



Online Classroom

- **Code of Behaviour** applies to online classes
- **Be on time – a roll call will be taken at every class**
- Check your calendar for live classes
- **Mute your mic** when joining a live class
- **To ask questions during a live class:**
 - use the “**raise your hand**” function
 - Put the question **in the chat**
- **Unmute your mic** if requested to do so
- **Switch off your camera-** unless told to do otherwise
- If you’re on camera
 - blur your background
 - dress appropriately



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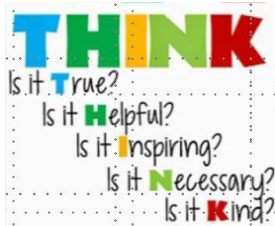
- **Do not record** classes
- **Do not take photos or screenshots** of others while online

Email

- Before** you email a teacher with a question, take **CARE**
- **CHECK** Teams for the answer
 - **ASK** a classmate for help
 - **READ** through the assignment/your notes/textbook carefully
 - Make an **EFFORT** to answer the question myself

Posting on Teams/in the ‘Chat’

- Before you post in Teams or in the chat:



- Be polite in the language that you use and the way that you ask a question/make a comment/reply to a comment
- Posting a message in the General Channel means everyone can see it
- ‘Chat’ can be used to contact a teacher or classmate(s) directly



Assignments

- **Submit work via Assignments** in Teams unless advised otherwise.
- Submit work **on time and in the correct format** requested by your teacher



Submitting photos of work

- Insert photo into a **Word document**
- **Photos** must be **in focus** and **written work** must be **legible**.
- There should be **one photo per page**.
- Turn the **photo** the correct way round – usually **portrait**.
- When work is returned to you, make sure to **mark your teacher’s corrections** on the original work in your copy or workbook etc.