

MICROSOFT TEAMS

ETIQUETTE



Accept



Use your school email to accept all invitations to lessons sent by your teachers - this will create your timetable in your calendar

On Time



Log on to your lesson a few minutes early so you don't miss the start of the lesson.

Don't leave until the teacher has dismissed you

Audio



Use your mic to engage in the lesson

Stay on mute when you are not talking to reduce interrupting noises

Video



Turn your camera on to actively engage in lesson

Use the background effects to block out behind you

Wear your uniform

Chat

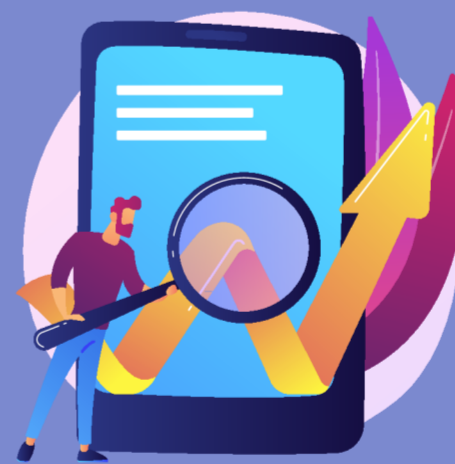


Keep on topic

Don't overuse emojis and animations

Leave a message if you are away from your keyboard

No Distractions



Remove other devices

Close content not related to the lesson

Ensure you have a quiet place to learn

Hand Up



Raise your hand (in webcam) or use the hand up button to answer or ask a question

When in a breakout room use the chat to request assistance

Behaviour



Check your posture and body language

Stay present

Don't eat in front of the webcam

Note: if you have a relief teacher or need to access a whole school session go to QLearn -> Teams