



# REMOTE LEARNING

## WITH MICROSOFT TEAMS

# RECORDING THE LESSON



We will be recording the lesson.



You will be able to replay the lesson if you've missed anything, it may take a few minutes to appear in the class team posts.

# KEEP MICROPHONE MUTED



Just like in the classroom, please don't talk while the teacher or another student is talking.



Keep your microphone on mute unless I ask you to turn it on to ask or answer a question.



If you are given permission to speak, turn on your microphone to speak but please remember to turn it off again once you have finished.

# CAMERA & MEETING CHAT



Please ensure that you have turned your camera off.



If you need to ask a question, please use the raise your hand icon on the bar when you want to ask a question. Your teacher will see your hand is raised and that you wish to contribute. Please lower your hand (click on same button) when you are done.



Please remember that all students and teachers in the class can see the meeting chat.

# 'LIVE' LESSON BEHAVIOUR



When accessing live lessons, I will follow the rules set out by the teacher which include: How and when to ask a question and how and when to use the video camera.



I will not record or share the contents of any live lessons. All lessons delivered through Teams will be recorded by the teacher in order to share with pupils who were unable to attend the session and to document the lesson content.



I understand that all communication I send reflect on me and the academy. Whilst participating in live lessons, I will behave in accordance with the school policy, remembering to be polite, sensible and appropriate. I am aware that failing to do so may result in not being able to participate in live lessons in the future.