

Microsoft Teams online learning student expectations

When completing home learning using Microsoft Teams **all students** must follow the expectations that are listed below, these have been devised to ensure that teachers and students are kept safe at all times, and that the sessions can be as effective as possible.

Students must ensure that when they are completing live lessons via Microsoft Teams that they:

1. Are on time to the lesson as they will start at the scheduled time.
2. Have a pen and paper to complete tasks that are set during the session.
3. Sit somewhere in their house that is appropriate (not a bedroom) and where they can concentrate on the learning without being interrupted.
4. Mute their microphone for the lesson, and if they wish to speak, they should use the 'hands up' button to indicate to the teacher they have a question or appropriate point that will support the learning.
5. Only use the audio and not the video. The teacher should be the only one with the video turned on.
6. Use the 'chat' function to ask questions. The language used by students on the chat function needs to be appropriate and formal and only related to the learning. There should be no swearing, slang language or emojis.
7. Do not share their own screen via Teams during the lesson.
8. Do not edit the screen the teachers are sharing during the lesson.
9. Do not engage in any activities during live lessons that could be considered bullying.
10. Leave the Teams group as soon as the lesson is finished.

In cases where students fail to meet these expectations during a Microsoft Teams lesson e.g. students are not appropriate in how they are communicating with staff and other students, the teacher has the right to remove the student from the lesson and report the concerns to SLT.

If teachers have any concerns following a Microsoft Teams lesson that relate to the safeguarding and health and well-being of students, they will report these to the designated safeguarding lead in school.