



Student Behaviour Guide for Online TEAMS Meetings

As the Academy moves into providing some online face to face support to supplement online learning this term, remote meetings for various groups and classes will be set up using the Microsoft Teams programme.

Instructions about how to access and download the Teams app will be sent to you separately.

We will all be learning how to use this new technology together but as we do so it will be important to observe some simple ground rules for using Microsoft Teams:

- 1) Students are only able to access the Teams using their Academy email address. No other email addresses will be permitted to join the meeting.
- 2) Students are not able to join the meeting until the teacher has started the meeting. The teacher will be the person who closes the meeting.
- 3) Students participating in video meetings should be appropriately dressed (uniform is not required)
- 4) Students participating in the video meetings should be situated in a communal area of their home. If this is not possible, please ensure that you are in a room with the door open.
- 5) Students participating in video meetings should immediately right click on the image of the teacher and “pin” the image of the teacher at the start of the meeting. This will place the teacher as the main image in your screen.
- 6) Students participating in video meetings should blur the background of their video stream using this option in the chat window.
- 7) If the teacher hosting the meetings feels that there are not enough students attending the meeting, then they will end the meeting. There should be a minimum of between 2 and 5 students attending the meeting to make the learning process effective.
- 8) No student is permitted to record in any way, including screen shots, any part of the meeting. Students found to have done this will be sanctioned.
- 9) Normal Academy rules apply in regard to language used within Teams. Please use respectful and polite language to your teacher and other class members, both spoken and written. Don't forget that this isn't social media but a classroom environment. This applies to group chats as well as participation in virtual video meetings.
- 10) Just as in the classroom it is not helpful if everybody tries to speak at once, the same rule applies in a virtual meeting. If you wish to ask a question, please use the in-lesson chat or hands up function to let the teacher know you would like to speak. The teacher may call on you to speak as they would in a class setting, if this happens you can reply freely.
- 11) Do not do anything that could compromise the online safety of anyone in the class, including the teacher. The use of someone's image without their permission and posting inappropriate material goes against our anti-bullying and e-safety policies.

This new system will no doubt take some getting used to, but we are sure that with time it will become familiar and be a powerful tool to support you during the Academy closure.

Students should be aware that all lessons and interactions within the app are recorded. Any misbehaviour or misuse of the system will be followed up and may result in removal from the Online Subject Support Group.