

Temple Moor High School

TEAMs Protocol



- All cameras and microphones must be off before entering the lesson, they must remain off all times.
- The microphone maybe used when instructed to do so by the teacher.
- Students must be in an appropriate location where they cannot be disturbed, nor in their bed.
- Students must be fully clothed, with their shoulders covered.
- Students, nor anyone else in their home, should attempt to record or screenshot any part of the lesson.
- Use the chat box function to communicate with your teacher, including asking for help If you do not understand something, or need clarification.
- TEAMs chat functions are not to be utilised to contact other students, even if your communication is about the work.
- MS TEAMs is strictly for learning and communication with your teacher.
- When typing and sending any text in the chat function this must always been done in an appropriate manner. with **no derogatory language or obscene images.**
- Students must not have any photo or inappropriate image in their Office 365 profile photo.