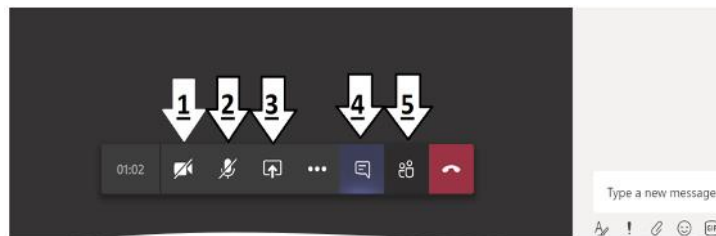




Online video /meeting classroom etiquette and behaviour contract for students and parents.

First Video Class

- To download the TEAMS app if you are using your iPad in 1st and 2nd year you need to go the zuludesk app on your iPad. You can then install the app from there. 3rd Years will have it pushed to their iPads.
- For your first video class, set up your device at least 15 minutes before the start time. Check that your earphones are plugged in and that the sound is working. For first class you may need to ask one of your parents to log you into the call a few minutes early to make sure your device is working properly.
- Online classes are not the same duration as timetabled class and their aim is to support and guide learners in assigned tasks. They will be of 15-20 min duration approx.
- Tell your parents and siblings in advance that you will be taking part in an online video class and ensure you can have access to the device and internet in a **quieter part of the house without disruptions**. It is recommended that a wall is behind you, so that nobody can walk behind you while in the call.
- Ensure your device is fully charged or plugged in.
- In Microsoft Teams while on a laptop, you will have the option of blurring or changing the background of your screen to protect your own privacy. You do not have this option if using Microsoft Teams through safari/chrome or on an iPad/tablet or mobile phone.
- **Know when and how to mute.** Press 'mute' on your microphone before joining the class, but turn on the video camera symbol.



1. This turns on/off the camera so if you don't want to be visible.
 2. This mutes the microphone so if someone else is speaking your background noise is not interrupting them.
 3. This icon allows you to share your screen. This can be your teams screen, your desktop or any other application you have open.
 4. This opens a chat window. This appears on the right of the screen. The chat can be good in a meeting to make comments without interrupting the speaker.
 5. This icon shows the participants in the meeting or call. It shows who is involved and who has been invited. You can also invite more people from here.
- Please keep other electronic devices such as mobiles or speakers on aeroplane mode and position them away from your device before joining the video class.

Guidelines for prep for online video meetings

Be Ready

Log in to the email invite that will be sent to you at least 5 minutes before the class is due to start.

Have All Materials Ready

Come to class prepared with all the materials needed, including a set of earphones, which you will be required to wear throughout the video class.

If you want to have water, you should only use a sealed bottle, to protect your device. No eating. **Remember you are in class so be properly dressed, no PJ's.**

Don't Use a Fun Background

Teams has lots of fun backgrounds, but don't use them when you are on with your teacher. It makes it very difficult for them to see you. Use a quiet spot, that has a simple background and has good lighting. Don't sit in front of a window as that will make it hard for people to see you.

Follow Instructions

Please read and listen carefully to your teacher's instructions and guidelines at the beginning and throughout the lesson, to ensure this is a positive learning experience for everyone.

Always be respectful of other students and of your teachers.

Unless instructed otherwise by your teacher, please use the Chat function on Teams to type in any questions you have. All chats are stored for up to 7 days so please use this function in a respectful way.

Wait Your Turn

Teachers will probably give you a signal to use, like raising your hand, if you have something to say. Use good manners by using this signal before speaking.

Be Respectful

Behave as you would in class!

Never

Under no circumstances are you or a member of your family permitted to audio or video record the class, take screenshots or share anything from class online – to do so would be illegal and in breach of GDPR laws against your classmates and school.

Under no circumstances are you permitted to share the link to the video class with anyone else.

Under no circumstances are you to invite or allow parents or another person to 'join' in on the video class, unless you have obtained advance permission from your teacher or the SEN coordinator, that a parent is required to assist you with the learning. If this has been arranged your microphone should remain muted throughout the lesson. If this has not been arranged in advance, your teacher has a right to immediately disconnect you from the video class.

If you fail to follow instructions, and disrupt the session you will be removed from the virtual meeting.