



## Boroughmuir High School

### Expectations for pupil engagement and behaviour in live class contact on Teams

**By accessing any live class contact, pupils and parents are agreeing to the following rules of behaviour:**

- Get yourself ready to learn: not in bed in your jammies!
- All your scheduled Teams lessons will be in your calendar or your Team: please be on time for them.
- Do not enter the meeting until the teacher has started it. Click 'join now' to enter the lesson. You may have to wait in the lobby until your teacher admits you.
- On entering and leaving the meeting, unmute your mike and turn on your camera if you can\*. The teacher will let you know when you can mute / unmute.
- Interact patiently and respectfully with the teacher and classmates, following instructions at all times. This includes the chat function.
- Use the 'raise hand' icon if you want to speak.
- Remember that live class contact is recorded, so behave accordingly.
- You must not record or share any online lessons, chat, images or content.
- If your behaviour is not meeting expectations, you will be warned and may be muted or removed from the online meeting. If this is the case, this will be logged as a behaviour concern on Cause for Concern, and the Curriculum Leader of the subject and / or your year Head DHT will discuss this with you and your parents / carers. Should further sanctions be needed, you and your parents / carers will be notified of these and the reasons for them.

*\*We realise that for a few pupils, turning on the camera might not be an option, for a variety of reasons. Please let your Guidance teacher, or your class teacher, know if this is the case.*

#### **Parents should:**

- encourage their children and young people to talk about and share their learning at home;
- not get involved in the live lesson, but please talk to your child about them afterwards and encourage them to take part;
- contact the school office if there are questions or concerns
- not take pictures or screenshots during live lessons
- not record a live lesson.

At times, staff may choose to respond to messages, approve work, etc. outwith normal working hours. However, this should not be expected. Engagement with online learning will be monitored by the school on a weekly basis and support provided by the school.