

Online Learning Agreement**Student, Parent & Carer**

Please read this document in conjunction with the School Code of Conduct, The SICT Acceptable Use Policy, the Online Safety Policy (all available on FROG)

Virtual School will be open from 09:05 – 16:35

Only teachers can create Teams within Office 365. Students are not permitted to do this.

- I will only use my school account for school purposes as directed by my teacher.
- I will only use the technology when there is an adult in the house, and they know I am using it.
- I will be responsible for my behaviour and actions when using technology (Office 365 and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all my communication with students, teachers or others using technology is responsible and sensible.
- I will not reveal my passwords to anyone or use other student login details.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher or my parent/carer.
- During a live teaching session
 - I will cover my camera unless instructed to open it by the teacher.
 - I will not record or take photos of my classmates or teachers.
 - I will not mute or block another student
 - I will not share my screen or any other media unless asked to do so by the teacher
 - I will not invite any other user to join the session
- I understand that when using Office 365 and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers & Key Stage Leader.
- I understand that I do not have permission to use student or staff data, images and video recordings in any way.
- I understand that these rules are designed to help keep me safe and that if they are not followed, school sanctions will be applied, and my parent will be contacted.

Guidelines

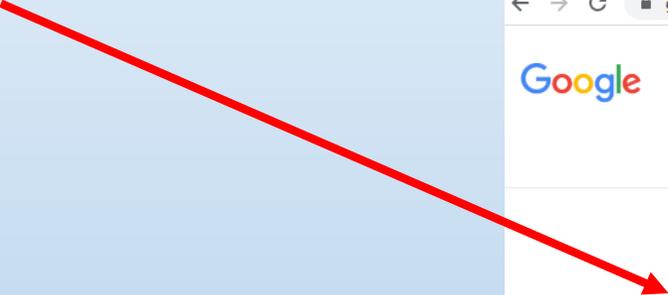
When using Team Talks, remember that this is an extension of the classroom and you should conduct yourself as you would in a classroom. This includes:



- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom) using the blurred background feature if you are asked to use your camera
- Be on time for your interactive session. An attendance register will be kept.
- Be dressed appropriately for learning (no pyjamas or other inappropriate items of clothing)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers and follow instructions to support the flow of the session
- Provide feedback to teachers about your experiences and any relevant suggestions or concerns
- You **MUST NOT** record any online interactions.
- Make sure you end the session as soon as the teacher indicates to do so.



How to access Office 365 for Year 1



A screenshot of a Google search page for "office 365". The search bar contains "office 365" and the search button is visible. Below the search bar, there are navigation links for "All", "Images", "Maps", "Shopping", "News", "More", "Settings", and "Tools". The search results show "About 1,530,000,000 results (0.66 seconds)". The top result is from "www.office.com" and is titled "Office 365 Login | Microsoft Office". A red arrow points from the left side of the image towards this top result. Below the top result, there are several other search results, including "Microsoft 365", "Compare All Microsoft Office ...", "Inicio de sesión de Office 365", "Microsoft Office", "Microsoft Office office.com", and "Microsoft Office Online".

office 365 - Google Search

google.com/search?q=office+365&rlz=1C1GCEU_enES885ES885&oq=office+365&aqs=chrome..69i57j0l4j69i60l3.1560jC

Google office 365

All Images Maps Shopping News More Settings Tools

About 1,530,000,000 results (0.66 seconds)

www.office.com

Office 365 Login | Microsoft Office

Collaborate for free with online versions of **Microsoft** Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

You've visited this page many times. Last visit: 2/15/20

Microsoft 365
Collaborate for free with online versions of Microsoft Word ...

Compare All Microsoft Office ...
Select the Microsoft Office product that is right for your home or ...

Inicio de sesión de Office 365
¿Qué es Office 365? Son las herramientas que necesitas ...

Microsoft Office
Office 365 is a cloud-based subscription service that brings ...

Microsoft Office office.com
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Microsoft Office Online
With Office for the web you can view, edit, and share Word ...

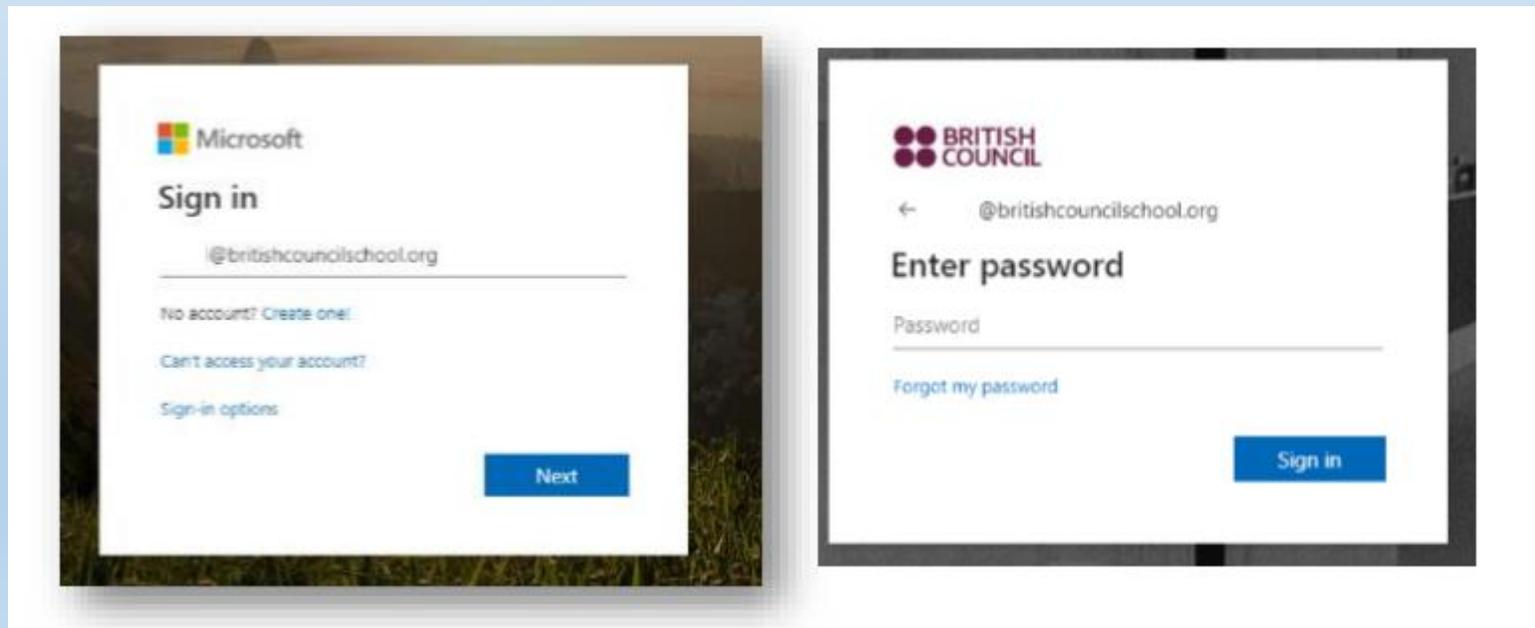
More results from office.com »

To access the Year 1 Team

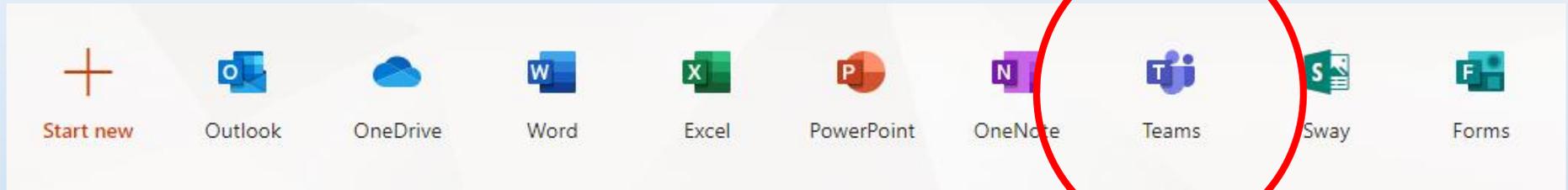
Go to Office 365.

Log in with your username and password.

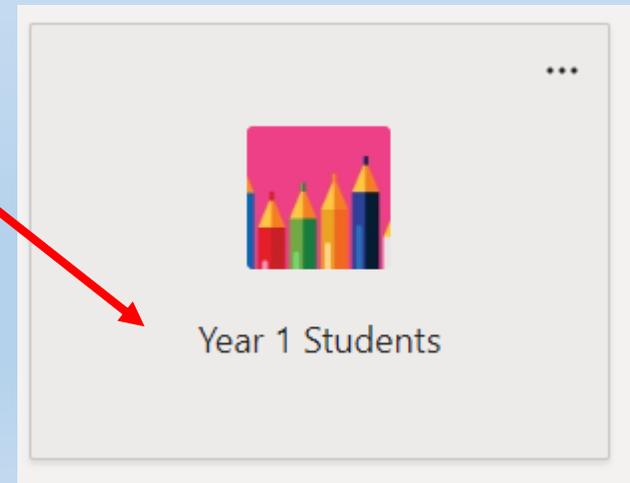
Remember to use @britishcouncilschool.org



Click on "teams" and find the group you belong too

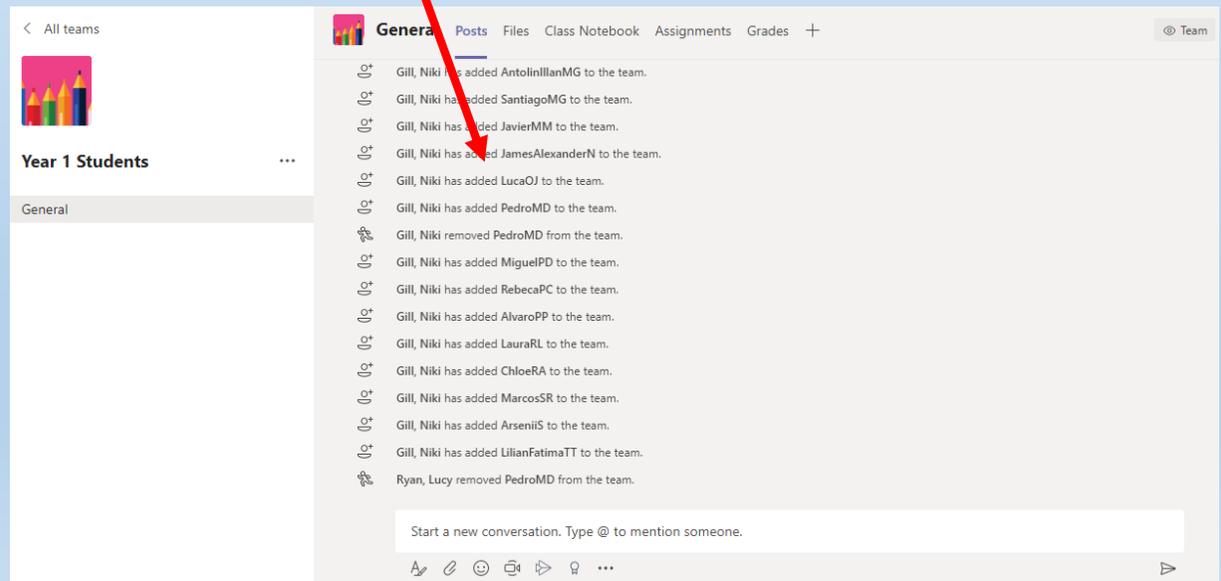


Year 1 Students

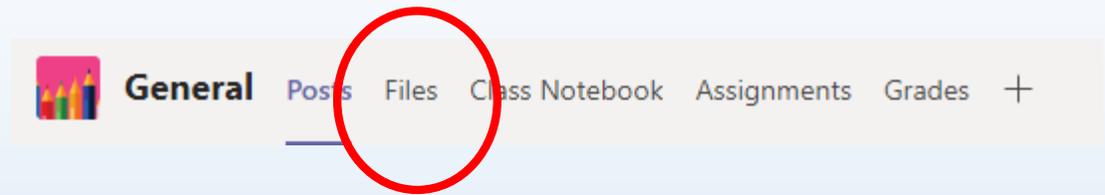


Posts

When you enter the team, you will see the Posts. This is a stream which shows every time a teacher posts a new activity or comment.

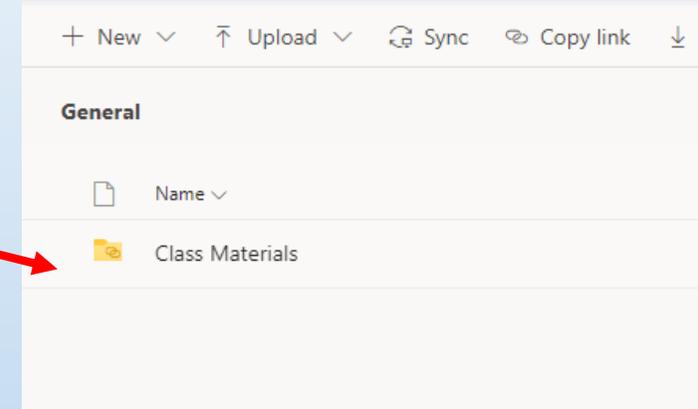


Posts



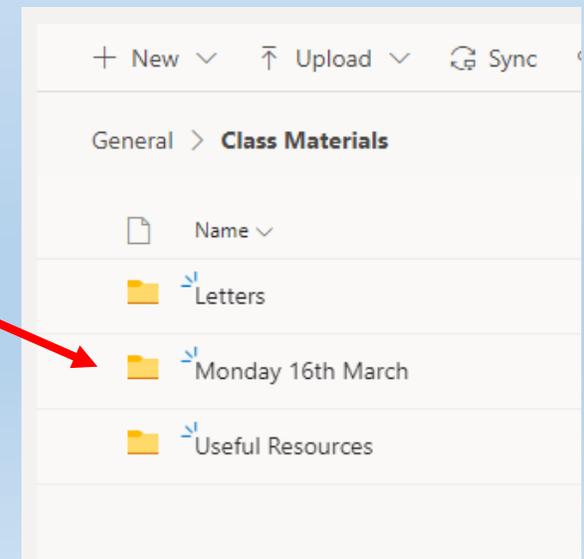
Click on the Files tab to find the work the teacher has set for the class.

Open "class materials" and look for the date.



Here you will find that day's work.

The teacher will add a newsletter each day explaining what to do.



Work

Each day, new work will be added to the "files" section.

These are ideas for your child to complete at home - not an expectation.

We advise that children spend no longer than 30 minutes at a time working and take regular movement and water breaks!

Remember your child also has access to Purple Mash and Active Learn for further activities and games!

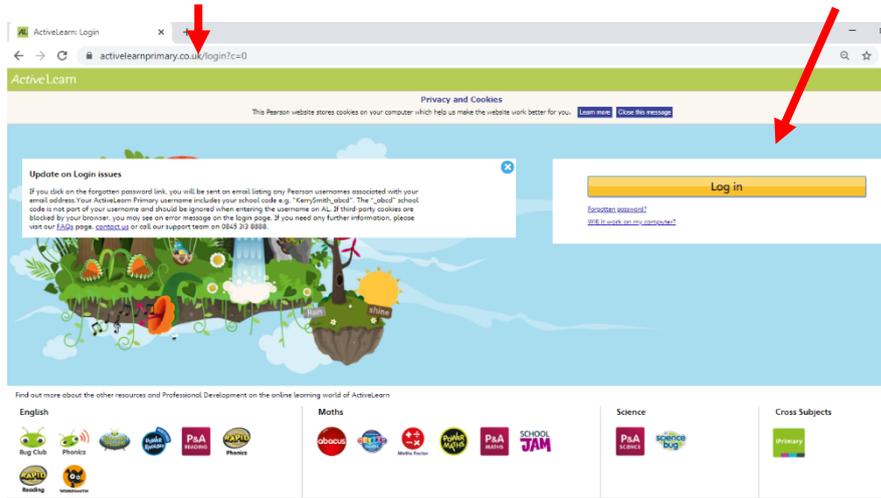
<https://www.purplemash.com/sch/madrid>

<https://www.activelearnprimary.co.uk/login?c=0>

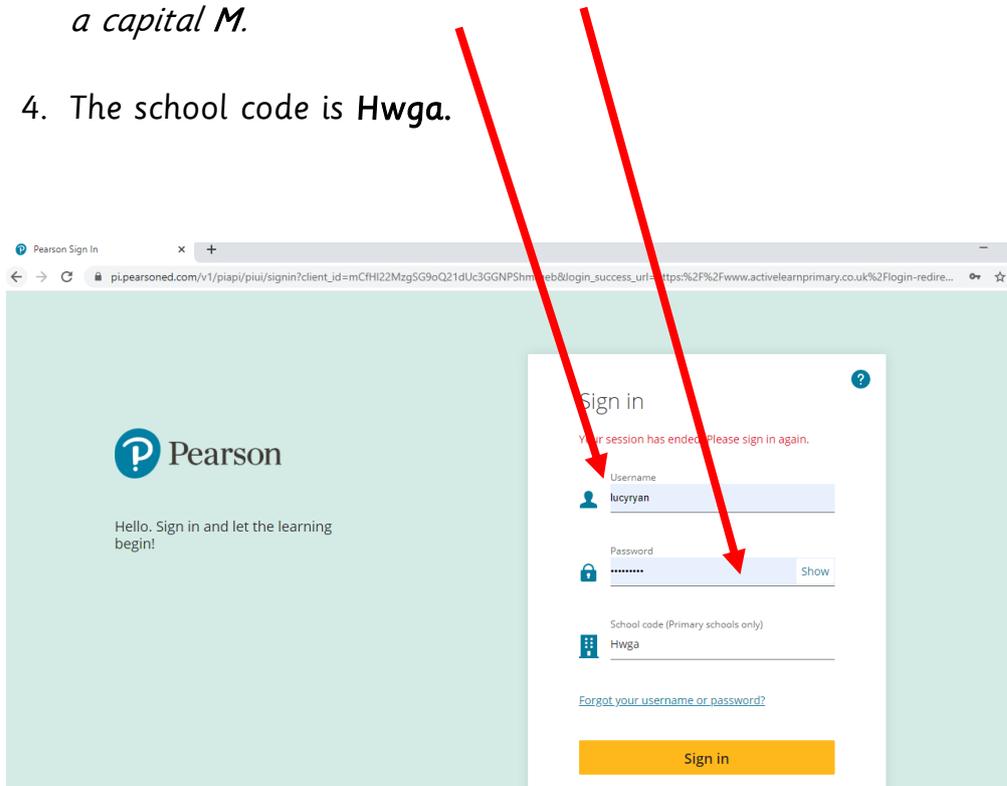


How to access your activities on Active Learn

1. Type the web address. www.activelearnprimary.co.uk. Click – Log in.



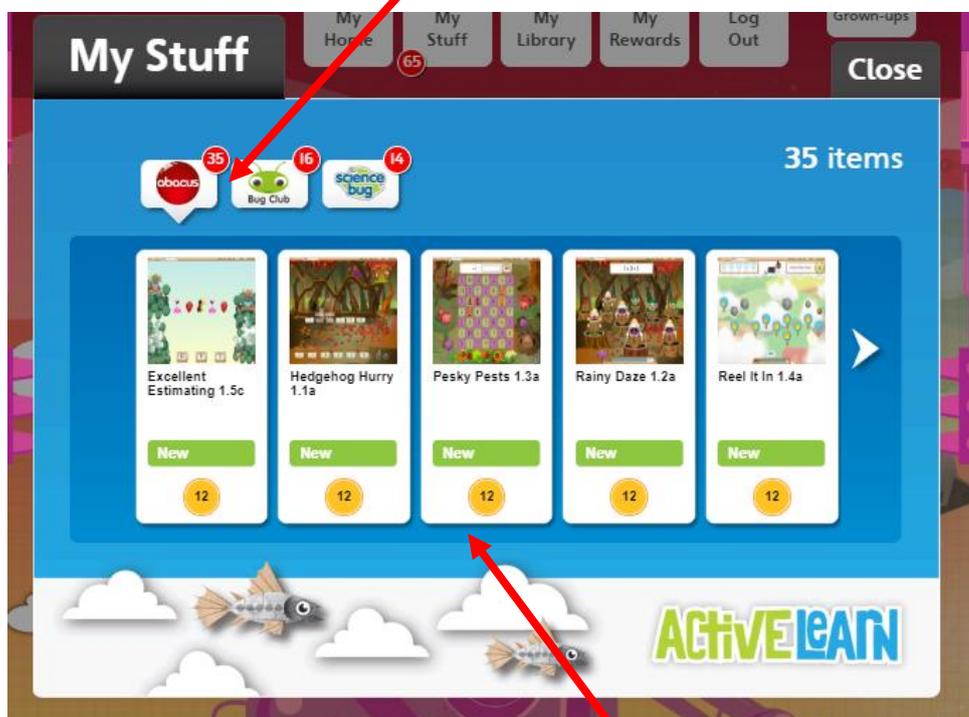
2. You will be taken to the Pearson webpage.
3. Enter your **username** and **password**. Remember that your password has a capital **M**.
4. The school code is **Hwga**.



5. Click on “my stuff” to see the activities your teacher has set for you.

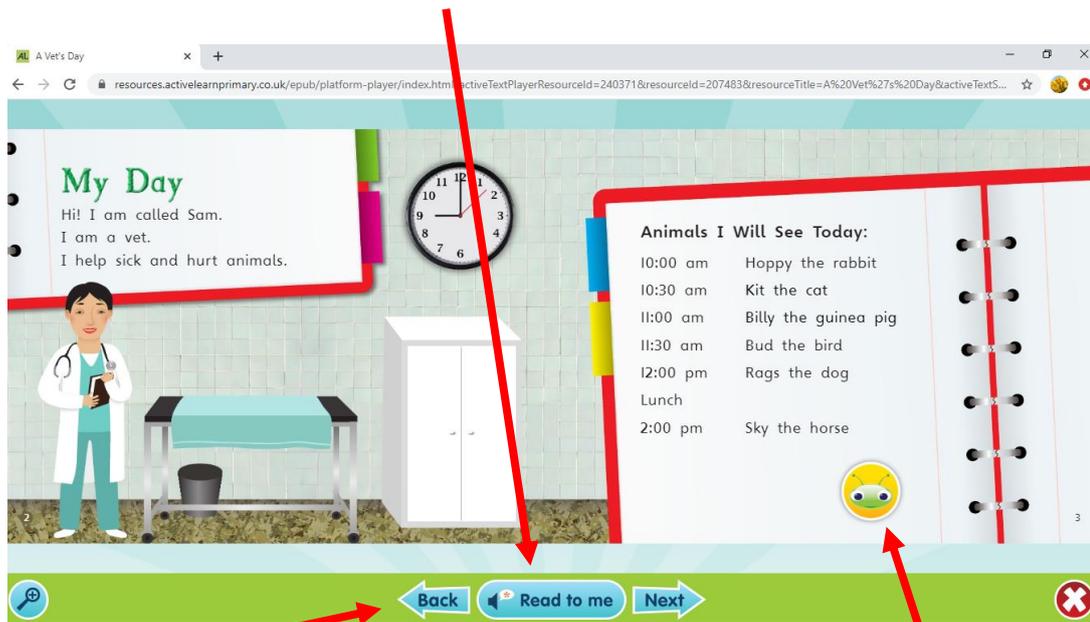


6. Click on the different sections to see maths activities (**abacus**), reading books (**bug club**) and science games (**science bug**).



7. Click on the activity to play the game and earn coins!

8. When reading a book, press the “read to me” option to hear the story.



9. Use the **arrows** to turn the page.

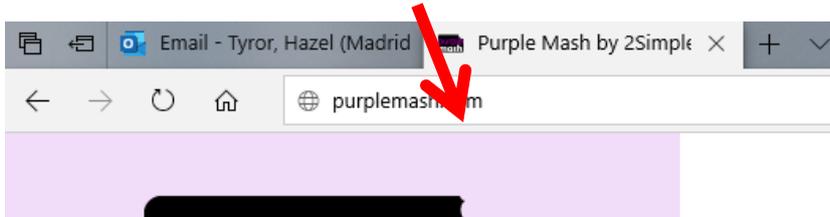
10. Press the “**bug**” to answer questions about the story. *Your teacher will see your answers!*

11. Press the “**cross**” to exit  the story.

Remember you need to finish the game or story so it will save!

How to access your activities on Purple Mash

1. Type the web address:



2. Then “Find my school’s login page”:

A screenshot of the Purple Mash login page. It features two input fields for 'Email' and 'Password', a purple 'Log in' button, and links for 'Forgot password?' and 'Register parent'. Below these is a horizontal line with 'OR' in the center, and a purple button labeled 'Find my school's login page'. A red arrow points to this button.

Integration partners



3. Type in “Spain”:

A screenshot of the school search interface. It shows a search bar for 'School name or postcode'. Below it are two dropdown menus: 'Country' and 'Local Authority'. The 'Country' dropdown is open, showing a list of countries with 'Spain' selected. A red arrow points to 'Spain'. Below the dropdowns is a table of search results.

Local Authority	Postcode
...	BB8 0QJ
Crossley Hall Primary School	BD8 0HJ
Batley Girls' High School	WF17 0LD
Inkpen Primary School	RG17 9QE
Kirkmichael Primary School	KA19 7PP
Denholme Primary School	BD13 4AY
Grove School	B21 9HB
Ysgol Pen-y-Bryn	SA6 7PA
Phillipstown Primary School	NP24 6XE
Calderglen Nursery School	EH11 4NG

Total items: 17238

4. Type "British Council" select "British Council School" and then "Go to School Portal."

British Council

Country
Spain

Name	Postcode
British Council School, Madrid	28223

Your school logo goes here

British Council School, Madrid
c/o Solana, 3,5
y7, Prado de Somosaguas
Pozuelo de Alarcon
Madrid
28223

Total items: 1

Having trouble?

Go to school portal

5. Logon using your individual password.

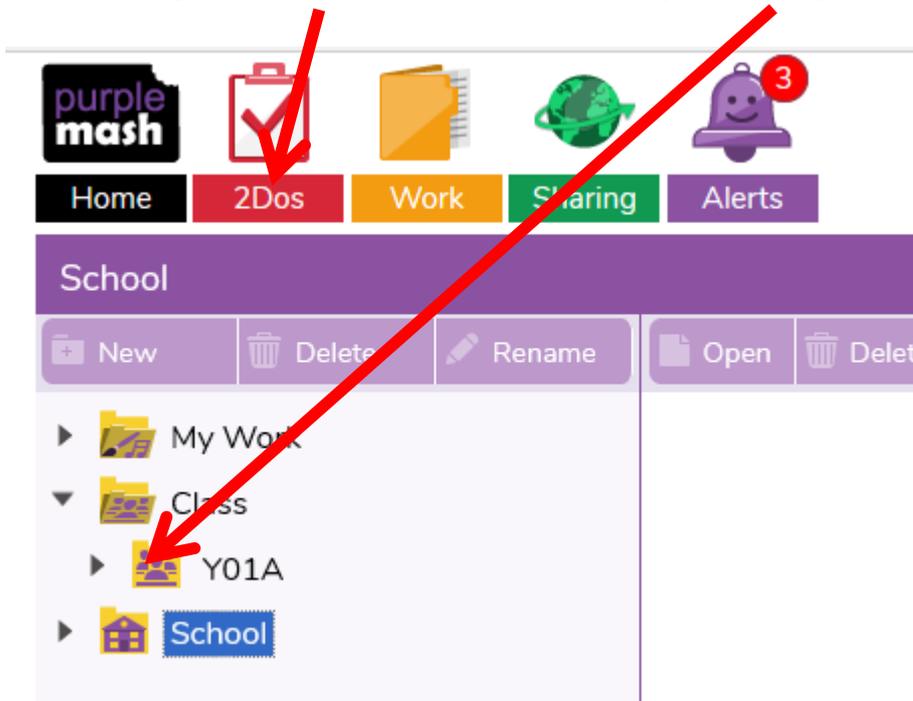
Username

Password

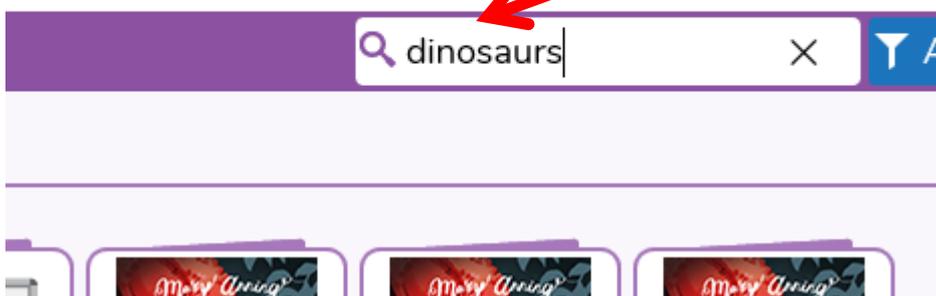
Log in

Forgot password? Having trouble? Register parent

6. Access assignments here and save work in your class file.



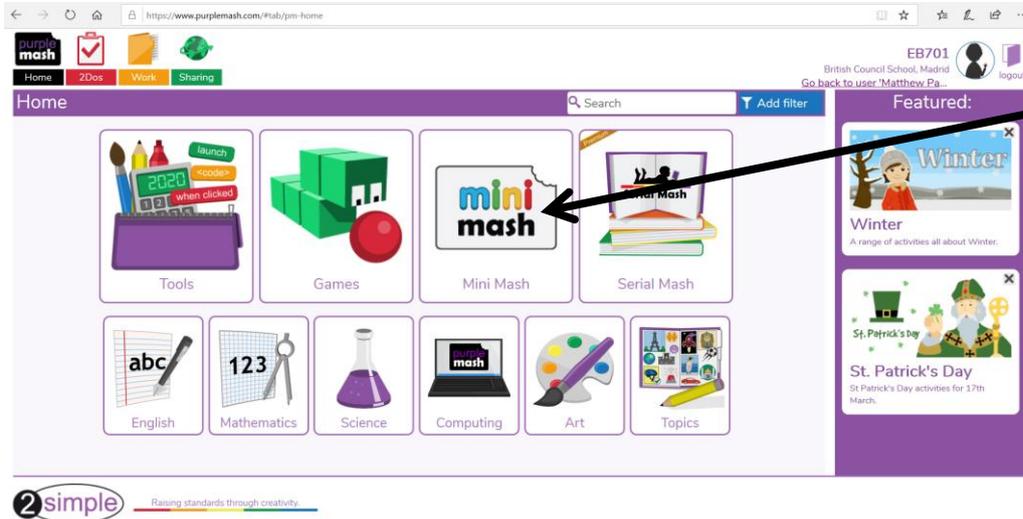
Remember that you can search for your own games and activities in the search bar. Try “dinosaurs” or “number bonds” for example.



HOW TO FIND TRAYS ON MINI MASH

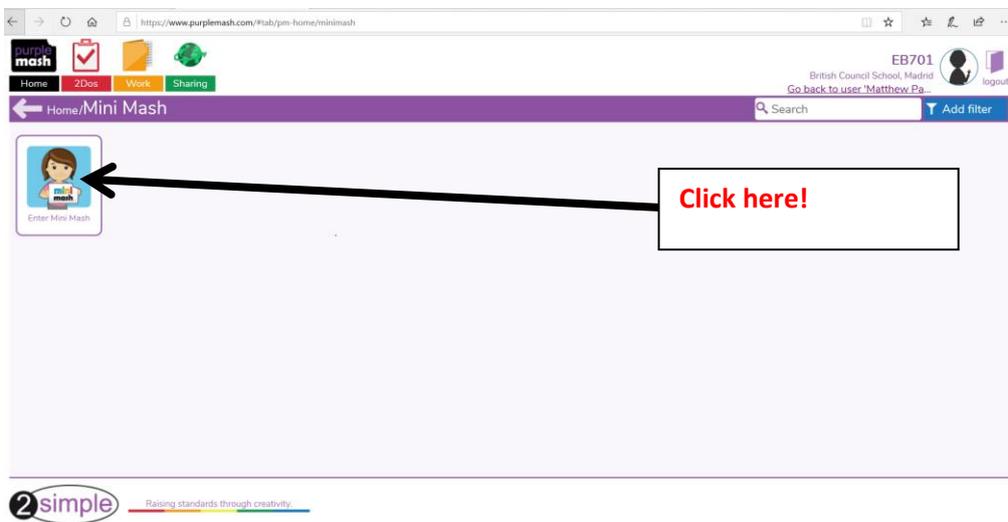
Step 1

Log in to the Purple Mash homepage and click on the Mini Mash icon.



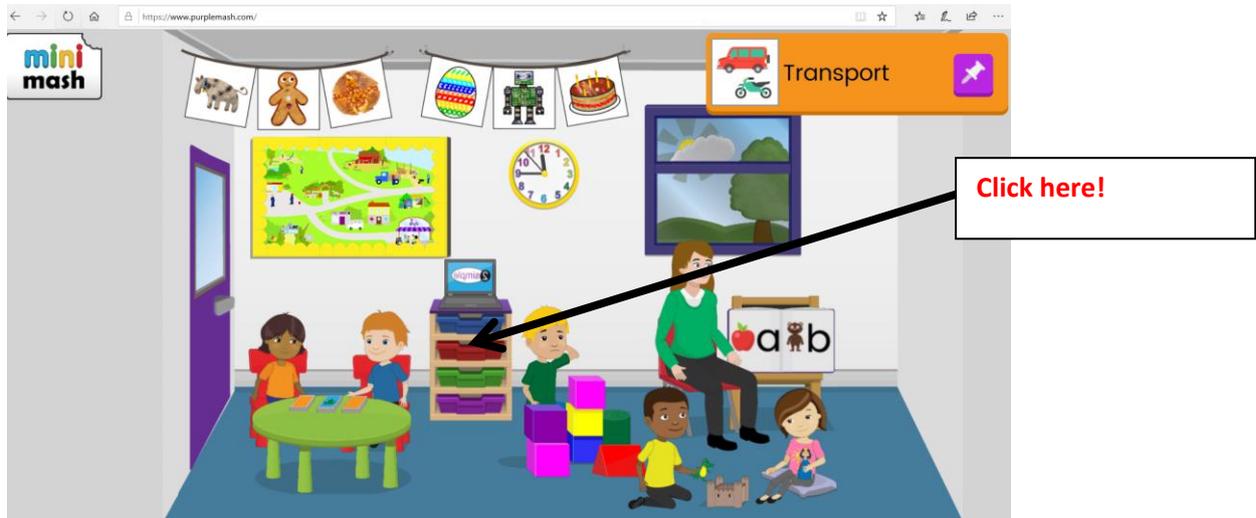
Step 2

Click on the icon to enter Mini mash



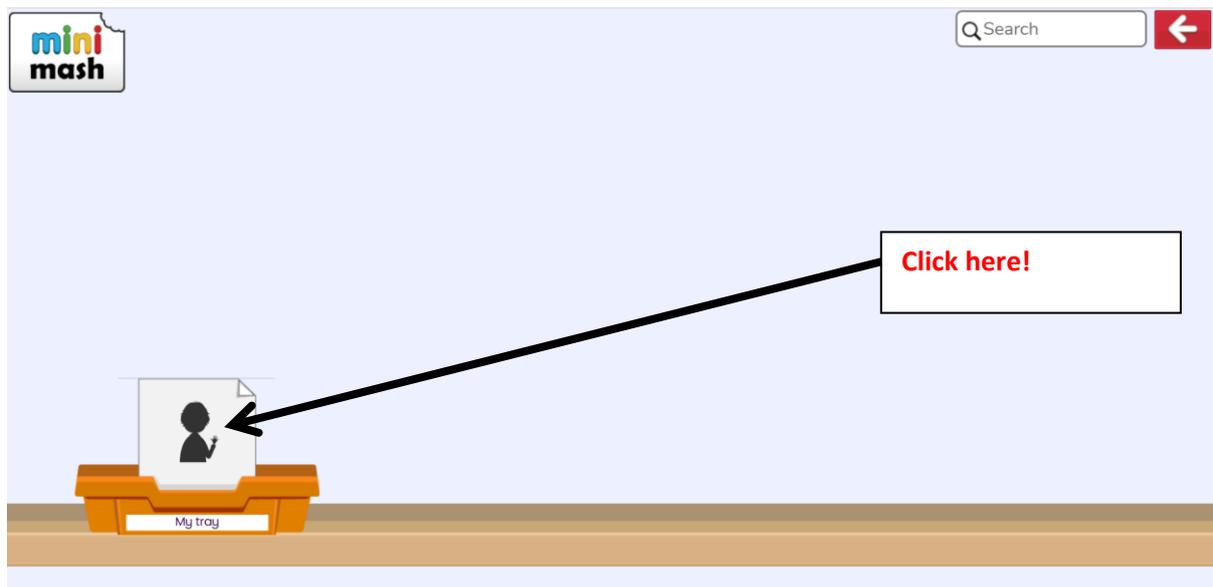
Step 3

Click on the filing cabinet with coloured trays to find your child's tray.



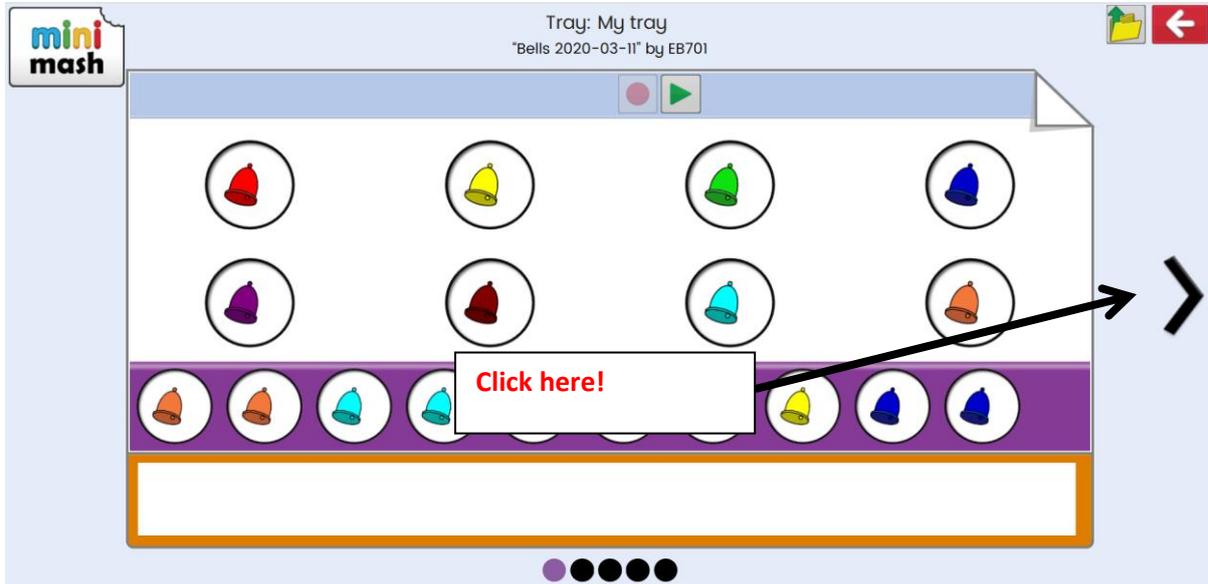
Step 4

Click on the tray called "My Tray" to see your child's work.



Step 5

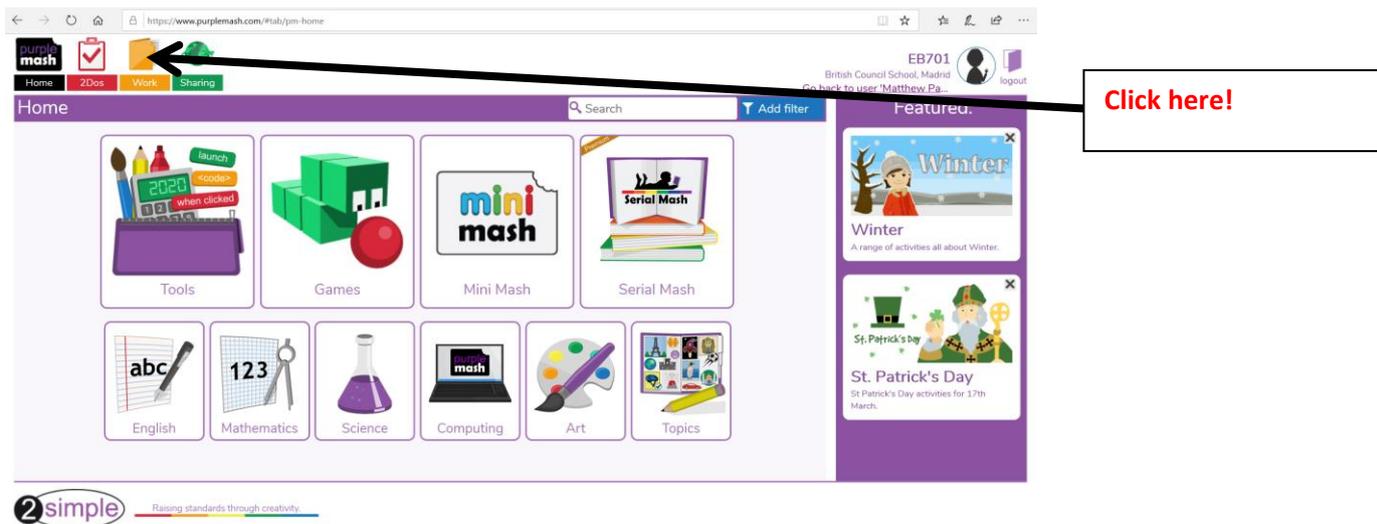
Scroll through your child's work by clicking the arrow button.



HOW TO SEE AN OVERVIEW OF YOUR CHILD'S WORK AND ALERTS

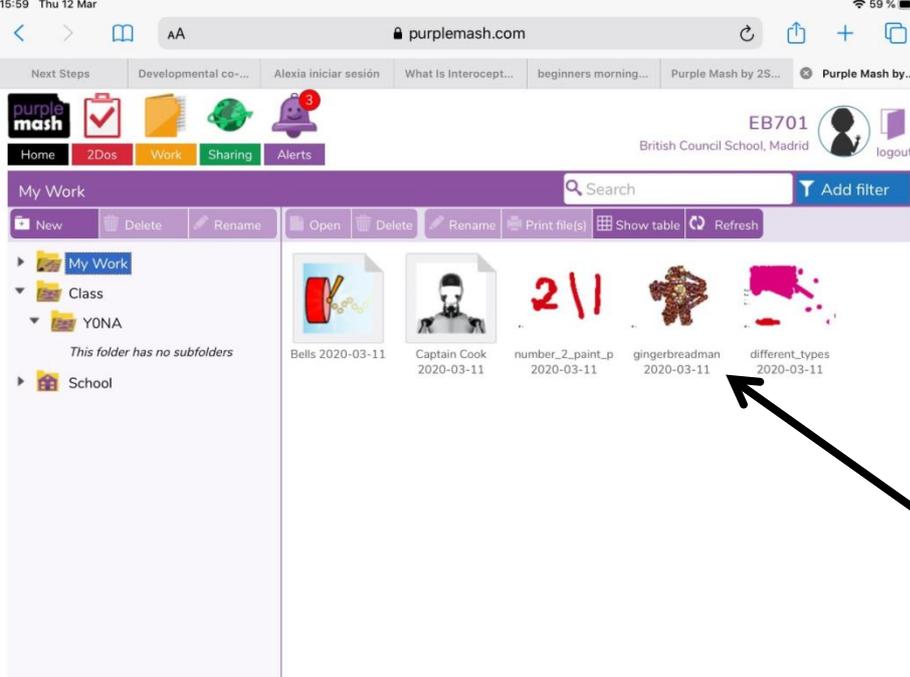
Step 1

Log in to the Purple Mash homepage and click on the "Work" tab.



Step 2

You will see all of your child's work displayed as small icons.

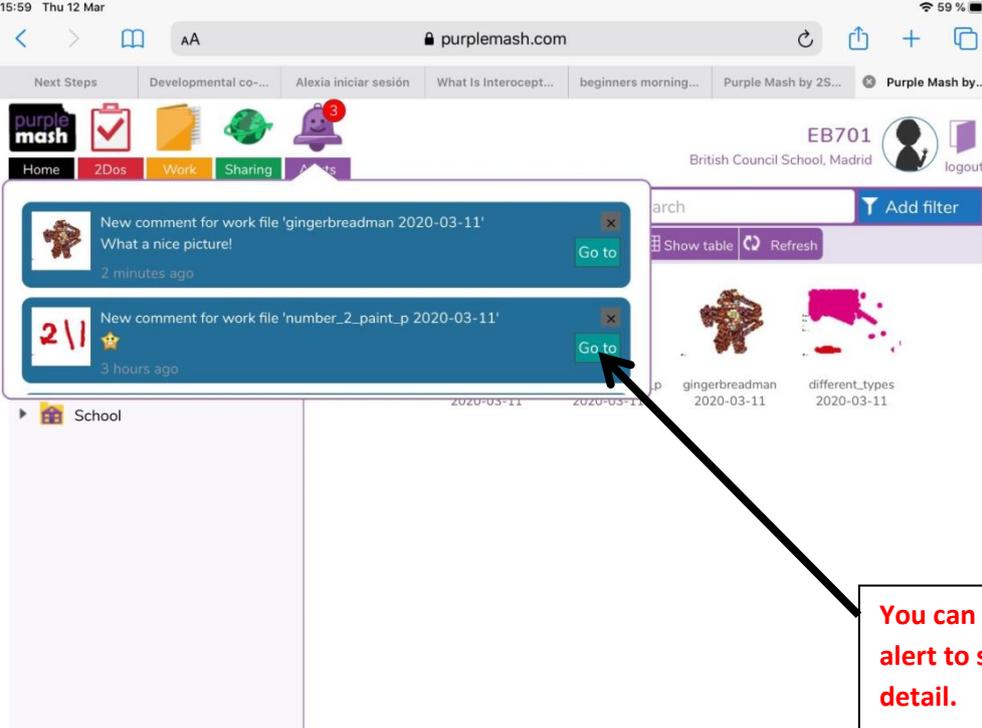


The screenshot shows the Purple Mash web interface. At the top, there's a navigation bar with tabs for 'Next Steps', 'Developmental co...', 'Alexia iniciar sesión', 'What is Intercept...', 'beginners morning...', 'Purple Mash by 2S...', and 'Purple Mash by...'. Below this is a header with the Purple Mash logo, a checklist icon, a folder icon, a globe icon, and an alert icon with a red '3'. The user's name 'EB701' and school 'British Council School, Madrid' are displayed, along with a 'logout' button. The main area is titled 'My Work' and contains a search bar and an 'Add filter' button. Below this is a toolbar with icons for 'New', 'Delete', 'Rename', 'Open', 'Delete', 'Rename', 'Print file(s)', 'Show table', and 'Refresh'. On the left, there's a sidebar with folders: 'My Work', 'Class', 'YONA' (with a note 'This folder has no subfolders'), and 'School'. The main workspace displays a grid of five work files: 'Bells 2020-03-11', 'Captain Cook 2020-03-11', 'number_2_paint_p 2020-03-11', 'gingerbreadman 2020-03-11', and 'different_types 2020-03-11'. A black arrow points from a text box on the right to the 'gingerbreadman' file icon.

You can click on each document to see it in full screen mode.

Step 3

If your child has a comment from their teacher an alert will show in red.

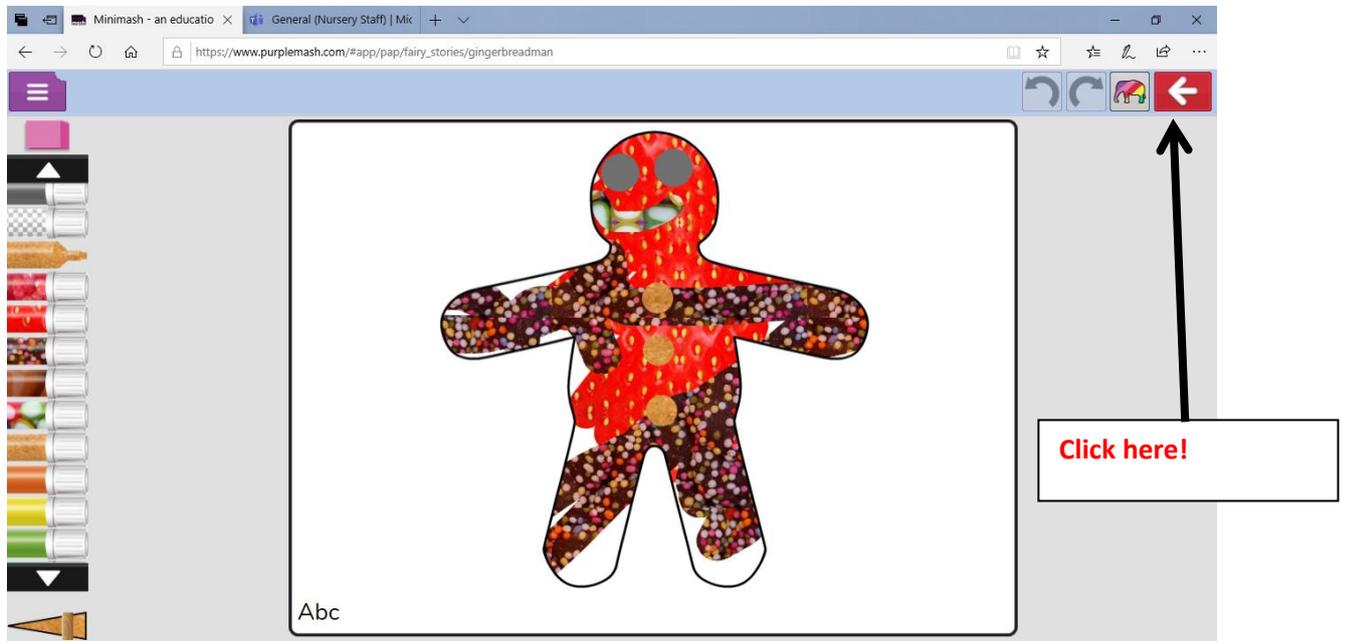


The screenshot shows the Purple Mash web interface with two alerts overlaid on the 'My Work' section. The first alert is for the file 'gingerbreadman 2020-03-11' and says 'New comment for work file 'gingerbreadman 2020-03-11'. What a nice picture! 2 minutes ago'. The second alert is for the file 'number_2_paint_p 2020-03-11' and says 'New comment for work file 'number_2_paint_p 2020-03-11'. 3 hours ago'. Both alerts have a 'Go to' button. A black arrow points from a text box on the right to the 'Go to' button of the second alert.

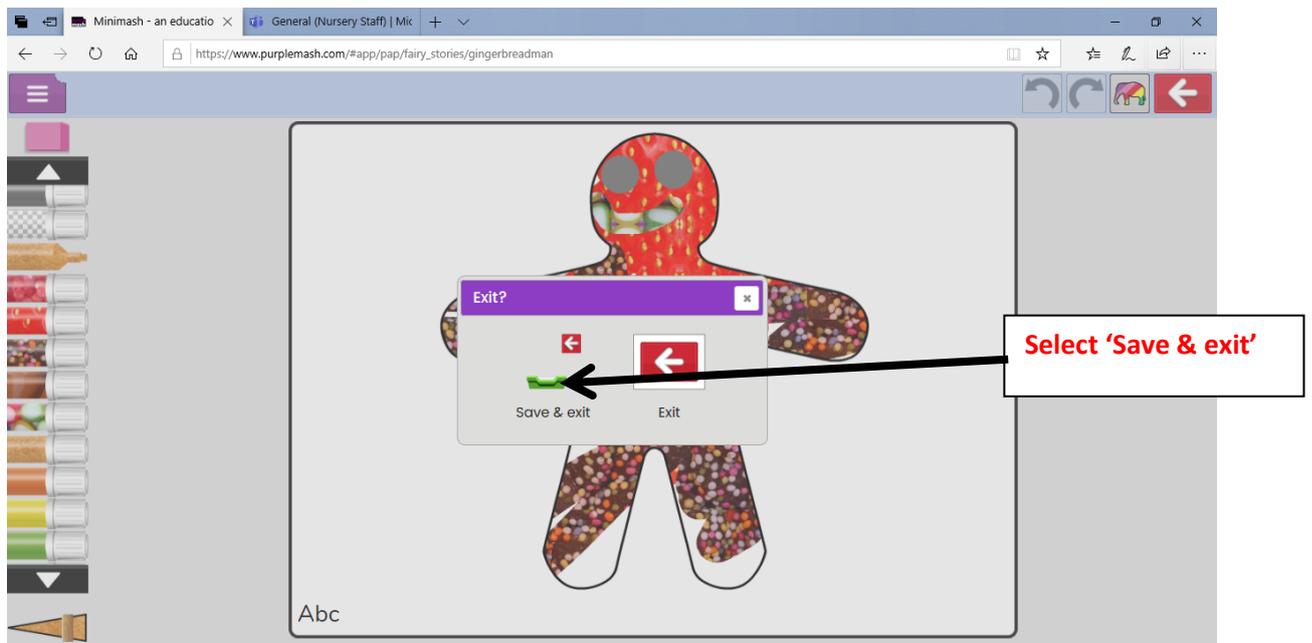
You can click on each alert to see more detail.

HOW TO SAVE YOUR CHILD'S WORK IN THEIR INDIVIDUAL TRAY

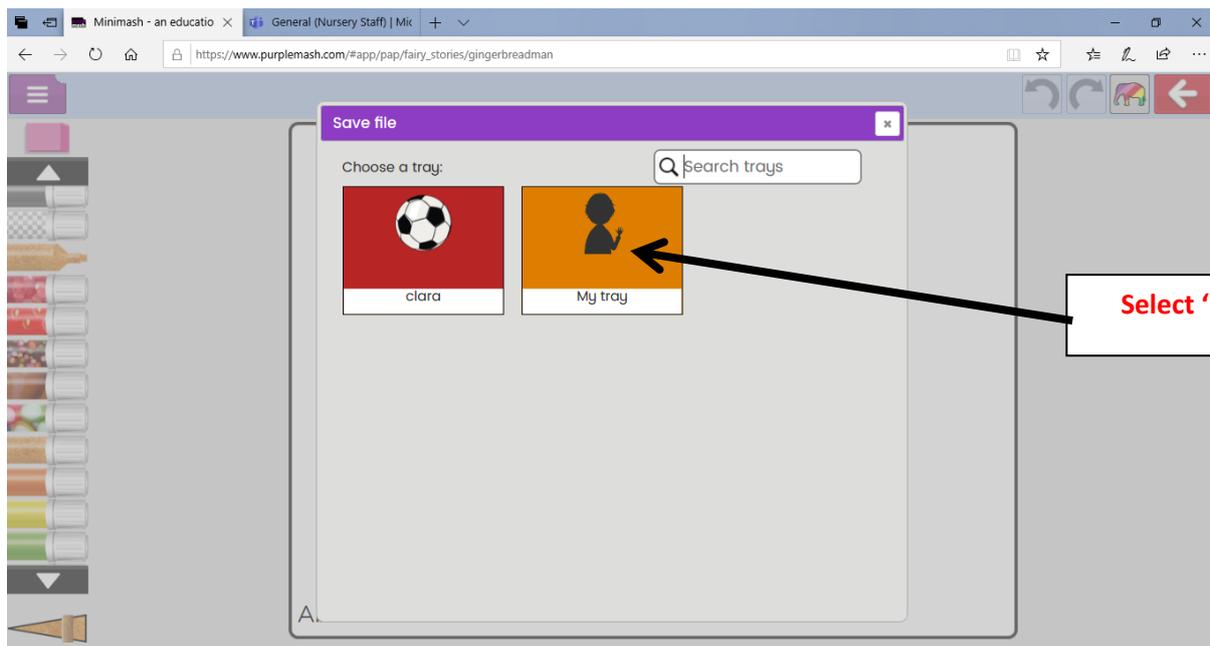
STEP 1



STEP 2



STEP 3



STEP 4

