



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

**2023/24**

# STUDENT CODE OF CONDUCT WHEN USING MICROSOFT TEAMS

## Microsoft Teams sessions

The Microsoft Teams classroom sessions are an important component of remote learning. They provide the needed interaction of a live traditional class. All students in any Microsoft Teams sessions are expected to adhere to all the following rules and best practices to ensure the best possible learning environment.

## General rules and expectations

All students are expected to follow the general rules for acceptable behaviour when using Microsoft Teams that include:

- Arriving on time for each session.
- Dressing appropriately for the academic environment.
- Unless otherwise stated by your teacher, your full face visible and posture on camera conducive to active learning and participation.
- Never sending or accepting 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.
- Ensuring face to face communication is only between teachers and pupils. Any parent/carer to teacher communication should be organised in the usual manner.
- Behaving in a respectful, polite and courteous manner at all times. The use of any profanity - written, drawn, displayed or spoken in any session is unacceptable.
- No commenting that could be considered offensive in the chat function. This explicitly includes any form of cyberbullying.
- No uploading, sharing or forwarding material that could be considered offensive, inappropriate or illegal.
- No sharing of any personal information with anybody online.
- No recording each other's online interactions or taking any screen shots. If the lesson is to be recorded, this will be done by the teacher.
- Ending the session as soon as the teacher indicates to do so and not staying 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

Providing a safe on-line learning environment for all our students is crucial. If any of the above rules and best practices are not adhered to, we will take appropriate action including one or more of the following, please note this list is not exhaustive.

- 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 / carer involvement.
- Verbal abuse in the form of intimidation, harassment, or threatening behaviour direct or indirect towards the teachers or fellow students will lead to the student being placed on the student reengagement policy.

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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”.***