



MICROSOFT TEAMS EXPECTATIONS FOR STUDENTS, PARENTS & CARERS



1. Ensure that Microsoft Teams has either been downloaded from the InTune Company Portal app or App Store.



2. Log on with your video switched off and your microphone muted. Your teacher will direct you to enable if required.



S P I R I T

3. When participating in online conference, respect the teacher and follow their instructions at all times. Consider your grammar, spelling and punctuation when speaking/typing.



4. Consider your environment (setting, lighting, background noise, comfort).



5. Avoid distractions (TV, mobile phone, other programs) and focus on assigned tasks.



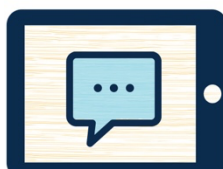
6. Join live sessions at the correct time and stay on mute unless invited to speak. The link for each Check In will be issued for you daily via your Seesaw Class.



7. If using video conference, ensure you are appropriately dressed. No revealing or offensive clothing.



8. You are welcome to use the pre-loaded Microsoft Teams backgrounds if using the video function. Uploading your own backgrounds is not permitted.



9. 'No spamming', limit your contributions to chat that is focused and purposeful.