

E-Learning Expectations: Use of Microsoft Teams for online sessions

Learner expectation/code of conduct for use of Microsoft Teams

- I will not forward or share the link to the meeting with other people.
- I will only take part in 'live' streaming if an adult knows that I am doing it.
- I will be responsible for my behaviour and actions when using Microsoft Teams.
- I will make sure that all my communication with students, tutors or others using technology is responsible and sensible.
- I will not record or take photos of my classmates (Attendees) or tutors during the transition sessions.
- I will not share any learning materials or content on social media platforms.
- I understand that the virtual transition sessions may be recorded by my tutor for monitoring purposes.

When participating in the transition sessions on Microsoft Teams, remember that this is an extension of the classroom and you should conduct yourself as you would when on your best behaviour in centre. You should:

- Be on time for your online session
- Be dressed appropriately for learning (e.g. no pyjamas)
- Remain attentive during sessions
- Interact patiently and respectfully with your tutors and peers
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You MUST NOT record each other's online interactions. If the lesson is to be recorded, this will be done by the tutor.
- Make sure you end the session as soon as the tutor indicates to do so and do not stay in the session after the tutor has left.
- I understand that these rules are designed to help keep me safe and that if they are not followed, I will be removed from the session.

Parent expectation/code of conduct for use of Microsoft Teams (For learners under the age of 19)

- I will read this code of conduct with my child and check that they understand and agree to the expectations.
- I will check that my child engages in the session in an appropriate place, where they will not be distracted and background noise is limited.
- If inappropriate language is heard, I understand that my child's class tutor will remove them from the session.
- I will ensure that my child is dressed appropriately for the transition sessions.
- Once the session begins, and my child is connected to the live stream, I understand that my presence is not required whilst the meeting is taking place.

I understand that these rules are designed to help keep my child safe and that if they are not followed, they will be removed from the session.

Staff expectation/code of conduct for use of Microsoft Teams

- I will host the session from a suitable and professional environment.
- I will dress appropriately.
- My online profile picture will be professional, reflecting the appropriate dress code.
- I will record the sessions for monitoring purposes.
- I will remain professional throughout the Teams meeting.
- I will close the call to all when the session has ended.
- I understand that if any inappropriate language is heard, termination of the session for that individual may need to occur.

All parties have a responsibility to report all concerns immediately to the safeguarding team at Nova training: safeguardingteam@novatraining.co.uk

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