



**Student Code
of Conduct
for Microsoft
Teams
Classroom
Sessions**

2020/21

Created January 2021

The Microsoft Teams classroom sessions are an important component of remote learning. In large measure, they provide the needed interaction of a live traditional class. Given the constraints of the medium, all students in the Microsoft Teams sessions are expected to adhere to the following rules and best practices in order to ensure the best possible learning environment.

General rules and expectations: all pupils are expected to follow the general rules for acceptable behaviour when using Microsoft Teams including:

- Students should arrive on time for each session.
- Students must be dressed appropriately at all times.
- Students must never send or accept invites to join Teams from anyone other than a teacher/tutor or member of staff from Greenhead College. This particularly applies to people outside of Greenhead College.
- Students should ensure face to face communication is only between teachers and pupils. Any parent/carer to teacher communication should be in the usual manner.
- Students should behave in a respectful, polite and courteous manner at all times. The use of any profanity - written, drawn, displayed or spoken - during a meeting is unacceptable and appropriate disciplinary action will be taken.
- Students should not upload, share or forward material that could be considered offensive, inappropriate or illegal. If they do, appropriate disciplinary action will be taken.
- Students should not make comments that could be considered offensive in the chat function. This explicitly includes any form of cyberbullying. If they do appropriate disciplinary action will be taken.
- Students should not share any personal information with anybody online.
- Posture before the camera must be conducive to active learning and participation. The student's full face must be visible in the camera frame.
- You MUST NOT record each other's online interactions or take any screen shots. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher indicates to do so and do not stay in the session after the teacher has left.
- If teachers, tutors or staff at Greenhead College use Microsoft Teams to host 1:1 sessions with students, they will be recorded for safeguarding purposes.

Disciplinary Action for Unacceptable Behaviour

- Disruptions to a Microsoft Teams session may lead to the removal of the student from a remote learning session for part or the entire session.
- The names of students who are removed from a Microsoft Teams session for disruptive behaviour will be reported to their personal tutor.
- Repeated disruption will be reported to the Assistant Principal and may lead to suspension from Microsoft Team sessions altogether and parental involvement.
- Verbal abuse in the form of intimidation, harassment, or threatening behaviour directed towards the teachers or fellow students will lead to the student being placed on the student re-engagement policy.

<i>Author:</i>	<i>Principal</i>
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“This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation”.