

Burlington Danes Academy

Online Expectations for MS Teams

In order to ensure all pupils can learn as much as possible and to engage with their teammates and teachers in a safe and positive manner, BDA pupils are expected to follow the expectations below when taking part in Teams tutorials.

1. Your child's conduct is professional at all times

Behaviour during the tutorial should mirror that seen in a normal lessons. Poor behaviour of any sort will see you removed from the session and excluded from future sessions. Your parents will be informed by your Head of Year.

2. Your child's video is turned off.

You are online to learn from your teacher who may share important information on the screen. You should only be able to see your teacher and any information they share.

3. Your child's microphone is turned off.

Any noises will interfere with the quality of the recording. Your teacher may ask you to turn on your microphone. If you are asked to speak, do so loudly, politely and in a professional manner.

4. Your child will not post in the chat unless you are asked to do so.

Your teacher will ask you to register your attendance using an emoji and will let you know when it is appropriate to ask any questions. Do not post any images into the chat.

You must not use the chat function to have conversations with your friends. Just as when you are in school, we expect you to listen to the teacher and to follow their instructions.

If your teacher does ask you to contribute to the chat, you must ensure you are kind and polite in the language you use, both to your teachers and your peers.

5. Your child will make no recordings or take any images of the tutorial

It is against the schools data protection and safeguarding policy to make any recordings, videos or screenshots during the tutorial. Your teacher will provide you with any materials or resources you might need.