



Expectations of live Teams lessons



1. You will access lessons on Teams by following your in-school timetable. For example, if on Monday, P1, you have French, you will join your French Teams class for your live lesson
 - a. Go to your class Team by clicking on the Class Team.
 - b. Once your teacher has started the lesson, you will see this in the Class Team.
 - c. To join the lesson, click 'Join'.
 - d. You must join every live lesson with your cameras and microphones turned off, unless your teacher invites you to un-mute.
2. Students are expected to take part in each live lesson on their timetable (except Physical Education – Practical) and complete the work set
3. Students must be dressed appropriately for the duration of the school day online (in case of switching their camera on) and should remain in a public part of their home, wherever possible
4. Students should be ready at the start time of the lesson. This includes book out and equipment ready, Teams open, logged in and in the Class Team
5. Students may need to download lesson resources, as indicated by their teacher
6. Students must remain on mute, unless invited to un-mute by the teacher
7. Students should use the chat function in the live lesson to only ask questions related to the lesson. Remember to think carefully about what you ask and check this is appropriate before sending (everyone else can view this chat on the live lesson)
8. Students are prohibited from recording or taking screen shots of content or images from the live lesson
9. If Students lose Internet connection, they should re-join the live lesson using the information above. If this does not work, they should alert their teacher via email or Teams chat
10. Students may have their school Office 365 account suspended temporarily if they do not follow the SAA Behaviour Policy and further sanctions may be put in place
11. Students should send work to teachers through the assignment feature, as directed by the teacher
12. Students should try to ask questions during lesson time, through the chat feature and not by email.
13. Students will not need to complete homework through this period of time.