

# Online Lesson Etiquette

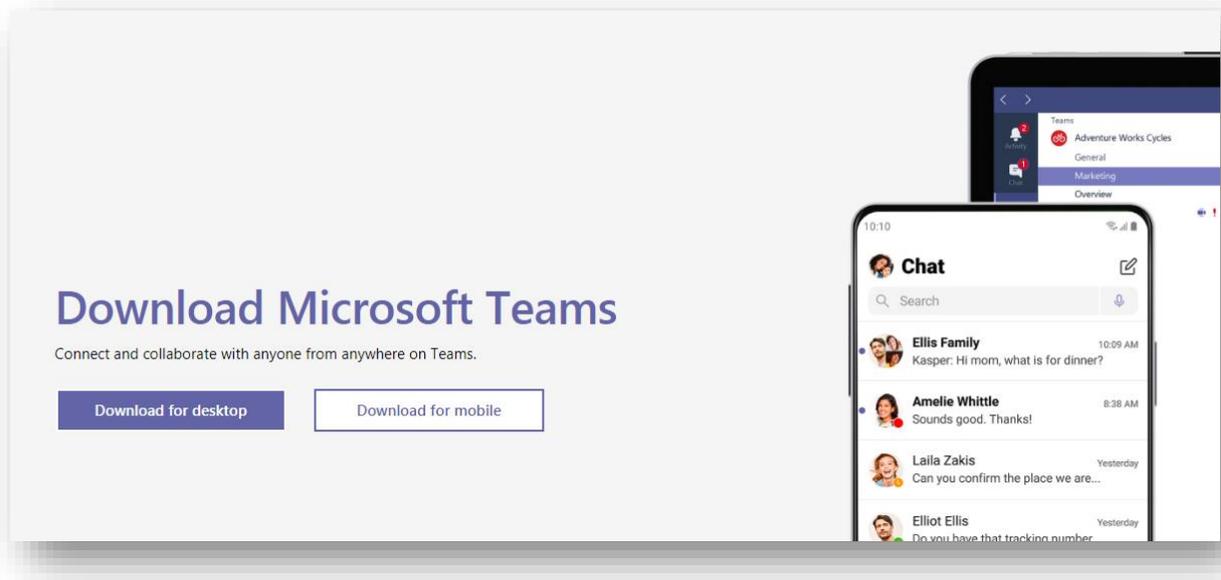
	<p style="text-align: center;"><b>Appropriate Environment</b></p> <ul style="list-style-type: none"> <li>➤ Make sure you choose an appropriate place to take part in the lesson</li> <li>➤ Choose a neutral or blurred background, if you can.</li> <li>✓ Appropriate places: lounge, dining room, conservatory</li> <li>✗ Inappropriate places: bedroom, bathroom</li> </ul>
	<p style="text-align: center;"><b>Appropriate Clothing</b></p> <ul style="list-style-type: none"> <li>➤ Applies to you and anyone else in the house who might appear in the background.</li> <li>✓ Wear day clothes.</li> <li>✓ Wear clothes which are not revealing.</li> <li>✗ No night wear e.g. pyjamas, dressing gown.</li> </ul>
	<p style="text-align: center;"><b>Appropriate Language</b></p> <ul style="list-style-type: none"> <li>➤ Use polite and respectful words at all times, both when speaking and writing (i.e. using the chat function)</li> <li>➤ This applies to anyone in the background in your house, whether they can be seen or not.</li> <li>➤ Only use the chat function for appropriate messages to the whole group.</li> <li>✗ No inappropriate language</li> </ul>
	<p style="text-align: center;"><b>If You Are Concerned</b></p> <p>If you see or hear anything which makes you worried about someone, tell the staff at the end of the session.</p>

## Student guide for using TEAMS for home learning

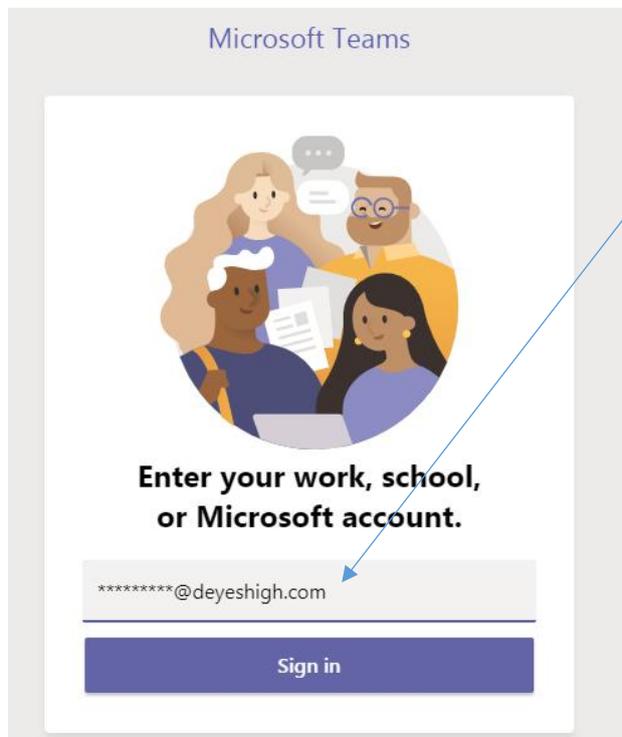
### How to download TEAMS application:

Visit the **Microsoft** website <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>

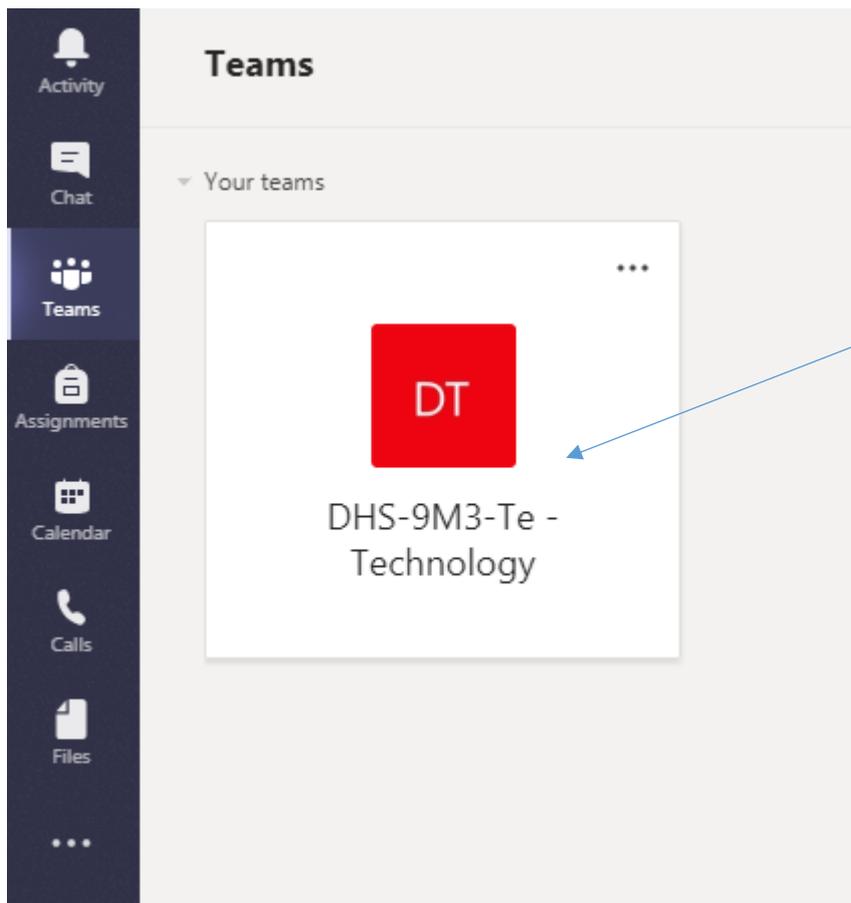
This allows you to download for desktop or mobile:



When prompted to sign in, use your Office365 login: \*\*\*\*\*@deyeshigh.com and your password.

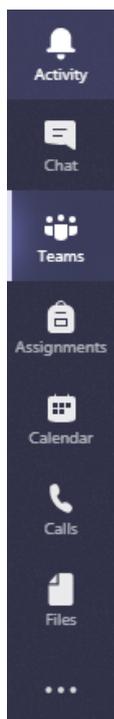


This is an example of the TEAMS interface you will see:



DHS -9M3-Te-Technology is an example of a class in Year 9. You will see one of these for each class you are a member of.

### Menu in TEAMS



**Activity** indicates if you have a message

**Chat** is where you can talk to other TEAM members

**TEAMS** takes you to each class you are in.

**Assignments** are used to set work.

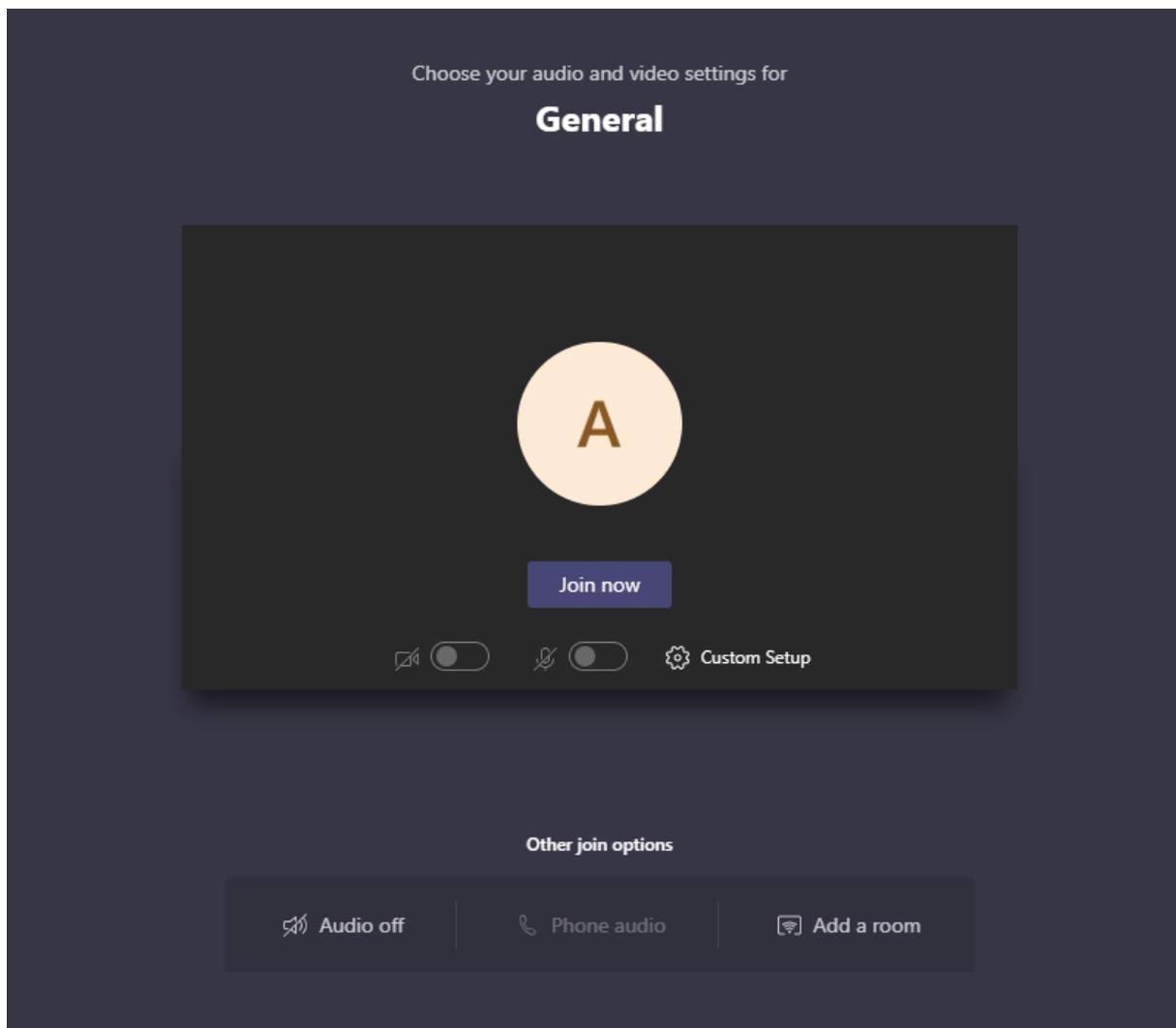
**Calendar** shows you any planned online lessons that have been scheduled by your teacher.

**Files** is a link to any files that you have used or accessed recently using Office 365.

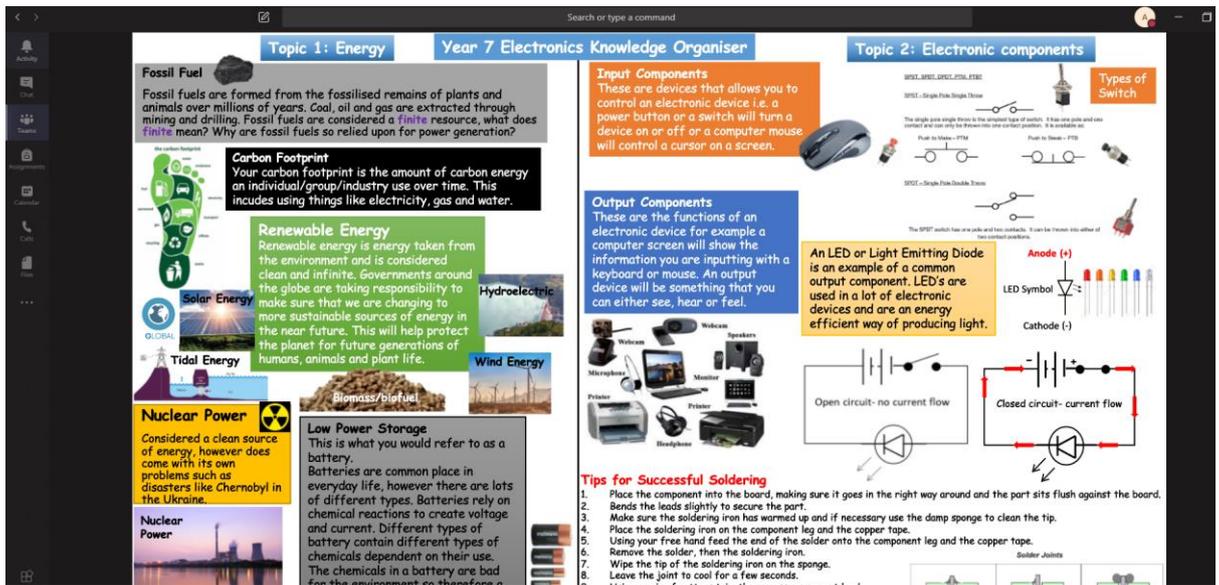
When a lesson has been set up by a teacher you will see this caption asking you to join:



The next screen allows you to join the lesson. There is a function that allows you to switch your camera off and also to mute your speaker:



This caption shows an example of a teacher sharing a PowerPoint with you:



When you are viewing a PowerPoint or other resource, such as a video of your teacher or a white board this menu appears:

