



## Microsoft Teams Student Protocols

1. Before the lesson, you will be invited by your teacher and you will receive an invitation by email. Make sure you are on time.
2. Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom.
3. Make sure that you are dressed appropriately for your session in clothes that would be suitable for a school non-uniform day – please ensure that you are not wearing anything which would cause you or others embarrassment or offence.
4. Please make sure that there is nothing in the background which might cause embarrassment or offence
5. You should let the rest of your household know when you will need access to the computer/device and will be involved in a “live” session.
6. Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question. Ask a question by using the raise hand icon or by typing into the chat. When you have got permission to speak, say what you want to say, and then mute your microphone again.
7. You do not have to turn your camera on. Most students prefer to leave the camera on, but if you want to switch it off, you can before or at any time during the lesson.
8. The Chat feature should only be used to answer or ask a question.
9. You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly. Always use appropriate language.
10. You must not record or take photos of teachers or students during the Teams lesson, and you must not share lessons publicly
11. Be aware that anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people. All lessons will be recorded and saved to Stream which means the lesson can be accessed securely by anybody in the class.
12. If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and sanctions may be applied. You may also be removed as a participant from the lesson.
13. If you are unhappy with something that takes place during a Teams lesson, speak to or email the teacher or contact your tutor after it has finished.
14. The use of Microsoft Teams is part of the school IT Acceptable Use Policy.