



Microsoft Teams Student Conduct Guidelines

These guidelines are designed to make your experience in Teams sessions as effective and safe as possible.

Before the session

- Wear appropriate clothing (not pyjamas!)
- Ensure a responsible adult is around.
- Be in a shared room within your home
- Make others in the house aware that you are going to be involved in an online session.
- Avoid using your bedroom and sit in front of a neutral background.

During the session

- Your teachers will have the same conduct and behaviour expectations in a Teams session as they would in a classroom.
- Just like in the classroom, it is rude to speak over other people. Use the hand up feature if you wish to speak.
- Use appropriate professional language when speaking.
- Keep your microphone muted unless you are speaking to reduce any interference.
- You can decide if your camera is switched on or not. If you don't want to be seen keep it turned off.
- You may have access to the chat feature; please use this to ask or respond to questions.

Please note that all online 'live' sessions will be recorded so that students who cannot make the online lesson will have access to the recording afterwards.



Microsoft Teams Live Lesson Guide for Students

Installing Microsoft Teams

You can either access Microsoft Teams Online* without installing by logging in to the Student Hub on the School Website or Installing Teams on your PC or Mac by going to:

<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

Alternatively, if you want to use your phone or tablet you can install the App from the Google Play store or Apple Store – just search for Microsoft Teams.

** Apple Mac users: Browser based Teams Online does not work on the Safari web browser. You will need to install the App or use another browser such as Google Chrome.*

Login to Teams

Your login details are your school email address (xxxxxxx@students.ripleyacademy.org) and the password you use to log in to the school computers.

On the Web

To access Teams you will need to log in to the Student Hub on the school website. Once logged in, you will find a link to Teams Online.

Through the App

When you first load the App, you will be asked for your school email address and then your school password. You will stay logged in each time you load the App until you log out.

Joining a Live Lesson/Meeting

Your teacher will have scheduled the live lesson, you should have received a Notification on Teams or an Email to your school email address. The notification/email will have an Accept/Decline button; you can click accept to let the Teacher know you are attending. However, you can still join if you did not accept the invite. If you have Teams installed on your phone or tablet, you will also get push notifications directly to your device.

You will need to regularly check your school email and/or Teams for invites to lessons and Teacher notifications.

When the lesson starts, you will get a notification in Teams that the lesson has begun with an option to join.

Alternatively, you can go to your Calendar in Microsoft Teams and you will have the option to join next to the scheduled lesson.

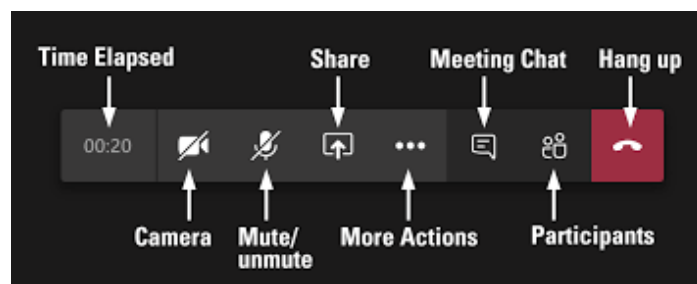
If your computer crashes or for some reason you get disconnected from a lesson, you can re-join again in the same way when you load Teams.

Make sure Teams is installed and ready to go before any scheduled lessons, to ensure you are able to join when the lesson starts.

Cameras & Microphone

You do not need a camera or microphone to be able to access a live lesson, a microphone is recommended if you would like to ask questions when appropriate. There is an option to send messages as text as well if you would like to ask questions without a Microphone.

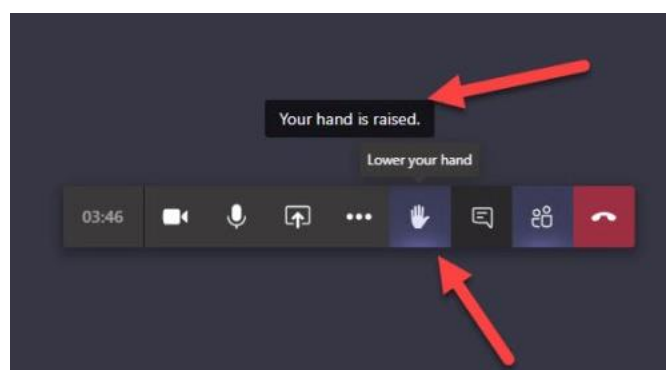
Most smartphones, tablets and laptops have cameras and microphones built in.



Raising your hand

Much like in a real lesson, you may wish to attract the attention of the Teacher without interrupting or signal you have a question.

Teams has a built-in feature for raising your hand which, when clicked, your Teacher will see. You can also click the button again to lower your hand.



Teacher Control

If you do not behave appropriately or disrupt the live lesson, the Teacher can mute your microphone. The teacher can also remove you from the live lesson.

Lessons may be recorded for students that are unable to attend and for safeguarding purposes.