

Rules and behaviour
for online lessons

1. Join the meeting at the right time

- Make sure you are ready a few minutes before the start time
- Ask to join the meeting
- The teacher will let you in to the meeting

2. Always enter the meeting with your microphone on mute

- Make sure your microphone is on mute
- Turn your camera on so that we can see you
- Keep your microphone muted throughout the lesson, apart from when you are asked to unmute to speak or share

3. Make sure your name is correct

- Do not use your surname
- Make sure it is your name, not your parent's name, and not a nickname

4. Do not use the chat

- This distracts others and appears on everyone's computer, even those not in the meeting! (other teachers)
- It means that the teacher can't see if someone needs help or has an important question
- It is saved to read afterwards

5. Use the virtual hand up button

- If you have a question or something to say, use your virtual hand-up button. The teacher will then invite you to unmute to speak.

6. Consider your background

- Remember that everyone can see what is behind you on their screen.
- Try to sit somewhere with a plain or neutral background.
- Make sure that your family members know that you are doing a video Teams meetings so they don't accidentally walk behind you in their pyjamas!
- You could blur your select a background effect.
(go to meeting settings and click 'apply background effects.')

7. Remember that the meetings are recorded

- You behaviour needs to be the same super behaviour that you show in school 😊
- Remember that the Teams meetings are lessons, so it is important that we follow school rules and have the same expectations as we do in the classroom. Try to stay in your seat with your work book and don't wander round the house filming!
- If we are all well-behaved, you will get chance to chat with your friends at the end of the lesson.