



ONLINE LEARNING AND MICROSOFT TEAMS PROTOCOL

Pupils	Teachers	Parents
<ul style="list-style-type: none"> • Pupils must wear suitable clothing, as should anyone else in your home. – no pyjamas! • Pupils should find a suitable quiet environment, for example, in a shared part of the house i.e. not in bedrooms or bathrooms; and the background should be appropriate. • Pupils should not unmute when the teacher has muted the whole class, you must stay on mute until you are invited to speak. • Pupils should only share screen content, if the teacher has agreed; do not annotate over documents that are shared. Pupils should always keep their language and interaction appropriate, as they would in face-to-face conversations, whether with teachers, or their peers. • Children to use the 'raise hand' function if they need to attract the teacher's attention. • Pupils should ALWAYS make sure they leave TEAMS. Always double check and get in the habit of closing your laptop when not in use, to prevent the camera from working regardless. • Pupils are prohibited from recording or capturing/screen grabbing content from the video call. 	<ul style="list-style-type: none"> • All TEAMS meetings will be led by the teacher or a member of support staff. • Teachers will not allow attendees to join before host and they will keep a list of attendees. • Teachers will ensure that attendees are muted as they join the meeting. • Teachers will make expectations and session conduct clear, including learning behaviours. • The teacher has the right to remove a pupil from a TEAMS meeting if their behaviour is not in line with the school behaviour expectations. • Only hold meetings during the school day. • Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen. • Use professional language. • Make a recording so there's something for pupils to refer to later and for pupils who have been unable to attend need to. 	<ul style="list-style-type: none"> • Parents have ultimate responsibility to make sure pupils not only attend, but follow the correct protocols when online TEAMS Meetings are scheduled with teachers and staff. • Parents should be aware of the online Learning Content for their child, by regularly checking their child's Microsoft TEAMS account. • Please make sure that your child is ready 5 minutes before the advertised start of the meeting, to ensure that you are on time and that you don't delay the meeting and are not locked out. • Please ensure your child is appropriately dressed for meetings. • Please ensure other family members are appropriately dressed and out of camera shot.