Microsoft Teams Live Lessons - Walthamstow Academy
Code of Conduct

To be read in conjunction with the IT Acceptable Use Policy (in student planners)

THE WHY

AMBITION – We want our students to engage in and learn as much as possible in every lesson during this period of school closure due to COVID-19. We offer live, synchronous lessons to our students via Microsoft Teams to ensure they can learn as much as possible every lesson.

DETERMINATION – We want to encourage our students to overcome any barriers they may be facing due to remote learning. Teams Live Lessons and direct, immediate access to their subject teachers will enable them to overcome barriers and misconceptions more easily and quickly

RESPECT – We want our students to maintain the high levels of self-respect, respect for others and respect for the school that they demonstrate when in the building whilst in online lessons.

During remote live lessons via Microsoft Teams, students must meet the following expectations in order to ensure that lesson time can be maximised efficiently and that we all demonstrate our core values of ambition, determination and respect:

Attendance - Students must:

- Attend the live lesson promptly in accordance with their timetable. The teacher will send a meeting request before the lesson so that students can join the lesson in good time.
- Give notice in advance to subject teachers if they cannot attend a lesson and state the reason.
- Ensure that the recording of any missed lesson is watched and any work/assignments missed are completed on return from a period of absence.

Conduct - Students must:

- Ensure they are appropriately dressed for the lesson and their webcam background is blurred.
- Enter the lesson with their microphone muted and their camera on.
- Use appropriate language at all times, in both spoken and written form.
- Use the 'Raise Your Hand' function in Microsoft Teams in order to ask the teacher a question or ask for clarification on a topic/ task.
- Use the Teams software and its functions responsibly, professionally and respectfully at all times.
- Act with respect towards all members of the class, the teacher and act with self-respect at all times.

If students fail to meet the Live Lessons Code of Conduct

During a lesson, the teacher may:
- Give a student a Warning
- 'mute' the student and prevent them from participating further in the lesson
- Remove the student from the lesson entirely

Any poor behaviour will be reported to the student's Head of Year, who may apply further sanctions to that student depending on the reason the student was removed, which could include:

- Asking the IT team to apply the 'no camera' policy to a student's account in future so that the student's camera is permanently turned off
- Asking the IT team to remove a student from their class on Teams
- Asking the IT team to remove a student's access to Teams entirely