



# BISHOP CREIGHTON ACADEMY

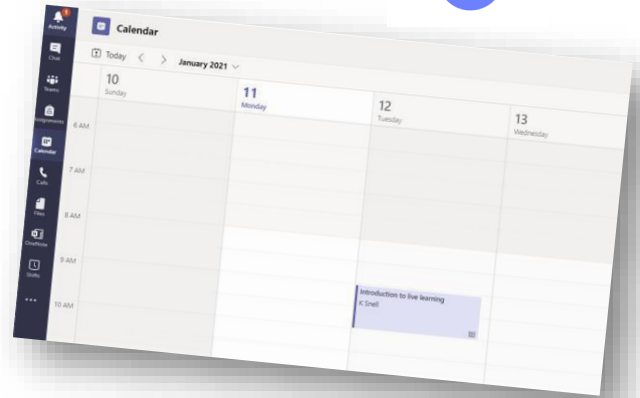
## Code of conduct for live lessons via Teams

### On the day of your lesson

- Make sure your grown up knows you are on the call
- Dress properly – no pyjamas
- Find a quiet space in your home to take part – this may not be in your bedroom
- Check you are sitting properly – ideally at a table/desk on a chair. You should avoid sitting slouched on the floor/sofa as this could hurt your neck
- Make sure you can see your screen comfortably. Is the screen bright enough? Check there is no glare on your screen from bright sunlight etc
- Ask other members of your family to try and be quiet whilst you are in your live lesson. Their language must be appropriate at all times.
- Make sure your device is charged up & you have your stylus with you.

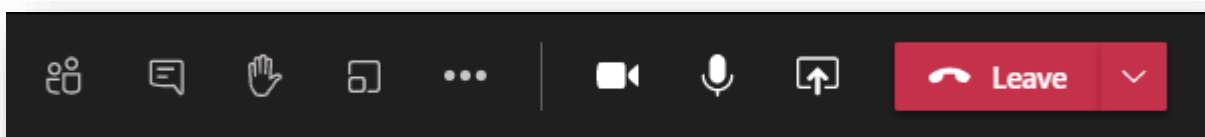
### Joining your call

- Be on time. Your teacher will always inform you of the date & time for a live lesson in advance
- You will see a notification on your calendar within Teams. Click on the “join” button
- Blur your background or change your background
- Mute your microphone prior to joining the call but make sure your camera is turned on
- You will be asked to wait in the lobby – your teacher will admit you when they are ready to start the lesson



### During the lesson

- On arrival in the lesson pull up the chat panel. Use the raise your hand function if you have a question to ask whilst your teacher is talking



- We will record all calls and share via Teams after the session – if you were not able to take part at the set lesson time you will still be able to access the recording
- Have fun! At the end of you lesson, press “leave” to exit the call