

## Guidance & expectations for KS5 Students using MS Teams

Firstly, download the MS Teams App to your phone/device so that you can access all the tools and resources it has to offer:  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

If you can't access the App, you can use the web-app but functions will be limited.

During the Autumn term, your tutor will go through this guidance with you as well as show you how to use the key functions on MS Teams, such as how to blur your background. If you have any questions, please do ask them during your training session.

### 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) Set up your work space well in advance of the lesson. This is not to be your bedroom. Ensure the background is neutral with no distractions or inappropriate viewing. Also ensure that no-one else is in view or can be heard while you are taking part in the lesson. *If a parent/carer wishes to talk to the teacher, ask them to email the teacher to arrange a convenient time for both of them to talk.*
- 2) Ensure you are dressed suitably for the lesson; no pyjamas. Dress as you would to normal college standards.
- 3) Ensure you are punctual for your lesson and have all your stationery, books and resources to hand to start the lesson promptly.
- 4) Before you enter the lesson blur your background and put yourself on mute. *If you have difficulty blurring your background, then ensure the background is neutral.*
- 5) The lesson will start with a register, please let the teacher see and hear you when you answer
- 6) Be aware that you are on camera and the lesson will be recorded. Therefore, use appropriate, courteous language when speaking during remote teaching sessions, and conduct yourself in a respectable manner.
- 7) Do not use the chat option unless your teacher asks you to. If you wish to ask a question, 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) Comply with the rules your teacher will establish inside the online classroom.

***If a teacher asks you to leave the lesson Mr Crane and your tutor will be informed and you may lose the privilege to access live, virtual lessons.***

### Communicating with Teachers or Students

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

### Communication Outside of a Remote Classroom

1. Please use Satchel for your main point of contact with your teacher. If you can't use Satchel, then email.
2. If you experience any IT difficulties please do contact our IT Support Team: [csdsupport@bodmincollege.co.uk](mailto:csdsupport@bodmincollege.co.uk)
3. If you do 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 Mr Crane 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 do not wish to be filmed/recorded, please discuss with Mr Crane
5. Likewise, if your parent/s have not given photo consent please ensure that you deactivate the camera function during video calls.