



Chesswood Junior School

Code of Conduct for live class session on Microsoft Teams



Communicating on Microsoft Teams is something that is new to all of us. Your teachers have come up with the following guidance to help the session go as smoothly as possible. Please read this before the session tomorrow.

- Your teachers want to use Microsoft Teams to hold a live session with you every week. In year 3 we will be holding the first session on **10.15 am on Friday 15th January 2021**. It will then be each Wednesday at 10.15am.
- When your teacher invites you to a session it will appear in the relevant channel on Teams. Try to make sure that you are in a quiet, comfortable environment, free from distractions for your session.
- If you can't make the "live" session, then try let us know before the session begins.
- Just like in the classroom, we ask you not 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 in which case hold up your hand just like you would in school. When you have got permission to speak, say what you want to say, and then mute your microphone again.
- Keep your camera on (if you can) because we would like to see your lovely faces and create a virtual classroom.
- You must not record or take photos of teachers or students during video conferencing sessions, and you must not share lessons publicly. Remember our online safety rules – no sharing of personal information.
- We must all follow these rules to keep you safe and to make sure things run smoothly. Just like in school, remember the Chesswood Bright Sparks Code - to be courteous and kind at all times