



# THINGS TO REMEMBER



## Live 'Teams' Session

### CHOOSE A COMFORTABLE, QUIET PLACE

Choose an area where you will be comfortable and will not be disturbed by family members or other distractions such as TV or a games console. Make sure you let your family know before you are starting a live session.



### PREPARE

Make sure that your device is fully charged/ powered from the mains with good internet connection.

Ensure that any updates that your device may need is completed prior to the session.



### RESPECT THE PRIVACY OF OTHERS

Never record the video session in any way. This includes taking screen shots or using another device such as a phone to take photos or record someone speaking.



### BE RESPECTFUL

Be respectful to all member of the live session and always contribute in a positive manner. Any comments or contributions will always be about what is being discussed by my teacher.



### USE MUTE AND 'HANDS UP'

Keep your mic on mute unless you are asked to speak by a member of staff.

Use the 'hands up' button to let someone know if you would like to say something.



### PARENTS/ CARERS CAN SUPPORT

Your parents/carers can help you with the technology but should not ask questions or speak for you during the session.



### DO NOT INITIATE LIVE STREAMING

Do not initiate any live streaming or contact outside the scheduled sessions as timetables.

