

# Our Lady's High School Online Learning Guidance



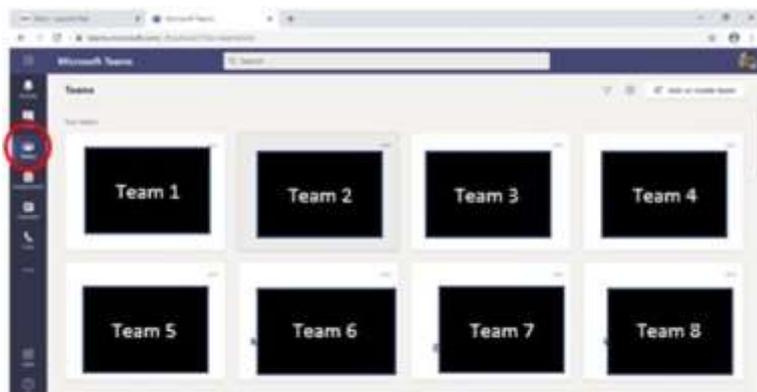
## General Information

To help support online learning, Our Lady's High School will use Microsoft Teams. It can be accessed by logging in to the Microsoft Teams app or a web browser using a Glow email address.

Pupils can access Microsoft Teams with their Glow login details. They are required to use the email handle (@glow.sch.uk) when logging in via a mobile or tablet. If they do not know their Glow details please email [enquiries@ourladys.n-lanark.sch.uk](mailto:enquiries@ourladys.n-lanark.sch.uk)

## Pupils Learning at Home

Pupils should access Microsoft Teams at home as per their timetable and check the class team for the work they should be completing.



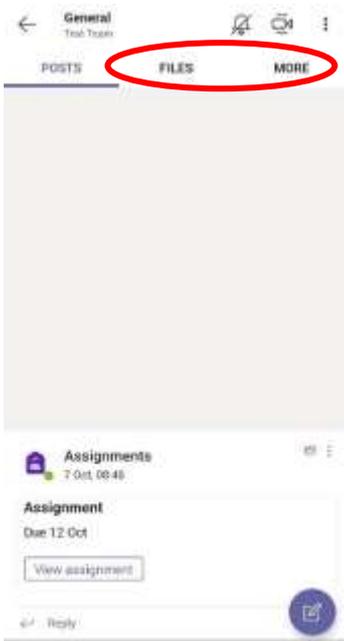
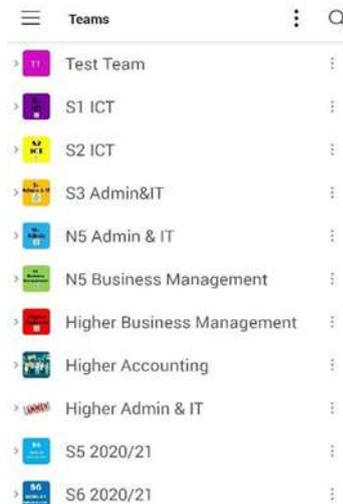
Once logged into Microsoft Teams, all Class Teams should be visible



If you select a specific Class Team you will be taken to the General channel.

Pupils can access Class Files, Class Notebook and Assignments from this section

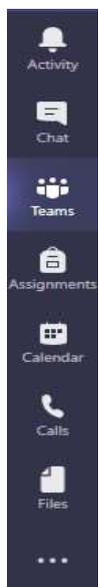
Mobiles/tablets will display differently from laptops/computers. Once the Microsoft Teams app has been downloaded from the appropriate app store, your child can login and view their Class Teams which will display similar to the image on the left.



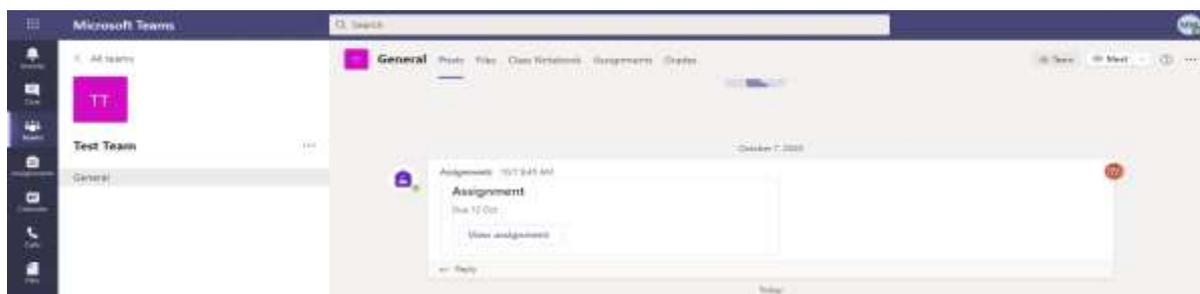
By selecting a Team and choosing the appropriate channel they will be directed into the Team where they can access Class Files, Assignments and Class Notebook.

Teachers are assigning tasks via Teams

Work is being issued in two ways - via Assignments and/or Class Notebook. Pupils should ensure they read all updates from teachers as not all tasks show in the Assignments section.



The assignments section that appears on either the left hand side of the screen or along the bottom of the device will show assignments for all classes.



Within the Class Team, General will show assignments

Or the class teacher may issue work via Class Notebook

## Digital Learning Contract: Pupil

The following guidelines will help you safely and responsibly use Teams:

### Communication with Staff

When communicating with teachers online, you must:

- only use Microsoft Teams, an official school communication channel.
- ask your teacher questions by posting directly onto the Channel. Avoid messaging teachers privately unless it is absolutely essential and do not rely on instant responses from them. Be respectful of teachers' working hours – they may not be available to answer questions

### Pupil Profiles

When creating a Teams profile, you must:

- use an appropriate profile photograph. You must not upload anything which could be seen as offensive or include offensive language
- avoid creating status messages. Status messages must only be updated if they are relevant to schoolwork. If you are using status messages, you should not write anything offensive or refer to any other pupils or teachers

## **Channel Posts**

When posting into a Channel or the Class Notebook, you must:

- use appropriate language and do not share anything which could be offensive
- not have personal conversations with classmates in public spaces
- post only contributions which are relevant to the discussion topic
- remember that your Channel posts will be visible to your class and teacher – only share what you feel comfortable sharing
- behave as respectfully and maturely as you would be expected to in a classroom setting, towards pupils and staff

## **Assignments and Class Notebooks**

When submitting Assignments and using the Class Notebook, you must:

- submit work by the Assignment deadline – be aware that Teams keeps a record of submitted and non-submitted work
- remember that everything you submit to the Class Notebook is visible to teachers – ensure your content is appropriate
- upload work which is easily read onscreen. If you are uploading a photograph of written work, make sure the room is well-lit and the photograph as clear as possible
- always consider your environment when submitting recorded or photographed work – dress appropriately, thinking about modesty and respect for others
- ensure the location of photographed work is appropriate – try to use shared spaces and avoid recording in your bedroom. Try to record against a neutral background and protect your privacy by not including easily recognisable personal objects in recordings

## **Teams Etiquette**

Pupils should:

- never screenshot or record content from Teams and do never share Teams content with anyone else
- be respectful in private chat (where it is not disabled)
- always show respect to everyone in the Virtual Learning Environment and work in a way that allows them to achieve to the best of their ability and aim for the highest

## **Live Lessons**

When participating in live lessons, you should:

- be on time for all scheduled lessons. If you are late, please enter quietly and respectfully
- switch your microphone off when requested, especially if you are in a room with background noise
- view the lesson in a shared space such as the living room. Avoid using your bedroom
- understand that live lessons are an extension of the classroom – inappropriate behaviour may be discussed with Principal Teachers and Pupil Support teachers. Should you not behave appropriately, you may be removed from the lesson
- ensure that your mobile phone is switched off throughout and that you concentrate on the lesson fully, as you would in class
- never share personal or private information with anyone online
- access the required files for each lesson in advance and have any required materials to hand
- make sure you have all equipment such as power adaptors and headphones ready before the lesson begins
- use headphones where possible – this will ensure the best sound quality and give all participants privacy
- show respect for everyone in the online classroom – be friendly, supportive and productive

- dress appropriately for all classes, thinking about modesty and respect for others
- try to sit against a plain background and pay consideration to your camera angle and your personal privacy.
- remember that you do not have permission to screenshot, photograph or film any lessons or teachers. Doing so may result in further action being taken
- never share recordings or images of the class out with the class environment
- remember that only pupils should engage with live lessons – if parents or carers wish to communicate with teachers, they must do so via an official channel of communication such as the school office or [enquiries@ourlady.s.n-lanark.sch.uk](mailto:enquiries@ourlady.s.n-lanark.sch.uk)

## Issues with Home Learning

We are aware that home learning can be difficult for a variety of reasons, including access to technology, time, support, and space.

If you are experiencing any general problems with the work being set, please contact the school.

If you have an issue accessing appropriate IT equipment, please contact [enquiries@ourlady.s.n-lanark.sch.uk](mailto:enquiries@ourlady.s.n-lanark.sch.uk)