



POP Video Conferencing Instructions and Expectations for Students and Parents

Dear Students,

Your teachers may invite you to participate in real-time, small group learning opportunities using Microsoft Teams. Teams is a video conferencing application that allows people who are not in the same place to communicate with one another “live”.

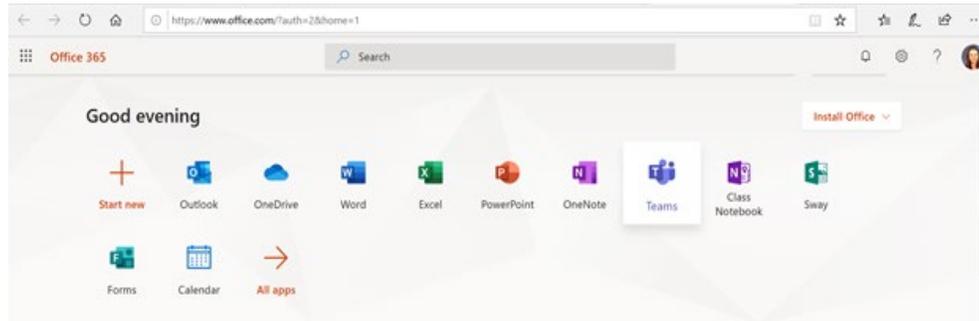
There are two ways to access Teams:

- Through your web browser, or
- Through the Microsoft Teams desktop app. **We recommend using the desktop app.**

Option 1: Instructions on how to use Microsoft Teams through your web browser:

1. Login to your Microsoft account in your internet browser: www.office.com

You should see a screen like this:

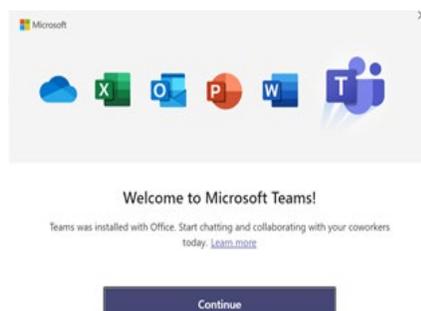


2. Click on the "Teams" app.
3. You should see a button that says "Join or create team". Click on it. Where it says "Join a team with a code", enter the code your teacher assigns you.

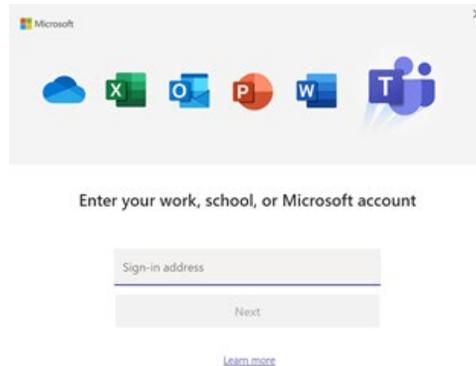
Option 2: Instructions on how to use Microsoft Teams using a desktop app (recommended):

1. Download or open the Microsoft Teams app on your computer. (You may want to pin the app to your taskbar.)

You should see a screen like this:



2. Click Continue. You should now see a screen like this:



3. Enter your **school email address** and password information.
4. Once you are in the app, you should see a button that says "Join or create team". Click on it. Where it says "Join a team with a code", enter the code your teacher assigns you.

As we prepare for you to interact with your teachers in live formats (video conferencing), there are a number of things we would like you to keep in mind. Please read through all of the following expectations:

- a. All standards of conduct outlined in the family handbook are still in place during eLearning.
- b. Be aware of your surroundings. Make sure your camera does not capture other people or inappropriate backgrounds. You may “blur” your background in Microsoft Teams.
- c. Dress appropriately (shirt, pants, modest apparel).
- d. Be respectful to everyone which includes their thoughts, ideas and questions. Don't talk over others and use kind words. Be careful with humor and sarcasm – you may not intend something to be rude but it may come across that way.
- e. Be kind. Operate with grace and humility. Skills and abilities of your classmates will vary, so be understanding if someone is struggling.
- f. Use your mute button to mute your sound until it is your turn to speak.
- g. Don't monopolize the instruction.
- h. If a chat feature is available, be aware of forceful language, such as all CAPS and exclamation points. Limit your use of Emojis.
- i. We want you to connect with your friends in digital formats, but please only use the chat in live feeds for academic purposes. Schedule those friend connections at a different time.

Note to Parents:

1. Have a consistent place set up at home when your children are on live. A place that directly shows a wall or the windows will limit your family walking behind and

disruptions. Distractions will likely still occur, so approach these with humor and grace.

2. We would like you to sit down and go over the above rules of etiquette with your children.
3. Please stress to your children the importance of only posting and saying appropriate things during video conferencing. If your child has a phone, please continue to monitor their usage and social media during eLearning.
4. We are still following safe environment guidelines, and therefore, teachers will not meet individually via video conferencing with a student. There should always be at least three people in the “Team” video conference.
5. As this situation evolves, so do our procedures. Please understand that this is a living document. It will be changed and amended as necessary.
6. We ask for your patience through this process. There will be bumps, but we will figure them out as we go. A couple of key words we have asked the teachers to embrace are Grace and Flexibility.....embrace those with us, and we will certainly get through all of this together!

INFLUENCING THE WORLD FOR CHRIST

Prince of Peace Catholic School | 5100 West Plano Parkway | Plano, Texas 75093

P: (972) 380-5505 | F: (972) 380-2570 | www.popschool.net