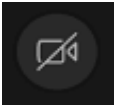
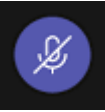

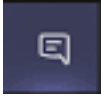



# Microsoft Teams Code of Conduct for 'Live Lessons'

## You must...


- Turn your camera off. 
- Switch your microphone off unless you are asked to unmute to answer a question. 
- Leave the session at the end when your teacher instructs you to do so. 
- Alert your teacher if you cannot hear them via the chat comment box. 
- Only use the chat comment box for questions relating to your work.
- Follow the high standards of behaviour that would be expected at school.
- Use language appropriate for school.
- Remember that this is a lesson.

## You must not...

- 
- Use inappropriate language.
  - Post inappropriate comments in the chat comment box or links to other websites.
  - Refuse to log out of the live lesson when instructed.
  - Attempt to record the session.
  - Invite other students to the live lesson.

**All live lessons are recorded and the school will keep a record of any poor behaviour. Behaviour that is not in line with our school behaviour policy will lead to a sanction and may result in removal from online lessons.**

## To ask a question during a live lesson....

- Ask a question in the chat comment box. 
- Click the 'raise hand facility' to signal that you would like to speak 