

## The Kimberley School policy for Microsoft Teams 'live' lessons 2021:

### Behaviour Guidance for students and parents

Whilst students are learning remotely they will be involved in 'live' lessons using Microsoft Teams. In order for these lessons to operate successfully, and to meet safeguarding protocols, students will need to follow these rules for online lessons – just as they have a set of rules for lessons in the classroom

- Students need to arrive at their lesson on time – they will have been sent a link via email
- Ensure you have everything ready for the lesson as per the instructions for the lesson on SMHW
- If you have a camera on your laptop / tablet / phone this needs to be **turned off** – teachers can control this within Microsoft Teams as well
- When you are 'admitted' into the lesson by the teacher students will be muted –i.e. you will not be heard in the lesson, but you will be able to hear the teacher
- Students should only 'unmute' when invited to by the teacher – perhaps to answer a question or ask one. Once this is completed student should put mute on again – teachers can control the mute function in Microsoft Teams
- Anything said when unmuted by students should be appropriate to the lesson and the reason for unmuting
- Students should only use the 'Chat' function in Teams if invited to by the teacher – e.g. to type in a question or answer. *If you do not have a microphone on your device you may send a chat message to your teacher reminding them you do not have a microphone*
- Anything typed into 'Chat' by students should be appropriate to the lesson and the reason for being asked to make a comment
- At points in the lesson teachers will instruct you to work independently on tasks for a period of time – students should do their best to complete their work as instructed
- When you are instructed by the teacher that it is time to leave the lesson you should do so promptly – the teacher and you may well have another lesson to get ready for.
- Inappropriate or persistent poor behaviour will result in the teacher 'removing' you from the lesson – teachers can do this within Microsoft Teams
- Any behaviour that does not meet these rules will be dealt with as usual through the use of behaviour points and/or contact with parents/carers
- No personal data / information should be shared between class members at any time
- Students should not attempt to record any part of the lesson either audio or video – this could be seen as a breach of the data protection laws.
- Online lessons can be audited (checked) by the Kimberley School ICT technicians