

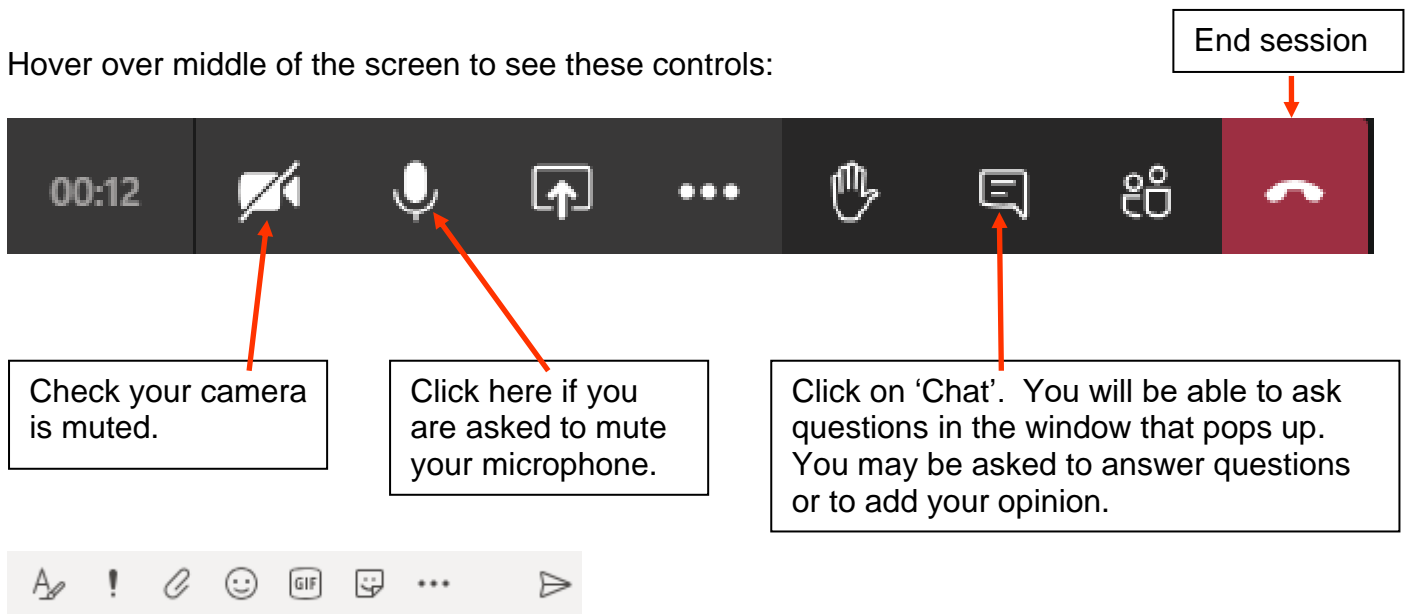
# Live video in Microsoft Teams

## Participating in a livestreamed session

Click on the 'Join Meeting' link in your Microsoft Team or on the email you receive.

[Join Microsoft Teams Meeting](#)

Hover over middle of the screen to see these controls:



The image shows a horizontal bar of Microsoft Teams meeting controls. From left to right, the controls are: a timer showing '00:12', a camera icon with a slash through it, a microphone icon, a screen share icon, a three-dot menu icon, a hand icon, a chat icon, a people icon, and a red 'End session' button with a white phone icon. Below the bar, three callout boxes with arrows point to specific icons: the first points to the camera icon and says 'Check your camera is muted.'; the second points to the microphone icon and says 'Click here if you are asked to mute your microphone.'; the third points to the chat icon and says 'Click on 'Chat'. You will be able to ask questions in the window that pops up. You may be asked to answer questions or to add your opinion.' Above the 'End session' button, a box labeled 'End session' has an arrow pointing down to it. Below the main control bar is a secondary bar with icons for drawing, exclamation mark, link, smiley face, GIF, emoji, and a play button.

Before the first livestreaming session takes place, please check children understand the following:

- Online sessions are only accessed in a shared family area (never a bedroom).
- The camera on your device may be disabled for all or part of a session. You will be joining the online session using the microphone on your device.
- You will be asked for permission if this session is recorded by the school. **No-one else should take screen shots or recordings of the session.**
- **No images or recordings of the session will be shared** within or outside the Teams group environment.
- Normal classroom standards of behaviour are expected. If these are not adhered to, access to these sessions will be removed.
- Two staff members will be involved in all online sessions.
- Chat is used only within the session and is used positively and appropriately.
- Livestreaming is being used for learning. All livestreaming by primary aged children should be supervised by a trusted adult.
- Habits for responsible use of technology including appropriate clothing.
  - [EYFS Building habits when I use technology](#)
  - [KS1 Building habits when I use technology](#)
  - [Lower Key Stage 2 Building habits when I use technology](#)
  - [Upper Key Stage 2 Building habits when I use technology](#)

Thank you to Keinton Mandeville Primary School for help with these guidelines.