

# Children and Young People

## Our Teams

## Class Contract



To make sure things run smoothly and so that everyone can make the most of learning with Teams, please read and agree to this learning contract.

### When using Teams, I agree to:

- check in with the page regularly to stay up to date
- tag my teacher (e.g. @Miss Smith) in posts I need them to see, especially questions
- keep my posts and replies sensible and learning focused
- be respectful and kind in the words and emojis I use
- make sure my display picture is suitable, if I choose one

### When attending a Teams meeting, I will:

- be on time
- find an appropriate space in my home to log on
- dress appropriately
- make sure my device is charged or plugged in
- come prepared, making sure I have done what my teacher has asked for beforehand
- show respect for everyone in the online classroom and their time
- mute my microphone until my teacher invites me to talk
- use the 'hands up' button to show when I have something to say
- use the chat bar to contribute to the session
- not distract others with silly or disruptive behaviour
- under no circumstances screenshot or record the session

### I understand that:

- anyone distracting others with silly or disruptive behaviour will be removed from the session

Now, use Teams to let your teacher know you have read and understand these expectations.

