



Online Safety RULES and Good Practices

1. Keep your password to yourself! Ask your parents to write it down so you don't forget it.
2. Always log in to Office 365 with supervision and help, if necessary, from your parents.
3. Never give your personal details such as your name, address, e-mail or photo to anyone other than your teacher or parents.
4. Never use another person's addresses, name or photos.
5. Do not put a profile picture on your account 0365.



6. Don't use your O365 account to register on other sites (Facebook, YouTube, Instagram...).

7. Use O365 exclusively for your learning: do not share photos, videos or messages that are not related to your courses.

8. Be respectful with your teacher and classmates.



9. Tell your parents or teacher if anyone or anything makes you feel uncomfortable or worried.



Recording lessons or taking pictures is absolutely forbidden.



Turn off your microphone when you are not speaking.



Rules in TEAMS :



Raise your hand and wait your turn to participate.



Use the chat room only for comments related to the lesson.



If you want to use a background, only use the backgrounds provided by Teams.