

Pupil guidelines for using Microsoft Teams for live sessions

Make sure that you are sat in an appropriate place and you keep your computer or device still

- Don't join the session from your bedroom
- Try to make sure that the background is neutral and there are no family photos on screen
- Try to find a quiet space where there isn't too much noise

Only write your first name when you enter the meeting

- Please do not use nicknames
- Please do not write your surname
- We will only let people into the meeting if it is the name of someone in our class

Please leave your camera on if you feel happy to do so

- You may switch it off later
- You must always switch on your camera if a school adult asks you to do so. This is so that we can check it's really you!
- Sessions will be recorded

Be appropriate, polite and respectful - imagine that you are in school!

- Make sure that you are wearing suitable clothes with no inappropriate pictures or slogans
- When invited to speak by an adult, only use appropriate language and only say things that you are happy for everyone to hear

Keep your microphone on mute until asked to unmute by a school adult

- Do not try to interrupt or talk over others
- Do not write in the comments box unless a school adult asks you to do so