

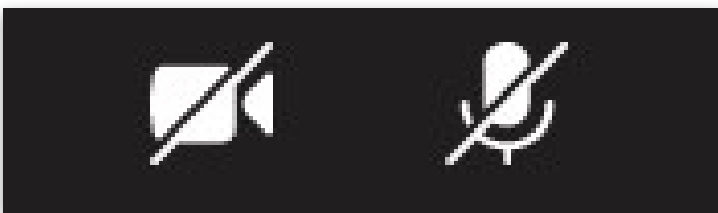
Code of Conduct and Virtual Lesson Expectations in Teams

BE ON TIME



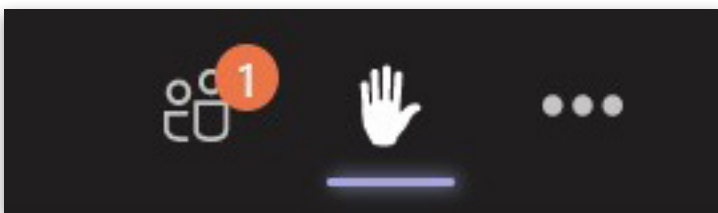
Join the lesson a few minutes before the start time. Make sure you have everything you need and your device has sufficient charge to last the whole lesson. You will wait in the lobby until your teacher is ready to start the lesson. Adhere to deadlines for the submission of work during or after remote lessons.

CAMERAS AND MICS OFF



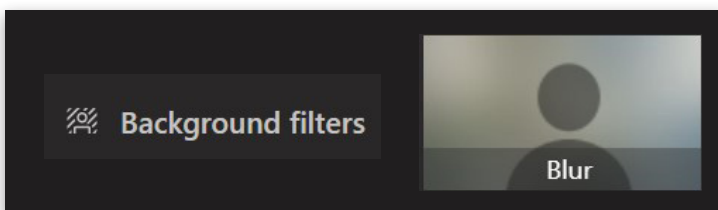
When you enter the lesson, click the mute icon. This helps minimise background noise. Join with your camera turned off. Your teacher will let you know when it is appropriate for you to turn your camera on.

RAISE YOUR HAND



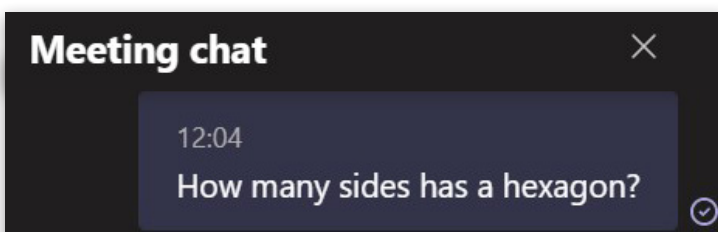
If you want to unmute your microphone to ask a question, then use the raise hand tool in Teams. When the teacher is ready, they will ask you to unmute and you can ask your question. Lower your hand and mute your microphone when you have finished talking.

USE A BLURRED BACKGROUND



If joining the live lesson remotely then use the Blur my background setting when using your camera. Try to sit in a part of the house where people will not be walking through and make sure you are wearing something appropriate for school.

BE RESPECTFUL IN CHAT



Use the chat option to contribute to the lesson by writing comments and questions appropriate and relevant to the lesson. All members of the school community should be treated with kindness, fairness and consideration, feel valued and appreciated and have the opportunity to work and learn in a safe, pleasant environment.