

Student Expectation & Protocols - Microsoft Teams

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

Expectations

No recording or copying of images in the Microsoft Team

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

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

- It is important that Microsoft live lessons are delivered in a formal manner as would be in a lesson in College.

Behaviour in the Teams meeting must follow the College behavior for Learning Policy.

- All behaviour in the live lesson should meet the College behavior for learning policy and our high expectations.
- Poor behaviour may lead to students being removed from the lesson.
- Poor behaviour will be recorded with contact being made with home.
- Poor behaviour may lead to students not being allowed to attend further live lessons.

Arrive at your live lessons on time

- Live lessons will be set up to start at a specific time as per your normal timetable.
- It is expected that students attend at this time.
- You will need to click on the link in Firefly, ensuring you are logged in via your College email address and Network password.
- You will then be held in a waiting room/lobby until the teacher admits you.

Protocols

Environment

- Set up your device in a suitable environment free of distractions and other noise. Ensure your background image is appropriate for school or use a standard image provided by Microsoft Teams.

Joining the lesson

- When you join the lesson, you must have your mic set to mute.
- You will be required to turn your camera and mic on during the register so the member of staff can ensure it is you.
- Failure to do so will result in you being removed from the lesson.

Etiquette

- Staff may mute students at specific times.
- You can raise a hand by using the appropriate feature in Teams if you have question at any point.
- You can use the text function to ask a question if the teacher permits this.