

Year 12 Student Expectation & Protocols - Microsoft

These protocols are established to protect you and others whilst using Microsoft Teams. At any point during a meeting a member of staff in the meeting has the right to remove you from the group if these protocols are not adhered to.

Prior Expected Reading

- Just in Time Privacy Notice
- College Acceptable Use Agreement
- College Student Handbook

Expectations

1 No recording or copying of images in the Microsoft Teams

It is not permitted to record the Face-to-Face seminars or take any screen shots of what is taking place.

2 Dialogue in the Teams Meeting, both verbal and typed, must be professional at all times

It is important that Microsoft Teams Face-to-Face meetings are delivered in a formal manner as would be in a lesson in College. If contributing to the discussion via the chat feature please use appropriate formal language.

This is the same for addressing teachers and feedback verbally. Please ensure that you are invited to speak. If you are participating

3 Behaviour in the Teams meeting must follow the College Code of Conduct.

All behaviour in the Teams meetings should meet the College Code of Conduct and our own high expectations. Poor behaviour will be recorded and may lead to students not being allowed to attend further meetings.

4 Arrive at your Face-to-Face Sessions on time

Face-to-Face sessions will be set up to start at a specific time. It is expected that students attend at this time. Students who attempt to join sessions following the formal introductions and protocols will not be accepted.

If you have justified reasons (appointments, technical issues) for being late to a session please email your teacher directly prior to the session or during. Please also include Mrs Hollyman and follow the normal attendance procedure.

5 Follow the guidance and instruction of your teachers at all times

Face-to-Face sessions will follow a clear structure which is expected with a script at the start and the end. Please ensure that you follow this guidance and any further instructions given for the lesson by your teachers.

Protocols

1 Environment

Set up your device in a suitable environment free of distractions and other noise. Make your parent/carer aware that you are attending an online class and keep doors open in rooms.

If you choose to use video ensure your background image is appropriate. Check any posters or pictures in the background. Remember you are attending a formal meeting. If you would like to you can use a standard image provided by Microsoft Teams. Do not use images that may distract from the lesson. If inappropriate images or distracting images are used you will be removed from the group.

2 Joining a Team

Do not join the Team until the time stated in your email / on Firefly. **Do not** join a meeting taking place unless you have been invited.

When you join a team a teacher present will call your name. Respond with a polite greeting. This will register your attendance.

3 Video / Microphone

It is your choice whether you would like to show your video camera. If you decide to show your camera ensure that your background meets the guidance in point 1. If you choose to not use a video image please leave your microphone on when joining the meeting.

Members of staff leading the meeting may choose to mute you to allow for appropriate delivery.

4 Etiquette

When you are joining a meeting you will be welcomed. Join the meeting on mute if you have video turned on. When greeted unmute and respond. It is good practice to remain muted during the meeting and unmute when contributing.

Staff may mute participants at specific times. You may choose to mute yourself if appropriate.

Questions should be typed in the conversation window, unless teachers have asked you to raise your hand.

All dialogue in the conversation window should be about the session taking place. Dialogue in these Teams should not extend outside of the lesson.

5 Concerns or Questions

If you have any non-subject specific concerns or questions please email Miss Reed or Mrs Goodhew.