



Microsoft Teams – Pupil Guide for Online Learning

We are starting to use online video lessons within the Academy for home learning. In an online learning environment, the way you communicate can be quite different to being face-to-face. We have provided the guide below to help ensure that you stay safe online, but also enjoy learning online. You will be invited to join these by your teacher.

Live (Video) Classrooms and Recorded lessons

Online learning sometimes uses live video lessons. When we do this, you'll be able to communicate with others in real-time. There will be a screen at the start of your session that you must read before joining. These explain the rules for the session. However, there are some useful tips which can help make it run smoothly:

- Log into the lesson in good time to make sure that you have your sound and video set up before the lesson starts. Changing things during the session is very distracting to other learners and the teacher.
- Turn off other devices during the lesson to avoid distractions or disruptions.
- If using wifi, move closer to the router if you don't have a very strong signal and ensure other people aren't using the wifi at the same time.
- Speak clearly, and don't speak over people or interrupt. Use the options provided by the online tool e.g. raising your hand.
- Mute your microphone when you are not speaking as this can cause echo.
- Try to find a quiet place to join the lesson so you can concentrate and avoid making too much background noise, such as rustling papers.
- The lesson will be recorded. Remember that you will be on video at times during the lesson so be sensible and try to stay in one place.
- Respect other learners and the teacher in the lesson

A reminder that the school ICT acceptable use agreement is in place and at no point are you allowed to photograph or share with anyone any elements of the lesson - this includes but not limited to social media platforms

Safeguarding consideration:

- The teacher might record the lesson, making everyone involved aware of this at the start, this can then be sent to learners who perhaps were not able to attend.
- Use the tools available to blur or replace your background so that the image is less personal to you.
- You will only be able to access the lesson using your academy email account

Chat / Live Classrooms

Sometimes you will be asked to take part in chats. These are not chats like you might have on social media, but chats related to your work. Here are some suggestions to make sure it is a safe and respectful online environment:

- Treat your peers and teacher with respect. Comments or images that would be inappropriate in a face-to-face environment are also inappropriate online.
- Ensure you only post messages that are linked to the chat subject
- Be careful of the language you write in chats. Written text can be easily misinterpreted without the usual clues we have when speaking face-to face. **DO NOT** use of strong or offensive language. If you are upset by anything someone has said, then tell your teacher.
- Read your message carefully before posting or sending it to make sure it is respectful. One good way to do this is to read your message out loud to see if it flows smoothly.
- There are some common online written guidelines. **DO NOT TYPE IN CAPS**. This is like shouting and is not respectful. Also, try to avoid emojis and text talk used in text messages. **NEVER** use slang words.

Any messages which are not respectful will be deleted by your teacher