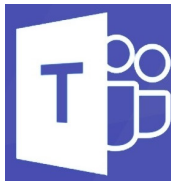


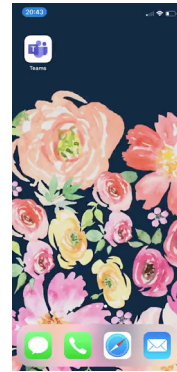
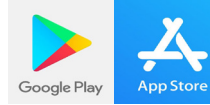


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Microsoft Teams

You can download Microsoft Teams
from your app store for free



To login, you need to use your school login and password:

Email Address: **schoollogin@asfaonline.org**

Password: **same as school password**

So you are able to edit your assignments that your teachers set you through Microsoft Teams, you will have to download Microsoft Word & PowerPoint onto your mobile phones. These are available from the App Store or Google Play Store for free or through Office 365

www.portal.office.com



CODE OF CONDUCT

In order for us to be able to use Microsoft Teams safely and effectively, there are some guidelines you will need to follow.

1. When you join a live lesson, you must make sure your camera/webcam is turned off and your microphone is on mute.
2. You must only use the chat facility on Microsoft Teams to ask your teacher questions or to contribute to an activity during a lesson. All chats are monitored centrally and saved.
3. Every live lesson will be recorded for pupils to watch if they missed the lesson and it will be made available for pupil viewing after the lesson has finished. It is vital that your webcam is off and you are on mute to avoid disruption during the live lesson. All chats will also be recorded while the lesson is live.
4. Make sure you are uploading/submitted work in the correct team. It will tell you at the top of your device's screen what class you are currently in. For example: 9a-IT5-ICT. This will be the same as the class it says on your school timetable.



ClassCharts

Download the App (if you have a mobile phone) from the app store
you can visit www.classcharts.com/student/login to view in a web browser

Log in using your login details (Given out during the Year Group Session)

Viewing your Classcharts daily – to check HW you have and when it is due in.

www.classcharts.com/student/login We would encourage parents and carers to download the app too and login to see how your son/daughter is doing.

If you have any problems with Teams or Class Charts visit our help page
on the school website: www.asfaonline.org/teams