

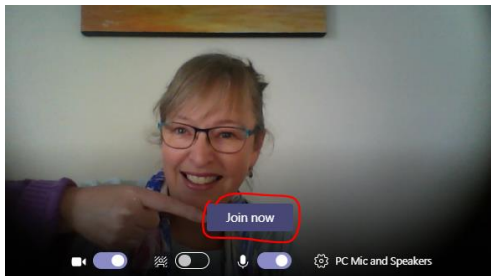
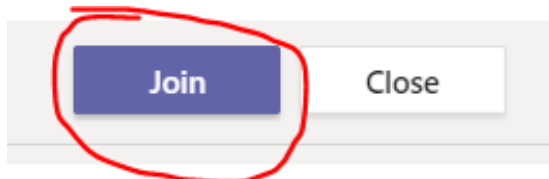
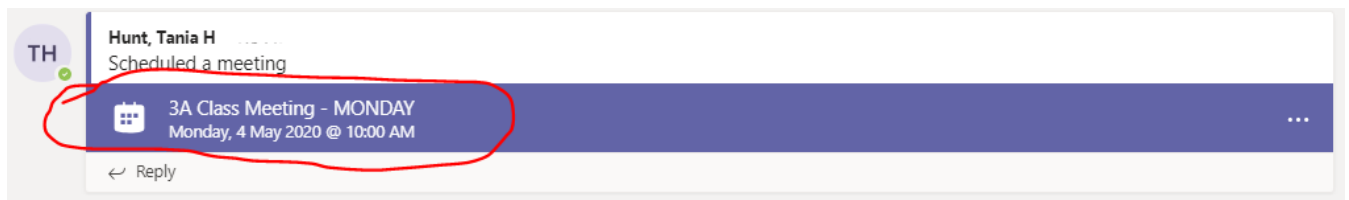
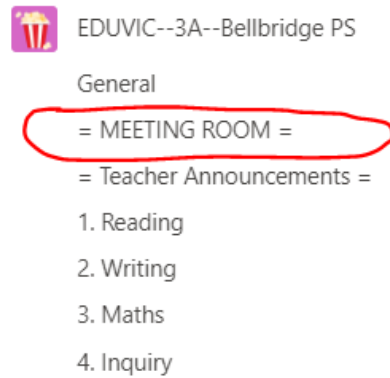
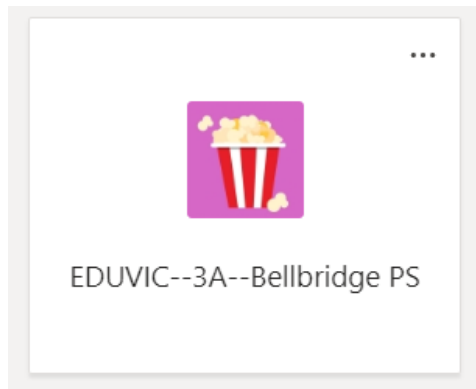
- Some school netbooks may not be able to install an app. Use the browser option.
- Once logged into an app, this remains logged in unless you sign out. Browsers can sometimes stay logged in too.
- Multiple students – such as brothers and sisters - who are sharing a device can log in and out when it's their own turn. This works fine.
- Any issues should be communicated to the class teacher via email.

## How does my child join a class meeting set up by the teacher?

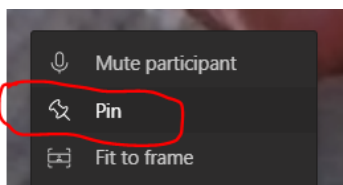
- Inside Microsoft Teams, open the grade, e.g. EDUVIC—4C—Bellbridge PS.
- Click on **= MEETING ROOM =**
- When it is the correct start time\* for your meeting, click the meeting and then JOIN.
- Remember to follow the meeting protocols poster (coming soon) – about video meeting behaviours.

*\*If a student is unable to join the meeting, the teacher may sometimes record the meeting to make available later on inside the =MEETING ROOM=.*

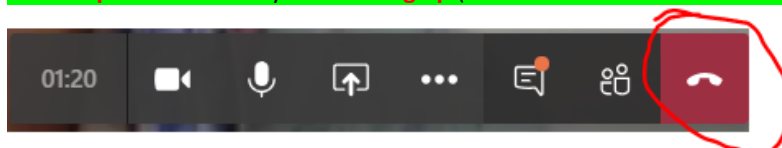
## EXAMPLE OF HOW A 3A STUDENT WOULD FIND AND JOIN CLASS MEETING:



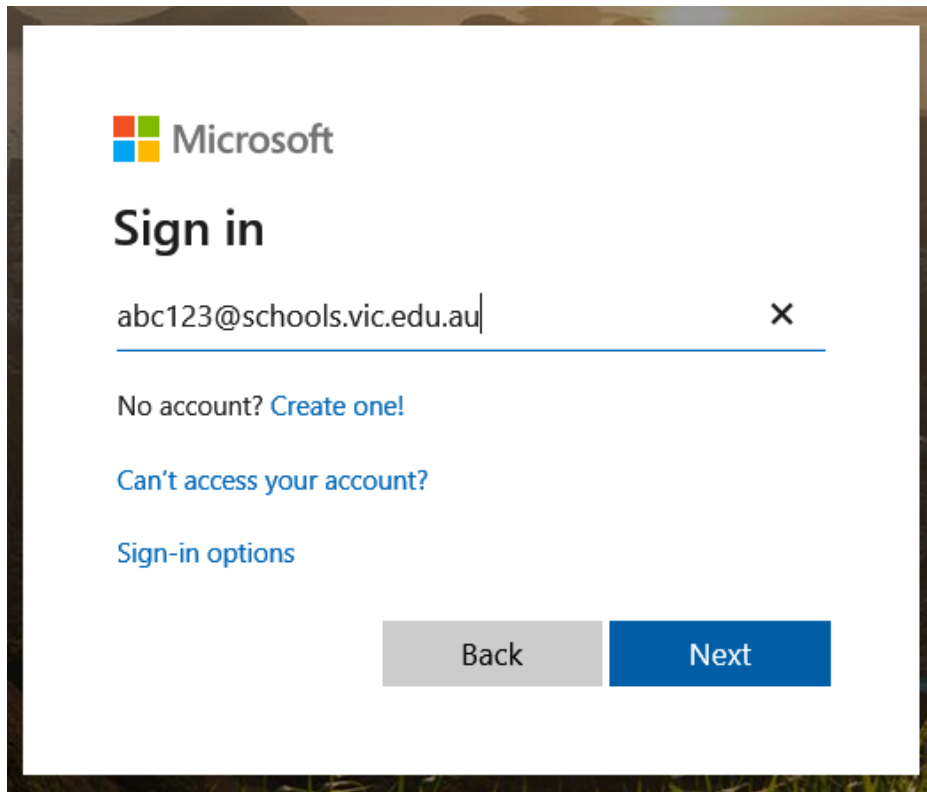
Find the teacher on your screen and click the ... 3 dots next to their name. Choose "Pin". This will keep the teacher on the main screen.



The red phone is where you can hang up (unless the teacher ends the meeting first)



## EXAMPLE OF SIGNING IN USING A BROWSER:



The screenshot shows a Microsoft sign-in page. At the top left is the Microsoft logo. Below it is the heading "Sign in". A text input field contains the email address "abc123@schools.vic.edu.au" with a small "x" icon to its right. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom are two buttons: a grey "Back" button and a blue "Next" button.



The screenshot shows an eduPass login page. The header features the Victoria State Government logo, "Education and Training", and the "eduPass" logo. Below the header is a "Security ( show explanation )" section with two radio button options: "This is a public or shared computer" (selected) and "This is a private computer". Below this are two input fields: "User ID:" containing "abc123" and "Password:" containing a masked password of ten dots. At the bottom right are two links: "Reset Forgotten Password" and a blue "Log in" button. At the very bottom are links for "Copyright | Disclaimer | Privacy".

## EXAMPLE OF SIGNING IN USING A DESKTOP APP:

