

GUIDELINES FOR REMOTE LIVE LESSONS

Student expectations when using Microsoft Teams

If you have been sent home from school **your learning will continue** using MS Teams. The expectation is that learning is completed the same day as the timetabled lesson following the individual instructions set by the teacher. Some of the lessons will contain a live element and others will have set tasks for students to complete via the assignment tab or using other online software for which students have their own log in details.

You have been reminded of how to access Teams using your Office 365 log in. If you are experiencing problems please refer to the help guides on the website under Online Learning and Support.

Student Code of Conduct for live lessons

- You will be completing learning so may need something to write with and some paper. Please be prepared when you join the lesson.
- Before joining a live lesson please ensure that your camera is switched off. At no point during the lesson should your video camera be turned on, if it is turned on you will be removed from the lesson and the incident will be followed up with parents/careers.
- Before joining the lesson ensure that your microphone is set to mute. Your microphone should be muted at all times unless a teacher wishes you to answer a question, if this is the case they will either unmute you so that you can speak or ask you to unmute yourself.

- **The chat facility** is accessed via the speech bubble icon and allows you to ask the teacher a question if you are unsure about something. The teacher may decide to disable this function for part or for all of the lesson. However if this is made available for you to use, it should be used in a responsible way. All comments can be seen by all participants in the meeting. Any inappropriate comments will be dealt with and followed up in the normal way that they would be in a classroom in school. If students abuse this function then this option will be removed for that individual for a set period of time.



Students should be made aware that all lessons will be recorded and therefore any inappropriate actions will be available to share with parents/carers if deemed necessary. We have the same expectations and systems for online lessons as we do for live lessons. If a student is disrupting learning, this will be recorded on BromCom as normal.

We have had some live lessons operating over the last day or so and these seem to have been enjoyable for both staff and students. It is vital that you continue learning at home and if you have any issues please contact your tutor via email