

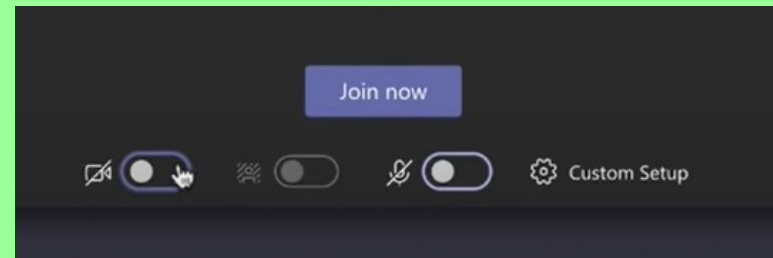


*Rules and behaviour for
online learning*



I. Be ready!

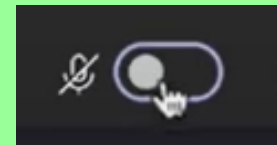
- Make sure you are ready a few minutes before the start time.
- Ask to join the meeting by clicking 'join now'.
- Wait for the teacher to begin.





2. Always join with your microphone on mute

- Make sure your microphone is on mute.



- Turn your camera on so that we can see you.



- Keep your microphone muted, apart from when you are asked to unmute to speak or share.





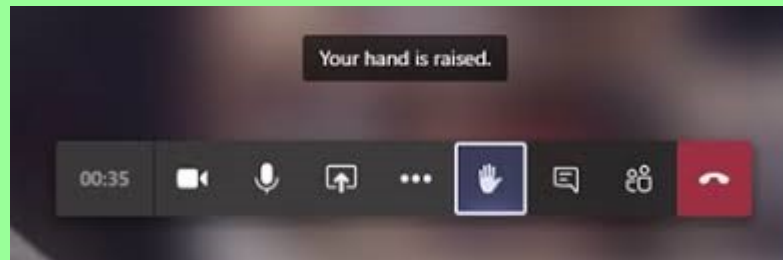
3. Make sure your name is correct

- . Please use only *YOUR* first name.
- . Do not use your surname.
- . Make sure that it is not your parent's name or a nickname.

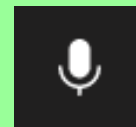
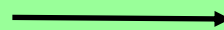
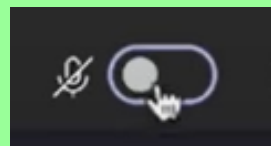


4. Use the virtual hands up button

- If you would like to speak or ask a question, use the hand up button (your teacher will be able to see this).



- Wait until your teacher asks you and then unmute your microphone.





5. Think about your background

- Remember that everyone can see what is behind you.
- You could blur your background or choose a background effect
(go to meeting settings and click 'apply background effects').
- Make sure that your family members know that you are on a Teams meeting so they don't accidentally walk behind you in their pyjamas!






6. Please do not use the chat function

- . This distracts other class members as everyone can see it on their computer too!
- . It means that the teacher cannot see if other people have their hand up and need help.





7. Behaviour

- Your behaviour should be the same super behaviour that you show in school. 
- Remember that teams meetings are lessons, so we will have the same expectations as when you are in the classroom. It is important that you still follow all the school rules and values.
- If teachers are pleased with your behaviour, you may then be able to have a chat with your friends at the end!

