



Teams Lessons Guide for Pupils

Mission Statement

**'To educate each and every unique child in our care to hear
and respond to what God calls them to be'**



Remote Learning Code of Conduct

Pupil Expectations for Live Lessons

When attending a live lesson, pupils must adhere to the following:

- Pupils will only take part in 'live' streaming if a parent/ carer knows that I am doing it. Your parent/carer will be informed of when you are expected to attend live lessons and masterclasses.
- Pupils will be responsible for their behaviour and actions when using technology.
- Communication with pupils, teachers or others using technology must be appropriate and use of emojis is not permitted.
- Pupils must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If material is accidentally accessed, this must be immediately reported to your teacher or parent.
- Resources and videos created by your teachers must not be shared or videoed in any circumstances. They are to be used by Saint John Wall pupils and staff only.
- Pupils must not create classes, groups or teams within Microsoft Teams
- If pupil standards are not met, this will be reported to your Head of Year and parents will be contacted. Consequences will be put in place.
- Pupils must be dressed in school shirt when participating on live lessons. This is in case a camera is switched on by mistake, and it also sets the appropriate tone for learning
- Video function must be turned off and not used at any point. Audio function must be turned off unless your teacher gives you permission to un-mute to answer a question
- Pupils must interact via chat function or agreed application within Microsoft Teams.

Before the Lesson

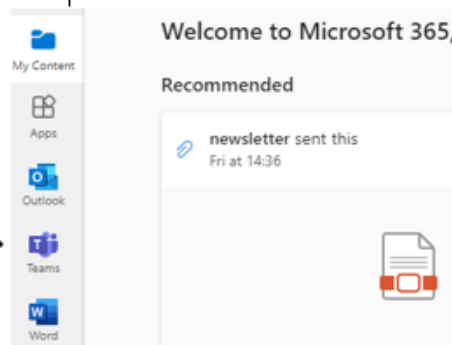
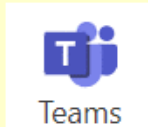
As soon as possible, log in to Teams to make sure all your Teams you will need for the lessons are there. Do not leave it until the day of the lesson itself. We will not have time to sort out technical issues on the day.

To get to teams go to the <http://www.office.com> website, click sign in button and log in using your full school email address and password. If you have forgotten either, get someone else in your household to contact the school. Then click on the Team icon on the left.

Sign in

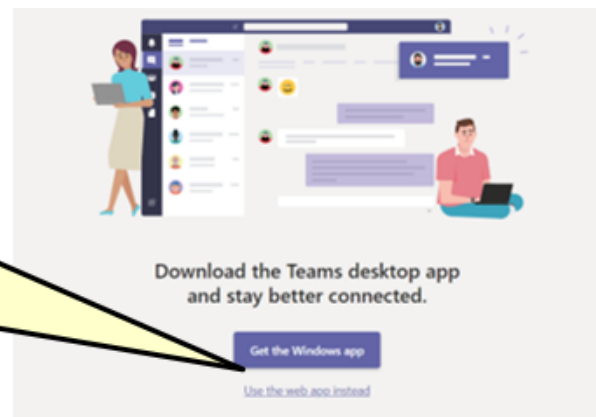
1) Go to www.office.com click sign in button and sign in using school email

2) Then click on the Teams icon on the left

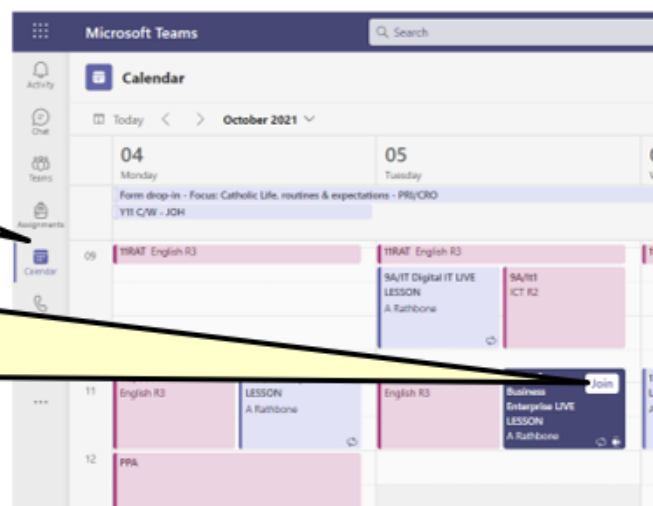
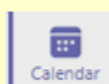


3) You can download the windows app version or open the web app online.

You may also need to login using your school email.



4) When Teams loads, click on the calendar icon



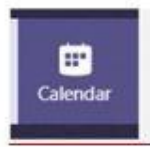
5) You then need to click on the Join button for the lesson you need to attend



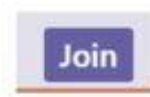
On the day of the lesson

Remember that Teams is constantly being monitored and these lessons are recorded to make sure no one behaves inappropriately. Although the recordings will not be shared publicly and your image will not be shown; by participating in these lessons you are consenting to your typed chat comments and anything you say being recorded. Anyone who behaves inappropriately will be immediately removed from the lesson and banned from future lessons.

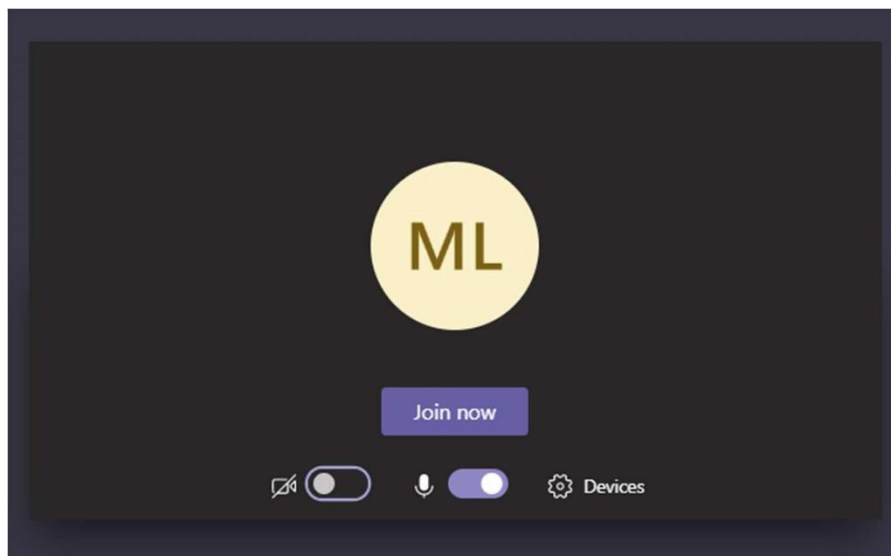
1. Get online around 10 minutes before the lesson and go to the Calendar or the team group.



2. Click into it and press the Join button



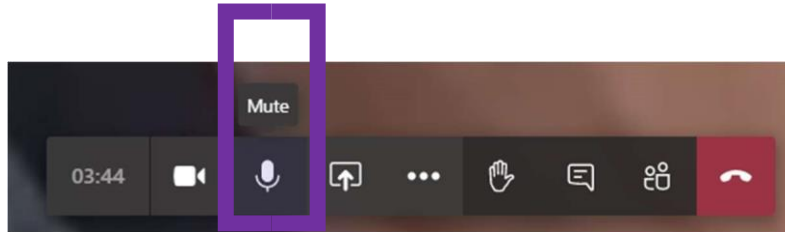
3. When you get to this screen, click Join now to enter the lesson.



NOTE: if you are viewing the lesson on a phone or tablet you may need to turn it landscape.

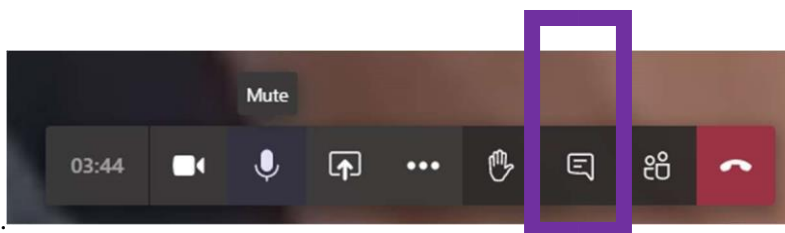
4. You will not be allowed to use your camera but you will be allowed to use your microphone – when your teacher tells you that you can. As we would in school, we are not going to be talking over each other.

If you arrive before the lesson has started you may be permitted to leave your microphone unmuted to say 'Hello' to your teacher. If the lesson is about to commence, mute it.



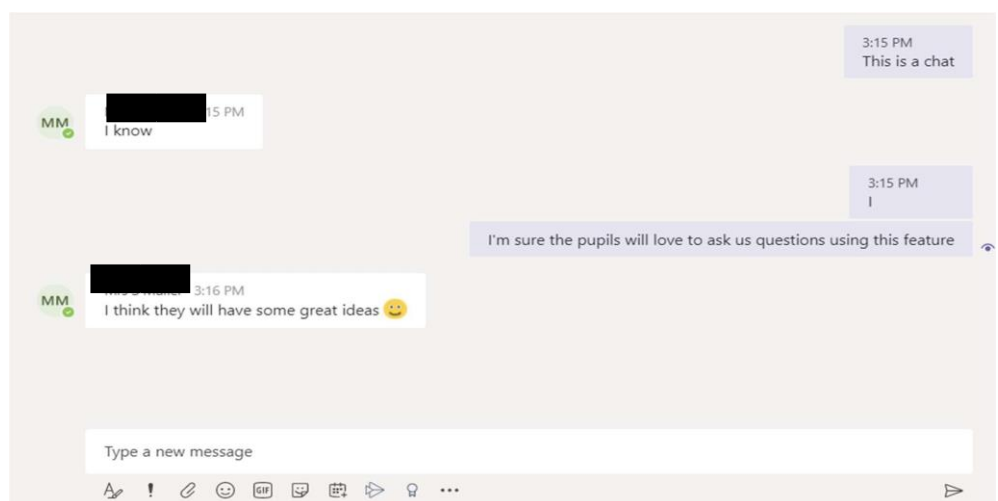
You do have the ability to mute and unmute yourself at any point but only do so when asked by your teacher. For instance, they may want you to speak aloud a question you have asked in the chat to get a discussion going.

5. If you have a question, stay muted for now and use the chat function. Access this using the button on the toolbar in the middle of the screen.



6. The chat looks like this. Type in your questions and wait until your teacher has looked through to see if they want to unmute you. This may end up starting a discussion. Just remember to mute yourself when this discussion is over so others can be selected to unmute and contribute.

The best way to make sure your question is noticed is to type @ and the teacher's name and then type your question OR type I HAVE A QUESTION in capitals.



Should you require any further support to access your online lessons, please contact your subject teacher, ICT teacher or the remote learning coordinator.