

## Guidance for Parents & Carers of Students using MS Teams

Please find below guidance for parents/carers of our students using MS Teams.

To begin with, please ensure your child has downloaded the MS Teams App to their phone or device so that they can access all the tools and resources it has to offer: <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>  
If they can't access the App, your child can use the web-app but functions will be limited.

During the Autumn term, your child's tutor will spend time showing them MS Teams and going through the school's guidance and expectations. In addition to this, your child's tutor will show them how to use key functions on MS Teams, such as how to blur their background, mute their mic and so on.

### The Remote Classroom

**The same high standards of behaviour are expected in an online classroom as would be the case in a normal classroom.**

- 1) Students will need to set up a work space well in advance of the lesson. This is not to be their bedroom. They will also need to ensure the background is neutral with no distractions or inappropriate viewing. In addition to this, no-one else can be in view or to be heard while a student is taking part in the lesson. *If you wish to talk to the teacher, please email the teacher to arrange a convenient time for both of you to talk.*
- 2) Students will need to be suitably dressed for the lesson; no pyjamas. They will need to dress to normal college standards.
- 3) Students will need to be punctual for their lesson and have all their stationery, books and resources to hand to start the lesson promptly.
- 4) Before a student enters a lesson, they will need to blur their background and put themselves on mute. *If a student has difficulty blurring their background, then they need to ensure the background is neutral.*
- 5) The lesson will start with a register, the teacher see and hear each student when they answer, so the mic and camera will need to be on.
- 6) The lesson will be recorded, therefore, students are to use appropriate, courteous language when speaking during remote teaching sessions, and conduct themselves in a respectable manner.
- 7) Students will not use the chat option unless their teacher asks them to. If a student wishes to ask a question, they are to use the hands up icon or write the question down and wait until the end of the lesson for the question and answer session.
- 8) Students are to comply with the rules their teacher will establish inside the online classroom.

***If a teacher asks a student to leave a lesson, their Head of Year and Tutor will be informed and they may lose the privilege to access live, virtual lessons.***

### Communicating with Teachers or Students

1. Students are not to use the chat function during lessons to speak to other students or the teacher.
2. If a student wishes to talk to the teacher, they are to use the hands up icon or wait until the end for the question and answer session.
3. If a student wants to communicate with another student about the lesson, they are to wait until there is an opportunity to do so during a class conversation. If not, they are to wait until after the lesson and speak with them then.

### **Communication Outside of a Remote Classroom**

1. If you wish to talk to the teacher, please do not enter the live lesson, instead, email the teacher to arrange a convenient time for both of you to talk.
2. Students are to use Satchel as their main point of contact with their teacher. If they can't use Satchel, then the student is to email the teacher.
3. If a student experiences any IT difficulties, they are to contact our IT Support Team:  
[csdsupport@bodmincollege.co.uk](mailto:csdsupport@bodmincollege.co.uk)
4. If a student does not have access to a stable internet connection, and/or a desktop/laptop/mobile device on which you can attend sessions please let your tutor and/or Head of Year know.

### **General Data Protection Rules**

1. It is prohibited for students to take screenshots of, or record the teacher.
2. It is prohibited for students to take screenshots of, or record the resources used within the lesson.
3. Teachers will record every lesson and a transcript will be produced. This is so that all lessons can be uploaded to SMHW so it can be re-watched if needs be or accessed by students who were unable to attend the original lesson.
4. If you wish to discuss the recording of sessions or your child being on camera please contact your child's Head of Year.