

# Parent Guide for Microsoft Teams



## Welcome to the ESRM Parent Guide for Microsoft Teams.

As part of our commitment to providing a dynamic and supportive educational environment, Microsoft Teams is integrated into our primary section's activities and is mandatory for all students and teachers. This guide aims to help you understand the benefits and functionalities of Teams, ensuring that you can effectively support your child's learning journey.

### Basic functions of Microsoft Teams

Teams can be used in various ways by classroom teachers, which may differ from P3 up to P5. As part of their regular ICT lessons in P3 to P5, the children are gradually introduced to Microsoft Teams. They learn how to log in, navigate their class team, open and submit assignments, and work collaboratively using the integrated Microsoft Office tools such as Word, PowerPoint, and OneNote. This helps them become confident and independent in using digital tools for learning, both at school and at home. In this section we will highlight some of the key areas that students will use.

### Files

The Files tab can be found in each channel. The General channel contains the read-only "Class Materials" folder, where students can only view, download, and print files instead of editing them. Other channels (e.g. L1 channel, ICT channel, L2 channel) can contain folders and files that the teacher and students can edit.

### OneDrive

The OneDrive cloud icon can be found on the left side of the website/app among other icons like "Chat" and "Teams". OneDrive is where a user can access all files that they have recently opened as well as store files in a storage space that only they can access. When they click on "OneDrive" and then "My Files" the student will see folders and files that are only available to themselves. This is the recommended place to create a Word document or a PowerPoint presentation as it is not possible for another student to accidentally edit or delete their work.

### Assignments (Homework)

There are three primary ways that teachers may inform their class of homework on Teams: through posts in the class team, as uploaded files in the "Class Materials" folder in the General channel, or through utilizing the "Assignments" function in Teams. The class teacher will inform the parents of their preferred method at the Parent Evening in September.

### Chats & Calls Usage

Microsoft Teams is provided to students for educational purposes. All chats with teachers or other students should always have their learning and education in mind. Chats are not to be used for personal communication (e.g. making play dates, sharing personal photos, sharing

# Parent Guide for Microsoft Teams



jokes/memes, etc.). The same applies for Calls made through Teams. Calls should only be used on rare occasions when, for example, two students need to collaborate on a presentation and are not able to physically meet to do so. This would be an appropriate use of the Calls function.

Student chats are restricted, so it is not possible for a student to delete a message that is sent, which encourages thoughtfulness before writing and accountability for their communication. Any misuse of the Chat function (or of Teams in general) is addressed in the Primary School's ICT Policy.

## Portfolio

The portfolio in P3 to P5 is digital and accessible during those three school years. The digital nature of the portfolio allows students to add items that would not be possible in a physical paper portfolio such as photos, videos, and audio files. This also allows parents to view their child's portfolio at any point in time. Microsoft has integrated their note-taking application, OneNote, directly into the Teams application through the "Class Notebook" section found in each class team. A teacher can access all their students' portfolios, but students can only edit and view their own portfolio. In P3, the students will be taught how to access their new digital portfolio, how to create new notes, and how to add content (e.g. taking photos of their work using document cameras or using a tablet camera).

When accessing the digital portfolio through the "Class Notebook" tab, students will see different sections under their name. Each section is like a divider in a physical binder, allowing students to organise their reflections by subject (e.g. L1, L2, DOW, etc.). When you click on the section, you will see all the notes that the student has created for that subject. Students are instructed to add a prefix to the title of each note to indicate their year level for that piece of work (e.g. "P3 - My Fairy Tale Story", "P4 - A Knight's Tale", etc.). Notes with several images may take longer to load or may need to be "refreshed" to display the images. The student's reflections in the notes may take the form of typed or audio/video comments.

Portfolios, whether digital or physical, are added to and adjusted over the course of the school year.

## Tips for home use

### Reviewing homework together

From P3 onwards, class teachers may post the homework on Teams (the class teacher will communicate at the Parent Evening where it can be found). A good use of Teams is for your child to practise logging onto Teams and to show their homework. While the teacher will

# Parent Guide for Microsoft Teams



provide a print-out of any physical worksheets, a digital copy will also be available in case your child loses their copy.

## Teams usage at home

In general, students will only need to go onto Teams in order to check their homework on a weekly basis. It may be that your child's class teacher occasionally posts optional school-related content. In those cases, your child may want to check Teams on a more frequent basis. However, it is not expected or necessary that children are on Teams daily nor for an extended period of time.

Students can use Teams to contact their teacher through the Chat function. Parents must contact their child's teachers through email. Parents are not to use their child's Teams account to do so.

## Technical Requirements for Microsoft Teams

What are the requirements for using Teams? To use Microsoft Teams effectively, there are a few technical requirements to keep in mind. Firstly, a stable internet connection is essential for smooth file sharing and real-time collaboration.

Specifically, do I need a computer, tablet, or is a smartphone sufficient? You can use Microsoft Teams on various devices, including computers, tablets, and smartphones. While a computer or tablet may offer a more comprehensive experience due to larger screens and additional features, a smartphone is also sufficient for accessing files and participating in chats. Find out what works best for you and your situation at home to ensure your child can make the most of Teams.

Regarding licensing, students and teachers at ESRM do not need to purchase their own Microsoft Teams license. The school provides the necessary licenses as part of its educational subscription to Microsoft 365, ensuring that all users have access to the full range of Teams features.

Since technical requirements can change over time, it is best to look up the latest information on the Microsoft website.

## Who to Contact for Support

The ICT Coordinator for Primary, Mr. Randell ([paul.randell@es-rm.net](mailto:paul.randell@es-rm.net)), should be contacted for any technical issues. Any questions regarding schoolwork should be directed to the teacher in charge of that subject (i.e. the class teacher).

## Security - Passwords

To ensure secure access to MS Teams, the school provides each child with a personal password. Children receive their passwords at the beginning of P2, or during their first week

# Parent Guide for Microsoft Teams



if they join the school later, regardless of the year group. Although MS Teams is introduced in P3, children already require their Microsoft/Teams account and password in Primary 2 to log in to school computers, for example during ICT lessons. For practical reasons, the password is noted in the child's agenda or homework planner so it can be easily found when needed. If the password is forgotten or lost, a new one can be requested by emailing Mr. Randell at [paul.randell@es-rm.net](mailto:paul.randell@es-rm.net). The importance of keeping passwords private and secure is also covered in ICT lessons at school.

## Behaviour - Use of MS Teams

MS Teams is an educational platform and is to be used exclusively for learning-related activities. Students are expected to follow the behavioural expectations set by their classroom teachers. This includes appropriate use of chat functions, respectful communication, and responsible handling of digital materials. Any misuse of the platform, such as using it for unrelated conversation, inappropriate language, or careless use of tools, will be addressed in accordance with the school's behaviour policy. Families are encouraged to support their child's understanding of appropriate online behaviour and to reinforce the school's expectations at home.

## Media Consumption & Screen Time

Children today grow up in a digital world where media use is part of everyday life. While digital tools such as MS Teams support learning and communication, it is important to maintain a healthy balance between screen time and other activities such as physical exercise, sleep, and face-to-face interaction. At school, we aim to promote responsible digital habits by integrating media literacy and discussions about digital wellbeing into our curriculum.

At home, families can help by creating media routines that suit their child's age and needs, encouraging breaks from screens, and modelling mindful technology use themselves. It is especially valuable to talk with children about how and why they use digital devices and to help them reflect on their own habits.

For up-to-date guidance and expert recommendations regarding age-appropriate screen time and healthy media use, please visit the official website of the German Federal Ministry for Family Affairs, Senior Citizens, Women and Youth: [www.bmfsfj.de](http://www.bmfsfj.de)

## Frequently Asked Questions (FAQ)

### Where can my child log in to MS Teams?

Students can access MS Teams through the official website at [teams.microsoft.com](https://teams.microsoft.com) or by downloading the MS Teams app from the Microsoft Store, Apple App Store, or Google Play Store.

# Parent Guide for Microsoft Teams



## Do I need to buy a device for my child?

The school does not require families to purchase a specific device. However, a basic tablet, laptop, or desktop computer with internet access is recommended for optimal use of MS Teams.

## What kinds of devices are compatible with MS Teams?

MS Teams works on most modern devices, including Windows and macOS computers, iPads, Android tablets, and smartphones. For the best experience, we recommend using a larger screen and a physical keyboard.

## What should I do if my child forgets their password?

You can request a new password by contacting Mr. Randell at [paul.randell@es-rm.net](mailto:paul.randell@es-rm.net). Each child's password is also noted in their agenda or homework planner.

## How can I manage notifications from MS Teams?

To reduce distractions, you can manage notification settings in the MS Teams app under "Settings > Notifications." You can also sign out of the app when it's not in use.

## Can my child use Teams outside of school hours?

MS Teams is intended for educational use. Teachers may set homework or use Teams for communication, but unsupervised use should still follow the school's behavioural expectations and family screen time rules.

## Who do I contact for help with MS Teams?

For technical issues, please contact Mr. Randell ([paul.randell@es-rm.net](mailto:paul.randell@es-rm.net)). For questions about schoolwork or assignments, your child's classroom teacher is the best point of contact.