

Microsoft Teams

Live Lesson Expectations



Why are we using Microsoft Teams?

- Microsoft Teams provides better online security for your live lessons.
- It will help to protect the online safety of you and the rest of the school community.



Live Lessons

- We wish to provide live lessons as a school so you can access the expertise of your teachers and have an opportunity to ask live questions about your remote learning.
- We understand the need for you to have structure in your day and wish to provide you with regular lesson times.
- We want you to have the opportunity to impress your teachers with your professionalism and how well you are working at home!
- We also want to keep a sense of collective class learning as we are still a community, even when we are working remotely.

Before the Live Lesson

As with zoom, a link to your Microsoft Teams lesson will be sent to you on Firefly. You will also be sent any resources you need.

As a student it is your responsibility to:

- **Keep your Teams username and password to yourself.** You would not share any other usernames and passwords online so you must not share this one.
- Check what the lesson will be so you are prepared. Ensure you have done any Firefly lessons leading up to it.
- Ensure any resources are downloaded and ready prior to the lesson. Make sure you have all your normal equipment with you.

Sharing your account details with other people

A key difference with Microsoft Teams is that you will have your own unique username and password. All online actions that come from this account will be **your responsibility**.

You must **NEVER** share this username and password with anybody otherwise you will be responsible for all their actions on Microsoft Teams.

You would never consider bringing a stranger onto the school site to attend a lesson with you! Sharing your account details with other people is breaking this same rule and putting the online safety of others at school at risk.

Reporting your Concerns

We know that nearly all of you want to learn and reach your full potential.

Friends or peers who ask you to share your account details are intending to disrupt the learning of others.

If you do come under any pressure to share this information with any other third party please act responsibly and inform the school immediately.

If you become aware of any planned disruption to your learning please also contact the school on staff@ashmoleacademy.org



Endeavour

Reflection

Professionalism

Responsibility

Respect

Cooperation

During the Live Lesson

It is vital that you:

- Your camera remains off



- Your microphone remains muted



- Use the chat function appropriately (more detail is on the following slides).
- Be considerate of others on Live Lesson
- Remember – be patient, technology in teaching is new to all of us, and these we need to cooperate as a team in these challenging times.

Using the Chat Function

- Any comments that you put on the chat will be visible to the other students in your lesson.
- Therefore, you must take extra care to be **respectful** and **professional** in your comments as you would be in class.
- The chat will be **recorded** and any inappropriate comments will be followed up with sanctions, as they would in any other lesson.



How to use the Chat function

- You could use the chat function to ask your teacher questions appropriate to the learning e.g. *Miss, please could you repeat what you said about how to solve equation number 4?*
- You could also use the chat function to share answers to questions posed by the teacher e.g. *Sir, I think it's answer a.*
- Your teacher may also ask you to debate ideas in the chat function: *I agree with _____ and I also think that Chapter 8 is another turning point of the novella.*

Above all, make sure that you are being **polite** and **respectful** and are using this function to both enhance your online learning and show your teacher how hard you are working at home!

Post Live Lesson

- At the end of the live lesson, ensure you consolidate your notes from the lesson. Complete any activities that you have been set.
- Try to ask any questions before the lesson has finished, but any additional ones can be posted to the Firefly Task.



**LIVE
LESSONS**

The logo features the word "LIVE" in a large, bold, 3D-style font with a gradient from orange to red. Below it, the word "LESSONS" is written in a smaller, bold, sans-serif font with a similar gradient. The entire logo is set against a solid black background.

Live Lesson Sanctions



Ask anyone else for their account details.

Pass on your account details to others.

Attempt to turn your camera on or unmute yourself.

Post inappropriate messages or comments on the class 'chat'.

Live Lesson Sanctions



If you fail to follow the rules you will be removed from the live lessons and may be prevented from joining future live lessons.

If you have shared your account details, used account details of anyone else or posted anything inappropriate or offensive, you will face a serious sanction, most likely an **exclusion**.