



Student Safety Using Microsoft Teams

Houston ISD has granted students access to several features in the **Microsoft Teams platform**.

We ask that you read this and take two actions to help us improve the safe use of Teams.

River Oaks Elementary teachers are working to ensure our district adopted communication platform, Microsoft Teams, provides a safe, interactive classroom experience. We have enjoyed the way we can communicate with our students through this medium. Even though we are not able to see our students in person, this platform has given us a personal connection to them.

HOWEVER ...

It is important to know that students have access to the program's features during periods without adult monitoring or supervision, which includes:

- Ability to initiate or receive notifications of live chat sessions and/or video calls
- Access to participate in these sessions with a classmate, groups of classmates, or any other students or personnel inside the HISD network, 24 hours a day, 7 days a week
- Access to communication features such as muting/unmuting others' microphones and video display

At River Oaks Elementary, students are NOT permitted to use the Microsoft Teams platform with other individual students or groups of students outside of scheduled classroom meeting times.

Like any device or online communication platform, it is important to check in with your child to ensure that they are following safe forms of online communication. Families, please set the following expectations for your child's Microsoft Teams usage at home to ensure the safety of all our students:

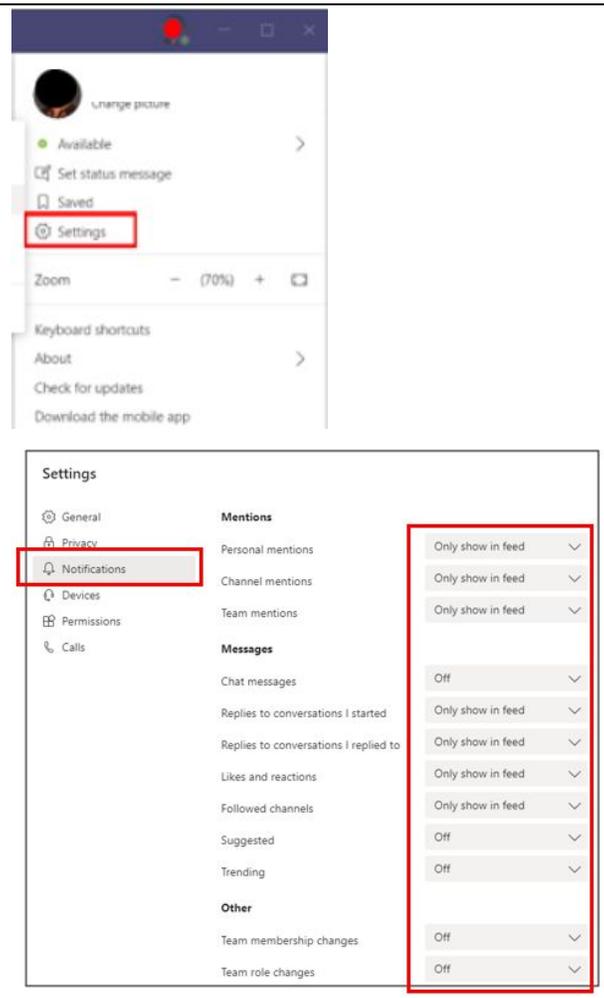
- Communicate respectfully and appropriately with others during scheduled classroom meeting times.
- Refrain from private chats during live instruction. (Instructions on disabling chat notifications can be found below.)
- Report improper use of chat sessions and/or video calls to the classroom teacher.

For more information and guidance on Internet safety and acceptable/unacceptable online behavior, read the Houston ISD **Acceptable Use Policy for Electronic Services for Students** by clicking [HERE](#), reference the Houston ISD **Code of Student Conduct** by clicking [HERE](#), or reference the 'Safe Computing' link on the HISD Information Technology webpage by clicking [HERE](#).

Please help us by monitoring your child's usage of Microsoft Teams and having conversations with your child about their digital footprint. Together, we can provide a safe and effective way for our students to connect.

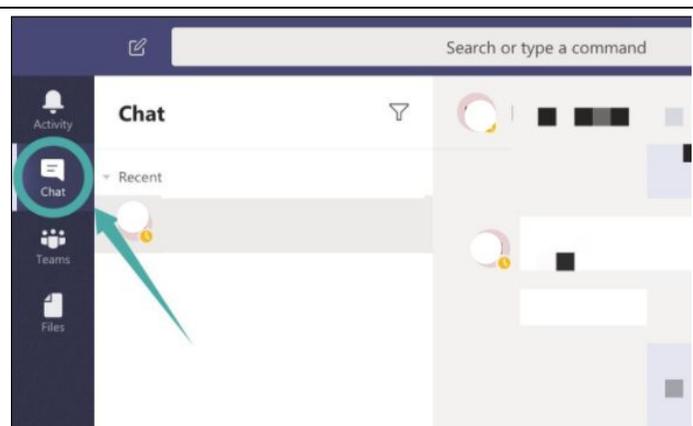
How do I disable Chat Notifications using the desktop app or web app in Microsoft Teams?

- Open Microsoft Teams
- Click on the user **profile** icon in the top right corner of the screen.
- Under the username, go to **Settings**.
- Under Settings, select **Notifications**.
- Set each item to '**off**' or '**only show in feed**'.
- This will stop banner notifications from showing up and distracting students during Teams sessions.



How do I mute Chat Notifications from specific users using the desktop app or web app in Microsoft Teams?

- Open Microsoft Teams
- Select the 'Chats' menu from the left sidebar.



- Inside the chat box, hover over the username you want to mute.
- Click the **3-dot** menu icon that appears as you hover, then click on '**Mute**'.
- Notifications from this user will now be muted.

