



## **Rules for 'Live' sessions on MICROSOFT TEAMS**

- This is remote schooling - the expectations are the same as it would be if you were in school.
- Attend every TEAMS lesson. Parents must notify the teacher if you can't.
- Be on time – every 'live' lesson has a clear start time. If you are late you will miss vital information.
- You should not be leaving the lesson – you wouldn't do this on a normal school day.
- Be dressed appropriately – you don't want to embarrass yourself or others.
- There should be an adult in the room monitoring you in case you need technical help but they are not there to prompt or give you answers (we need to know what you can/cannot do).
- Let others in the room know you are in a 'live' session and that other children can potentially see and hear them.
- Turn off your microphone in the lesson unless asked to speak by the teacher.
- The use of the camera is at the teacher's discretion.
- Only use the chat box for comments to the teacher.
- Interact respectfully with others as you would do in the classroom.
- Be aware that lessons are monitored and that chat is recorded.
- Evidence of your work needs to be posted to the teacher via ClassDojo or TEAMS.

**If you do not follow these simple rules, which are in place to keep you safe online and to ensure a positive educational experience, we will contact parents/carers.**