



STUDENTS – further guidelines regarding remote learning

DO

- Make sure you attend Registration in Teams every day at **8.45am** and say hello to your Form Supervisor.
- **Try your very best to follow your school timetable as closely as you can** – it will help to give a structure to your school day and should mean that you don't get behind with your work. If a teacher plans to deliver a live lesson, s/he will let you know in advance.
- Make sure that for every lesson you have all the materials that you need. Find a quiet place to work and leave your mobile phone in another room unless you need it to access the internet for the purposes of the lesson.
- Complete all the work set by your teacher by the deadline stated and upload it according to the teacher's instructions. Ideally, place it in your Class Notebook or on Assignments (rather than a photograph which is difficult to mark).
- Make sure that you have regular screen breaks and get some fresh air and exercise outside (in accordance with government guidelines).
- Check your teacher's feedback and respond quickly to comments and questions from your teacher about your work.
- Use either Teams or school email when you need to send a message to your teacher.
- Check Teams and school email regularly to see if your teacher has asked you a question.

DON'T

- Rush your work.
- Copy other students' work or put pressure on your peers to share work.
- Listen to music while working – it is usually counterproductive.
- Use Teams Chat to send messages to other students – it is only to send messages to your teachers.

Rules for live sessions on Microsoft Teams.

- Your teachers will want to use Microsoft Teams to hold a **live session** (either videoconferencing or audio only). If they do so, the session will be held at the normal time, as shown on your school timetable. That is why it is a good idea to try to follow your school timetable.
- When your teacher invites you to a session it will appear in the relevant channel on Teams. You should ensure that you have notifications switched on so you will notice this. But you should also check Teams each morning to see what sessions are happening live that day. Make sure that you are in a quiet, safe environment, free from distractions for your lesson. Ideally, this should not be your bedroom. Make sure that you are dressed appropriately for your session in clothes that would be suitable for a school non-uniform day – please ensure that you are not wearing anything which would cause you or others embarrassment or offence. Please make sure that there is nothing in the background which might cause embarrassment or offence.
- You should let the rest of your household know when you will need access to the computer / device and will be involved in a "live" session.
- Just like in the classroom, it is rude to talk at the same time as the teacher. So, keep your microphone on mute unless you want to ask a question or say something. When you have got permission to speak, say what you want to say, and then mute your microphone again.
- **You do not have to turn your camera on.** Most students prefer to leave the camera on, but if you want to switch it off, you can.

- You must behave online as you would in a classroom setting. Interact with your teacher and other students respectfully and sensibly. Always use appropriate language.
- You must not record or take photos of teachers or students during video conferencing sessions, and you must not share lessons publicly.
- If you can't make the "live" session then you (or a parent if you are poorly) should email your teacher ahead of the scheduled session and explain why.
- Be aware that, like with all Office 365 applications, anything posted on Teams can be accessed by school. You should not share personal information or make personal comments about other people.
- If you do not follow these simple rules which have been designed to keep you safe online, we will contact your parents and sanctions may be applied.
- You will be emailed a Teams acceptable use agreement Form which you must complete before 10am on Monday 27th March.

Mr Loxley
24th April 2020