



St Robert of Newminster Catholic School and Sixth Form College **Student MS Teams Code of Conduct:**



Student Code of Conduct when using MS Teams:

Attendance to live lessons:

- Students must attend all Live Teams lessons scheduled.
- If a student is unable to attend a Live Teams lesson parents/carers must contact school in the normal way, stating the reason.
- Non-attendance to Live Teams lessons will be followed up by the Head of Year/Head of House and Attendance Team.

Completion of Work

- Students must complete the work set by their teachers on Teams.
- Failure to complete work will be followed up by the teacher/HoD/HoH.
- Students must complete all work set in their exercise books, unless directed by the teacher.

Behaviour:

- Students must follow our school rules at all times.
- Students must treat others with respect at all times during online lessons and general use of Teams.
- Students will aim to be positive, adequately prepared and participate fully in the online lesson.
- Students must use appropriate language at all times when communicating with staff.
- Students must address staff with their usual school title (e.g. Miss/ Ms/ Mrs/ Mr).
- Students must use formal staff-student boundaries at all times when speaking to staff and they should not ask staff questions relating to their private life/ home situation.
- Students must only comment on the Teams channel during 9.00am-3.20pm.
- 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.
- Students must ensure that all messages they send during Teams lessons, or information they upload to the Team channel, will always be polite, sensible and relevant.
- Students must not take secret photos, videos or screenshots of teachers or other students.
- Students must not use racist, threatening, sexist or homophobic language on any MS Teams application.
- Students must not upload any racist, threatening, sexist or homophobic images, audio or video to the Team channel.
- During live lessons 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 you will be removed from the online lesson.

Equipment and Organisation for Live Lessons and Remote Learning:

- Students must disable their web cams in Teams, when the lesson starts.
- Students must mute their microphones at the start of the lesson. Students must only unmute their microphone if requested to by the teacher.
- Students will choose a sensible place to work from – ideally a living room or shared (quiet) space in their house, not a bedroom. Students must also ensure they avoid backgrounds with personal information such as photographs.
- Students will ensure that they have all the tools (pen, exercise book, equipment, calculator etc.) they need in advance, so that they do not need to leave and interrupt the flow of the lesson.
- Students will dress appropriately for the lessons. No pyjamas/ nightwear or inappropriate clothing.



Safeguarding and Online Safety:

- Students are aware that Microsoft Teams is a closed school system and only accessible via my school Office365 account and must therefore not invite any guests from outside the class or school 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, or contact staff using their personal email addresses or phone numbers).
- Students must be aware lessons are recorded for safeguarding purposes and stored securely.
- Students/ parents and carers should only contact staff (via the school e-mail between the hours of **9.00am and 3.20pm**).
- Students, parents/ carers should be mindful that they and other family members might be seen or heard within the session by staff.
- Students, parents/ carers should be mindful that anything in the background might be seen or heard within the session by staff.
- If you have any safeguarding concerns please email school@str.bwcet.com or ring the school directly and ask to speak to a member of the Safeguarding Team.

