

Hele's School will use Microsoft Teams to support online learning. We recognise that students will benefit greatly from live lessons as teachers can cover greater subject content and give specific feedback on how to improve. Safeguarding is always our key priority and the following protocols are in place for staff, parents and students so that we can maximise student learning.

**Before the lesson:**

- Students will need Office 365 and Microsoft Teams installed on their device; it is preferable to use a laptop with a webcam.
- Students must check their emails daily. Via Outlook, students will receive emails from teachers to enable them to join the next day's lessons. Students must "accept" these.
- The lesson will appear in the student's school calendar. Students join the lesson through selecting JOIN on their Teams calendar.
- A recording of the lesson will be taken by the teacher and kept for safeguarding purposes only. This will not be published, shared and will be stored in line with data protection protocols. It will be deleted when it is no longer required and in accordance with data protection regulations.
- Students must not record or publish screenshots of the lesson and any incidents of this nature will be investigated and appropriate sanctions will be applied as per the school behaviour policy.

**During the lesson:**

- When preparing for the lesson it is advisable that the student ensures they are in a shared space in the house so that parents can hear or be aware that the lesson is taking place. Students must not be in their bedroom. Friends or other individuals should not be present or on screen.
- Students should join the lesson with their camera and microphone switched off. Students must turn their microphone and camera on for the register and then turn their camera and microphone off again.
- Students will need to blur their background on MS Teams, this will ensure that the family home remains private.
- Students should dress appropriately for the lesson.
- Students must conduct themselves in the manner that they would in the classroom and be aware of appropriate language and communication between their peers. Apart from the device that is being used there should be no other technological or mobile devices being used.
- As with our expectations in class, students are able to drink water during the lesson but should not eat.
- Students can ask questions by putting their hand up on the toolbar in the middle of the screen. The teacher will ask them to unmute at an appropriate time.
- Students can also ask their teacher questions via the chat function.
- **Students can raise any concerns they may have through the normal school communication channels via their Tutor, Head of Year or their Pastoral Support Manager.**

Technical support can be provided from [ITHelpdesk@heles.plymouth.sch.uk](mailto:ITHelpdesk@heles.plymouth.sch.uk) if a student emails from their school email address.

**Please remember that our expectations for behaviour are the same in classrooms and remote lessons: students should be committed, respectful and safe at all times.**