Rules When Using Microsoft Teams

Old Monkland Primary School

Pupil Guidance

Microsoft Teams is a digital learning platform used in our school to develop ICT skills and to help with the delivery of homework and home learning in cases where you may have to self-isolate.

Each class has their own team and this space **MUST** be treated like a virtual classroom. The rules set out below must be followed at all times.

All users must:

* Use appropriate language and an appropriate tone when posting or replying to others in class team pages.
* Keep chat/posts related to your learning. General chat will clog up the post feed and important information may be lost.
* Be kind and respectful to staff and your peers.
* Be aware of appropriate times when using the class team page. Please note that your teacher may not be able to answer your questions after the school day, and that any problems will be dealt with the next day.
* Let members of staff know if you are having any issues so that they can be fixed quickly.
* Be patient! Teachers may not be able to mark your homework right away. They will build time into their week to look over it and you will get feedback.

Thank you for helping us to make our virtual classroom a success!

Mr Henderson

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