

Students/Pupils

- There is an expectation that all Students/Pupils attend and engage in scheduled lessons / meetings. Contact to the teacher prior to the meeting if there are any issues with regards to attendance.
- Lessons may be recorded where there is a good educational reason for doing so and you will be informed at the start of the lesson.

Meeting Protocols

- Students/Pupils should be in a quiet area, sat at a reasonable desk or table and chair, where they can be comfortable and productive.
- Students/Pupils should power their devices from a wall socket when necessary, being mindful of trip hazards when extension cords are used and being sure not to overload any single socket with multiple devices.
- All Students/Pupils and staff must use their school office 365 account. The [Teams App](#) should be used rather than the web version.
- All Students/Pupils should have their webcam switched on during lessons unless agreed with the teacher beforehand. The teacher will check the student is present for safeguarding purposes. All recordings are secure and are unable to be downloaded and shared.
- To help reduce background noise, you should use the ‘mute’ function when you are not speaking. If you need to ask a question, use the “raise hand” function, (remembering to ‘unmute’ when you wish to speak).
- The chat function must only be used to ask and respond to questions asked by the teacher.
- Preferably use headphones.
- Be dressed appropriately – no pyjamas or revealing attire.
- Parents and Students/Pupils should not take any video or audio recordings or pictures of the screen. Any unauthorised distribution of images or recordings could be a criminal offence under the Data Protection Act and could be subject to disciplinary measures by the school.
- Teams should be used for work/study purposes only.
- Adhere to the Student Acceptable Use of IT Policy and School Behaviour Policy and expectations.
- Any recordings of the lesson / session will be deleted after 12 months.

Joining the lesson / meeting

- Join the lesson via the Teams post bar for your group prior to the start time, ensuring the meeting background is blurred.
- Ensure you have pen, paper and your lesson materials / resources.
- You will enter the “online lobby” and the teacher will admit you to the lesson.

At the start of the lesson / meeting

- The teacher will mute all Students/Pupils at the start of the lesson.
- If Students/Pupils have not joined – the teacher will ask them to join.
- If the lesson/meeting is to be recorded the teacher will let you know at the start of the lesson. A message will also be displayed on the screen when recording commences.
- Recording access is restricted to the participants of the meeting, and other relevant members of staff as appropriate and when relevant.

Ending the Meeting / After the Meeting

- The teacher will end the meeting for all Students/Pupils at the end of the lesson.
- The recording will be stored the channel within the class team.
- Everyone in the team will have access to the recording via the posts section (this cannot be downloaded or shared). All recordings will be private between the group / class / participants.

Parents / Carers can:

- Support their child to access the Teams lessons if they have a device available. This will include checking their child can log in to their school Office 365 account and Teams and have the Teams app downloaded on their device.
- Ensure their child is joining live lessons and dressed appropriately.
- Ensure their child has a suitable space to work in, wherever possible, so that their child can hear and engage fully in the lesson.
- Where possible, check-in with their child’s learning by asking them about the live lessons and engaging in conversations with them about these.
- Let school know if their child is having difficulties or needs some support accessing the live lessons.
- Support school in maintaining high standards of behaviour wherever possible, encouraging their child to avoid interrupting others or posting inappropriate comments in the chat. The same high standards of behaviour are expected on Teams as in school lessons.