



# Microsoft Teams

We have the same rules online that we have in school.

## **Be Ready**

- \* Please turn your microphone off at the start of the meeting.
- \* Raise your 'hand' if you would like to speak.
- \* Attend all your class calls promptly each day.

## **Be Respectful**

- \* You are responsible for your words and actions, and how this can make others feel.
  - \* Be kind.
  - \* Please listen carefully to others.
- \* Please only use the 'chat' function to answer teachers' questions or to ask a question yourself.

## **Be Safe**

- \* Please be dressed appropriately for the call.
- \* Make sure you are in a safe place with no distractions, not bedrooms please.