

Microsoft Teams – Guidance and Expectations for Live Lessons for Students

1. Before the lesson starts:

- Set up your device in a quiet environment and have all your equipment ready for the lesson.
- Log in to Microsoft Teams a few minutes earlier than the start of your class to avoid any last-minute delays and/or to address any potential tech issues.
- Once you enter the meeting please turn your camera and video off. If you need to ask questions please use the chat facility.
- Minimise distractions as much as possible by ensuring that your mobile phone is turned off or is in another room where it will not divide your attention. If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.
- Remember that you are communicating in a scholarly setting and should not use acronyms or emojis in your conversations. If you would not write or include something in a paper to be handed in and marked by your teacher, please do not include it in an online conversation. Similarly, try to ensure that your spelling and grammar are correct.

2. What your teacher expects from you during the lesson:

- Your camera should be off for the duration of the lesson.
- Your microphone should be off for the duration of the lesson unless the teacher asks you to turn it on e.g.: “Could Student X turn their mic on and tell me what you think regarding Y?” before I then ask you to turn the mic off.
- You can ask questions throughout the hour lesson using the ‘Raise your hand’ icon
- Please remember that you are accountable for what you say on your microphone or in writing (just like at school). Making inappropriate, offensive or unkind comments, including through emojis and/or images, will not be tolerated.
- The recording of still images, filmed images or audio of staff or other pupils without permission, and the distribution of such images, is strictly forbidden.
- It is expected that pupils will engage in lessons in a manner as similar to regular classroom learning as possible. This includes: not lying in bed; making sure no music is on in the room; mobile phones are not to be used during the lesson unless directed by the teacher, nor are other functions on computers; pupils should have all their equipment ready before the lesson
- Behaviour when working as part of an online lesson should be as expected in normal classroom learning: quietly attentive; prepared to ask and answer academic questions; attempt learning tasks in good faith, whatever the challenge; engage respectfully with others when collaborating