



HAZEL LEYS ACADEMY

---

# Technical Support

---

How to guide for parents and children

# Airhead.io

- Office 365 platform is used for all staff and children as a single sign on for all on line resources, communication and learning. Launchpads provide easy and quick access.



How To Use Airhead.io Video  
Thank you to Bishop Creighton  
Academy

You can log in to airhead from a  
tablet, laptop, smartphone,  
games console or any device  
with a wifi connection.

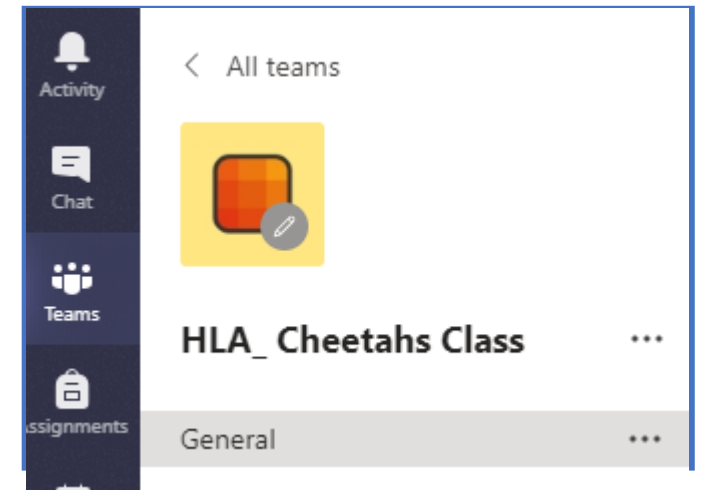
---

><https://www.youtube.com/watch?v=4VaFcb5SknE>




# Microsoft Teams

Teams – used for staff groups, classes and for Trust wide use. Teachers use teams to communicate, share information (videos, images, websites) that relate to events, lessons and opportunities for children to share too. Children can access this to remind themselves about lesson content, what to do, clarification from the teacher or class mates. Teachers are using teams for flip learning, live lessons and sharing news, telling stories and checking on children. ‘Use of Technology - to support learning’ Do’s and Don’ts to make sure it is used to support and reinforce learning.



# Do's and Don'ts

Please visit Hazel Leys Academy website

  
HAZEL LEYS ACADEMY  
**Use of technology - to support learning**

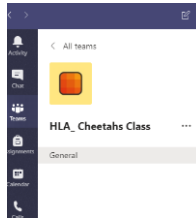
**Some Do's and Don'ts when using Office 365 applications**

**Microsoft Teams**

- Pupils may not use **Chat** or video call at any time – in or out of school
- **Teams** – Pupils should use Teams to interact with their teacher and classmates. Each class Team has a 'General' channel for any talk linked to general learning. They may also have some specific channels linked to certain topics.
- Pupils may respond to comments in their class Team out of school hours. All comments must be linked to learning.
- Pupils may use emoji's but should aim to write in proper sentences not text speak. Correct punctuation and spellings. Teachers will remind children to use these.

**Airhead**

- Pupils may access airhead out of school at any time.
- Pupils may not create their own launchpads without their teacher's permission.
- Pupils may not add social media apps to their launch pads.



## Emails

- Like Teams, email accounts may only be used for learning.
- Pupils should make a regular habit of reading and deleting emails that are not relevant. Inboxes should be emptied regularly.
- Pupils may not email other pupils or adults unless instructed to do so by their teacher.

## Flipgrid

- Pupils may only use **Flipgrid** if their parents have given written consent.
- Pupils may use the emoji's in their video responses.
- Pupils may also like & respond to **others** pupils posts. Any comments must be positive and appropriate.
- Pupils should aim to write in proper sentences not text speak.

## Use of Google & other search engines

- Pupils may go on other websites during lessons which support learning only.
- Pupils may not access sites such as **Youtube** without permission from their teacher.
- Pupils should not attempt to link their own google accounts.
- Pupils should not save any websites to their toolbar. Any saved sites should be added to launchpads

## Devices

- Pupils should take good care of academy devices. They should not change desktop backgrounds or cursors etc as will cause devices to run slowly.

# How to use TEAMS

Student and Parent Guide to Microsoft Teams

For those just starting out please watch the first few minutes.

<https://www.youtube.com/watch?v=SemjM2fHV2>

Q



# One Note and Class Notebook

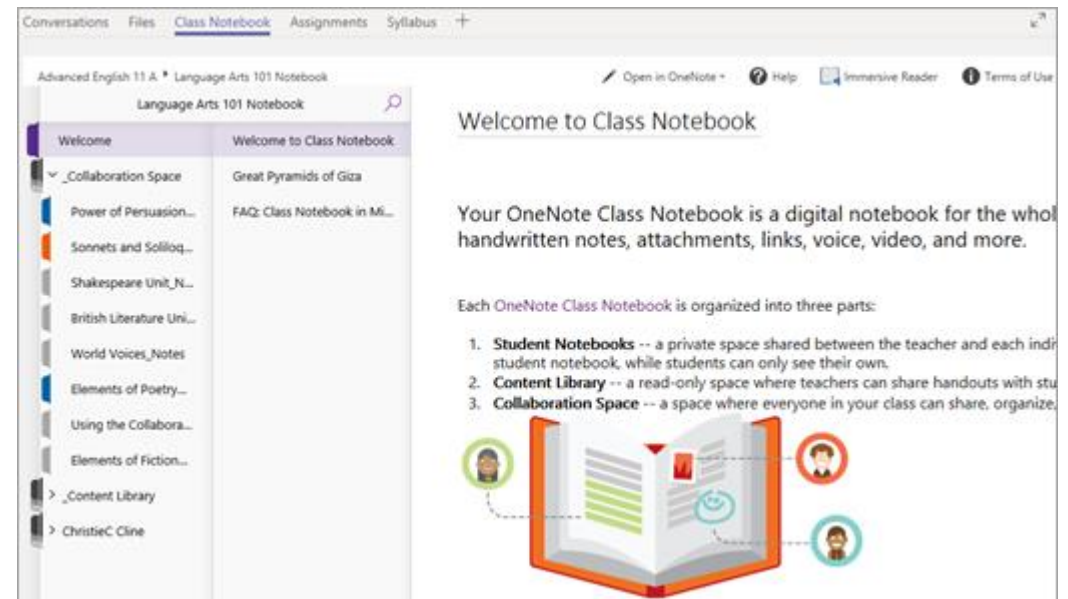
OneNote is an online digital notebook in which work is organised into subject, information, collaboration, content libraries and teacher areas.

OneNote is used in Key Stage 2 and mainly with Upper Key Stage 2 children. Children are able to record their learning, type, digitally ink, insert images, add audio comments, insert videos, Forms, animate and highlight – whichever has been agreed for the learning, appropriate to the activity and what supports the learner best.

It is accessible to children from home.

Teachers are able to provide feedback and on line marking.

Parents are able to see what children have been studying in lessons.



# Support at Home

Sometimes the experts are our children!

Children are able to access resources and support to improve their skills and knowledge – grown ups find these useful too.

<https://support.office.com/>

Happy Learning!

## Featured paths



### Create something

Make your masterpiece and wow the class.

[Head here](#)



### Work on a project

Bring all the pieces together - get it done.

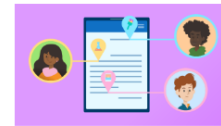
[This way](#)



### Learn something new

Experience reading and research in a whole new way.

[Show me](#)



### Collaborate in class

Connect with your classmates.

[Start talking](#)



### Have fun with STEM

Build hands-on data experiments.

[Learn more](#)



### More resources

Keep exploring what Microsoft Education has to offer.

[Learn more](#)

## Student help center

*Office 2019, Office 2016, Sway*



### Check it out

We've pulled together your creativity and Whether you use it for the first time or it's your first time and your bright idea.

## Featured paths