

Distance learning using Teams: protocol for children

1. Mute the microphone at all times unless you have a question.
2. Use the chat section only when asked – you can chat with your friends there before the lesson but must stop once the lesson has started.
3. Be respectful to each other and the teacher and listen as you would in class.
4. Never delete any files.
5. Remember to follow the e-safety rules we have at school.
6. You must not record the lessons, mute anyone or fiddle with the settings.
7. Please have your camera turned on.
8. Use the 'hands up' feature sensibly, remembering to put your hand back down each time.
9. Teams is not a social platform. Only use Teams for lessons, learning and questions. The chat in each channel is there to help with your learning.
10. The only exception to the above is your class Wellbeing Channel. This may be used for written chat with your classmates, but **not** during live lessons or when you should be completing your assignments.
11. Do not set up your own Teams or groups, or arrange your own video meetings. If you wish to do this, please ask your parent/carer to set you up on Zoom.

Thank you 😊