



Student Conduct and Acceptable Use for Live Teams Lessons Online

These **Student Obligations** exist in addition to our usual expectations in order to provide rules as to how students should conduct themselves during live Teams online lessons when learning from home.

In keeping with our high standards of behaviour during classroom lessons, all students are expected to be polite and fully focused on their work if they participate in a live lesson in Microsoft Teams.

Please note: The lesson will be recorded by the teacher leading it for the purposes of:

- Enabling those unable to join to be able to access the content at a later date
- Ensuring that staff and students are safeguarded.
- The recording will be stored by the academy until the end of **July 2021**.
- By clicking on any link in order to join a session you are giving your **explicit consent** to the recording of the session and the storage of the recording.

If you choose to have your camera enabled, your background must either be blurred using the "blur" function or a Microsoft Teams background must be selected. The teacher will be visible to all if they choose, or it may be that they use audio only, as they talk over resources.

Students need to join online **using their Academy email account** (clicking on the invite). Students are expected to follow the clear rules below, in order to make learning as effective as possible.

- 1) Punctuality is important as it supports your learning and the learning of others in your "Live" classes. Aim to be ready to learn *before* the start of lessons, so you and your teachers can make the most of each live online lesson, and ensure the technology is working.
- 2) If you add a profile picture, this must be sensible and acceptable to staff.
- 3) Students should ensure they are in a quiet location with no music or background noise (if this is going to be difficult, please let your teacher know as soon as you can).
- 4) Students should reply to the teacher when asked. The teacher will direct you to either: reply in the meeting "chat" or give an answer using your microphone. When using the meeting "chat" only formal language must be used.
- 5) Students should only comment on the learning taking place. Students may only share work documents – no other material.



- 6) Students should be respectful in how they word their comments throughout the lesson. Especially any comments writing in the meeting "chat".
- 7) Students should be paying full attention throughout the teacher's explanations so that they can then go on to work independently.
- 8) No communicating between students (on any other messaging services outside Teams) should be happening during the online lesson.
- 9) To ask a question, all students should use the "hands up" function within Teams.
- 10) Any work set before the lesson (especially related to Home Learning) should be completed and/or submitted.
- 11) It is essential that everyone attends their live online lessons as scheduled, whenever possible, and then submits work for the deadlines that are set. If a lesson cannot be attended, students should inform their teacher in advance where possible. If lessons are missed, students should try to catch up on work if they can, remembering that their teachers will offer help and support as necessary. **The Academy will follow their usual attendance procedures if students do not attend scheduled live lessons.**

If any students' online behaviour is unacceptable, then the teacher may mute or remove them from the session. If this happens, students should **not** unmute themselves or re-join the session unless the teacher has invited them to do so. Any muted/removed student who undoes these restrictions may then be removed from the class register by the teacher so that they **cannot** re-join until the teacher or Progress Leader/Achievement Coordinator has discussed the matter with their parents/carers and, if necessary, appropriate sanctions have been put in place.

If any unkind behaviour stems from students commenting on any aspect of the online lesson afterwards (including classmates' contributions to the lesson), then parents/carers will be contacted to discuss the appropriate sanction.

Sessions will be recorded for other members of the class to see later on if they were unavailable during the live slot. However, students must not take screenshots or record any part of the lesson via a photograph or video. Serious consequences may result if this rule is disobeyed. **Please note: Any screenshots or recording of other students or members of staff will be regarded as a breach of GDPR guidelines.**