

Please find information below relating to the use of Microsoft Teams for remote learning.

### Code of Conduct for Lessons on Microsoft Teams

- Make sure you are on time for scheduled lessons
- Make sure your screen name is your actual name (First name and surname. No emojis!)
- Make sure your camera is switched on and you can be seen on screen at all times.
- Make sure you are prepared to learn (ie you have everything you need with you and you are somewhere where you are able to concentrate)
- Make sure you are appropriately dressed for a lesson (no nightwear)
- If you are unable to attend a scheduled lesson, send an email to the year group email account to let us know
- Virtual backgrounds can be used as long as they are appropriate and not a distraction from the learning (ie do not change them during a lesson).
- Remember that we are all trying to learn. Do not try to distract anyone else by waving, making silly faces etc
- If you are asked to use the chat function, make sure you use this appropriately.
- Use the raise hand feature if you would like to speak to your teacher.
- Do not write on the whiteboard unless your teacher asks you to do so
- Please do not leave the lesson until you are told to do so.

### Joining a lesson

- Your teacher will have sent a timetable, indicating when live lessons will take place; live lessons will also be scheduled on your calendar in the Microsoft Teams App
- To join a lesson, first log into MS Teams. If you have forgotten your login details, remember that you can find them in Showbie
- Once you have logged in, you can find a link to the lesson in the Class Discussion folder in Showbie
- Alternatively, you can go to your MS Teams calendar in the side menu on your iPad, find the scheduled lesson and click 'join'