

# Student MS Teams Code of Conduct



St Bede's  
Catholic School  
& Sixth Form College



## **Completion of work**

- Students must complete all work set in the format as directed by their teacher.
- Students must complete all work by the specified deadline.
- Failure to complete work will be followed up by the Teacher / Subject Leader / Year Progress Leader.

## **Behaviour during remote learning and use of MS Teams**

- Students must follow our school expectations at all times.
- Students must treat others with respect at all times in their general use of Teams.
- Students must not attempt to communicate with each other through the Team channel, chat function or through any other Teams application unless directed by the teacher. All 'chat' conversations are recorded for safeguarding purposes.
- Students must always use appropriate language when communicating with staff via Teams.
- Students must address staff with their usual school title in any communication and must adhere to formal staff-student boundaries at all times.
- Students must ensure that all information they upload to the Team channel and any messages they send during any Teams lessons, will always be polite, sensible and relevant.
- Students must not use racist, threatening, sexist or homophobic language on any MS Teams application.
- Students must not upload any inappropriate images, audio or video to the Team channel, including but not limiting to that which is racist, threatening, sexist or homophobic.

## **Behaviour during live lessons**

There may be times when students participate in live online lessons from home or when their teacher may be out of school but delivering a live lesson from home. In this case, another member of staff will facilitate the lesson in the classroom and supervise the students. **In addition** to the expectations detailed above, the following protocols will be upheld:

- Students must follow our school expectations at all times, whether they are in the classroom or joining the live lesson from home.
- Students will aim to be positive, adequately prepared and participate fully in any online lesson.
- Students must treat the subject teacher, the supervising teacher and the other students in the lesson, with respect at all times during any live lessons.
- Students must not take secret photos, videos or screenshots of teachers or other students.
- If a student is participating in a live lesson from home, any other device not in use, such as a mobile phone, must be switched off and out of sight before the lesson starts.
- If the code of conduct is not followed appropriately, students may be removed from the online lesson.

## **Attendance to live lessons from home**

**In addition** to the expectations detailed above, the following protocols will be upheld:

- Students should attend all live Teams lessons scheduled (unless they are ill or have another genuine reason for absence).
- If a student is unable to attend a live Teams lesson, parents/carers must follow the usual procedure and contact school, stating the reason for the absence.

## **Equipment and organisation for live lessons**

- Students should enable their webcams and microphones in Teams when the lesson starts (if they are able to).
- Students will choose a sensible place to work from – ideally a living room or shared (quiet) space in their house, not a bedroom, and they must dress appropriately. Students must also ensure they avoid backgrounds with personal information such as photographs.
- Students will ensure that they have all necessary equipment (pen, exercise book, equipment, calculator etc) in advance, so that they do not need to leave and interrupt the flow of the lesson.

## **Safeguarding and online safety**

- Students are aware that Microsoft Teams is a closed school system and must therefore not invite any guests to join the system through the misuse of login details.
- Students must not communicate with staff outside school channels (e.g. they must not attempt to contact staff using their personal social media accounts, personal email addresses or phone numbers).
- Students must be aware that lessons and the contents of the 'chat' are recorded for safeguarding purposes and stored securely, following strict GDPR code of practice.
- Students, parents/ carers should be mindful that they and other family members and anything in the background, might be seen or heard within the session by staff.
- If you have any safeguarding concerns, please ring the school directly on 01207 520424 and ask to speak to a member of the Safeguarding Team.