



Student Safety Using Microsoft Teams – September 11, 2020

Dear Travis Families,

As we close a successful first week of school, I want to say thank you for all your support in managing your child(ren)'s virtual learning experience from home.

As we all learn to navigate new technology platforms, we want to provide more guidance and safeguards in managing these tools. Please see below for **Student Safety Using Microsoft Teams**, which includes instructions for managing the chat function of the Teams platform.

Sincerely,
Tom Day, Principal

Student Safety Using Microsoft Teams

Houston ISD has granted students access to all features the **Microsoft Teams platform** has to offer.

Travis 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 Tigers 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 Travis 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.

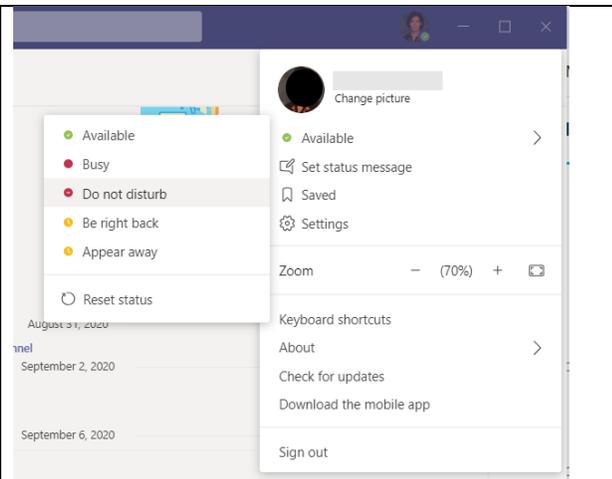
Like any device or online communication platform, it is important to check in with your child to ensure that they are following safe forms of online communication. Families, please set the following expectations for your child's Microsoft Teams usage at home to ensure the safety of all our students:

- 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.

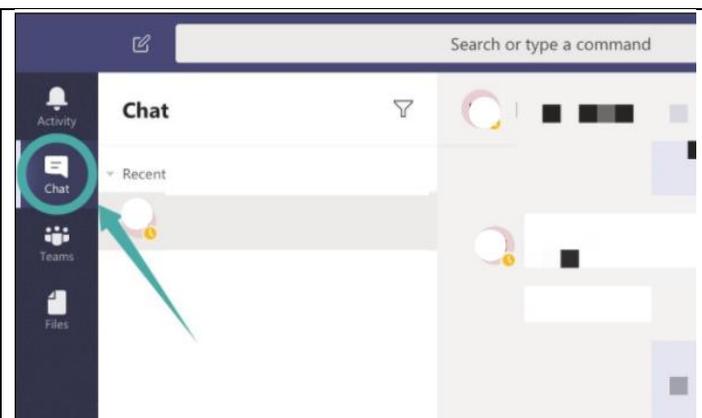
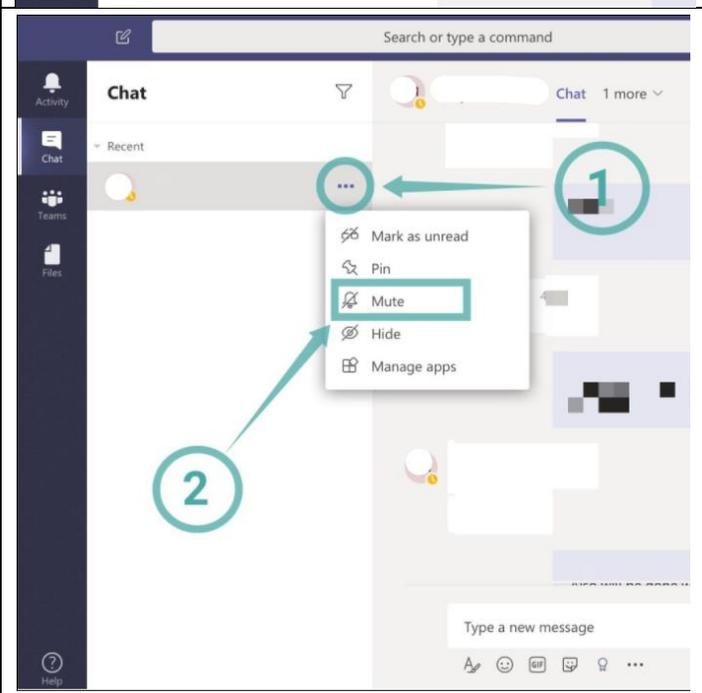
For more information and guidance on Internet safety and acceptable/unacceptable online behavior, read the Houston ISD **Acceptable Use Policy for Electronic Services for Students** by clicking [HERE](#), reference the Houston ISD **Code of Student Conduct** by clicking [HERE](#), or reference the 'Safe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

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| <ul style="list-style-type: none">• Open Microsoft Teams• Click on the user profile icon in the top right corner of the screen.• Under the username, go to Available.• Select 'do not disturb' from the options.• This will disable all the notifications from appearing on your Microsoft Teams or desktop screen. |  A screenshot of the Microsoft Teams user profile menu. The menu is open, showing options like 'Available', 'Busy', 'Do not disturb', 'Be right back', and 'Appear away'. The 'Do not disturb' option is highlighted. The menu also includes 'Reset status', 'Change picture', 'Set status message', 'Saved', 'Settings', 'Zoom', 'Keyboard shortcuts', 'About', 'Check for updates', 'Download the mobile app', and 'Sign out'. |
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How do I mute Chat Notifications from specific users using the desktop app or web app in Microsoft Teams?

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| <ul style="list-style-type: none">• Open Microsoft Teams• Select the 'Chats' menu from the left sidebar. |  A screenshot of the Microsoft Teams chat sidebar. The 'Chat' icon in the left sidebar is circled in red. A red arrow points from the 'Chat' icon to the chat list. |
| <ul style="list-style-type: none">• 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. |  A screenshot of the Microsoft Teams chat box. A user's name is highlighted in the chat list. A red circle with the number '1' is around the user's name. A red circle with the number '2' is around the three-dot menu icon that appears next to the user's name. A red arrow points from the three-dot menu icon to a context menu that is open, showing options like 'Mark as unread', 'Pin', 'Mute', 'Hide', and 'Manage apps'. The 'Mute' option is highlighted with a red box. |