



Sandymoor

Ormiston Academy

Online Lesson Responsible Usage Agreement for Students

Rules

- I understand that a Microsoft Teams Online lesson will be subject to the same school rules which apply in face to face lessons
- I will follow all instructions issued by my teacher, only using technology as they direct me to do
- I will promptly log in to any Microsoft Teams lesson at the time my lesson is scheduled to start
- I will make sure my communication with teachers and other pupils is of the same formality expected in a normal classroom environment
- I will be responsible for my behaviour and actions when using Microsoft Teams and any other online platform
- I will not deliberately access or share any material which could be deemed illegal or offensive. If I come across such material I will report it to a suitable adult, either my teacher or parents
- I will not request one to one sessions with my teachers via Microsoft Teams any other platform
- I understand that my usage of Microsoft Teams and other applications provided by the School can be monitored, logged and made available to my teachers
- I will not record or take photos of my teachers or classmates, or any lesson content
- I understand that these rules are designed to keep me safe and that if they are not followed the normal school behaviour policy will be invoked.

Remote Learning Etiquette

- Ensure you are in a quiet, safe and appropriate environment with minimal distractions. A bedroom is not likely to be a suitable location; a dining or kitchen table, if suitably quiet, may be appropriate.
- Log in promptly when you receive the invitation from your teacher. It is your responsibility to be prepared to receive an email invitation at the scheduled start time for the lesson.
- Dress appropriately. You may not wear pyjamas.
- Ensure you are attentive and follow all instructions, treating others with kindness and patience, particularly where technical issues cause disruption
- End your session when your teacher indicates it is complete
- You **may not** record lessons or any other online interactions. Your teachers will provide all the materials you need.