



## Live Microsoft Teams sessions – Pupil Code of Conduct

All live sessions are recorded. For the live session you must:

- ✓ Make sure your adult at home knows you are joining a live session.
- ✓ Dress properly – do not wear pyjamas.
- ✓ Find a quiet space in your home to take part. This should not be your bedroom.
- ✓ Ask other members of your family to try and be quiet whilst you are on your live session. Language must be appropriate at all times.
- ✓ Sit properly. Ideally on a chair at a table or desk. You should avoid sitting slouched on the floor or sofa as this could hurt your neck.
- ✓ Make sure your device is charged up.

Joining your session:

- You should join the session a few minutes before it is due to start.
- You should join the session with your video camera on and your microphone muted.
- Go to your calendar and you will see the session and a blue 'join' button, which you should click.
- You will be asked to wait in the lobby – your teacher will admit you when they are ready to start the session.
- Blur or change your background if you can (this feature is not available on some android devices).
- You should keep your microphone muted until your teacher says your name and then you can un-mute your microphone and speak.
- You can use the chat panel as soon as your teacher says it is open for everybody.
- You can also raise your hand if you want to say something.
- At the end of the session, press 'leave' to exit.

