



Student information for Live Online lessons on Microsoft Teams – Jan 2020 v.2

General Expectations

- Remember that the use of devices when learning remotely are covered by the school's ICT Acceptable Use Policy and the school's Behaviour Policy. You are still in your school classes learning but doing so learning remotely.
- Remember it is a school platform for the benefit of teaching and learning.
- When you are working remotely, your lessons will be taught on-line according to your timetable and the latest information you have received.
- You are expected to attend each of the scheduled on-line lessons. Registers will be taken through Teams. If you are not able to attend, you must let your teacher know in advance. We understand that for some students it may be difficult to access these lessons – please contact itsupport@ralphallenschool.com if you are having trouble accessing Microsoft Teams.
- A student guide on how use TEAMS has been sent for your reference and is also on the school [website in the Home Learning tab](#).
- No private chat conversations between students should take place that are not specific to learning.
- You must ensure you follow the Ralph Allen Way – Respect, Teamwork & Personal Best

Prior to the lesson

- If possible, be in a quiet room in the main part of the house (preferably not your bedroom). However, if this is the only available space please make sure your background is appropriate.
- Make other members of the household aware you are participating in an online lesson
- It is a school day, and we are not expecting you to wear your uniform at home, however, you should be appropriately dressed for a schoolwork environment.
- You should make sure that your devices are charged and updated to ensure you are able to access your lessons. Your phones should be on silent.
- Check to see if you have had any messages from your teacher as you might be required to have specific files open or work to share.

During the on-line lesson

- When entering the lesson, the camera is generally turned off. Your microphone should also be turned off. Your teacher will ask you to switch on your microphones and/or camera when it is required.
- Stay logged into the lesson until you have been given permission to leave the lesson.
- At the start the teacher may take a register verbally, asking you to sign in using the meeting chat or they can also download a register during the lesson. Attendance is monitored.
- If you are unable to speak through a microphone you can write a question in the meeting chat during the lesson.
- You can use the hands up function to indicate that you have a question. Remember to put your hand down once your question has been answered.
- Ensure the language is appropriate and conversations are relevant to the subject.
- You are encouraged to ask relevant questions that will support your learning and engage where you can with the lesson.
- If you are having problems accessing the live lesson – go to files/class materials where resources should be located, and you should be able to follow the lesson from there.



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- If you are placed in a breakout room you will work with members of your group independently from your teacher on a specific task. It is important to remain focussed on the task as the teacher may join your group at some point.