



Welcome to MS Teams

To make this work, we need to establish some ground rules, just like we have in class.

1. Be ready to learn

Try to find a quiet place to study, a desk or table, ideally in a family area. Get organised with your equipment and be ready ahead of time.

2. Video and microphone

Make sure your video and microphone are turned off during lessons until your teacher asks you to switch it on. It is like putting your hand up in class.

3. Be kind to others

Watch the language, facial expressions and gestures that you use, just as you would in class.

4. Do not record

Do not record or take any photos of classmates or teachers during any face-to-face sessions. This is illegal.

5. It is not private

Please note that your use of Microsoft Teams is monitored and logged which your teachers can access as they wish at any time.

6. Responsible down and uploading

Do not down/upload or forward material that could be considered upsetting or illegal. Report it immediately to your teacher and parent or carer.