



# Carre's Grammar School

## Microsoft Teams - Online Lessons Protocols



### TEACHERS

- **ONLY** use Microsoft Teams
- Joining instructions should be issued in advance to the **WHOLE** group
- **NO** individual invites
- A register of participants should be taken
- Late arrivals & early departures should be recorded
- There **MUST** be two or more students in a group session
- All sessions must be recorded by the teacher

### STUDENTS

- Familiarise yourself with the use of **TEAMS** from the guidance provided
- Dress should be appropriate –no pyjamas!
- Participate from a communal area at home
- Classroom expectations re language and behaviour
- Etiquette: use **CHAT** to ask.
- Teacher to **UNMUTE** students to speak
- Students must not record any aspect of the session
- **Students disrupting a session will be disconnected**

Acceptable Use Policy applies to both teachers and students

Breaches of protocol will be dealt with appropriately