



“Subject: Live” sessions – Student Guidance

When engaging in live sessions with your teachers, it is important to remember that all interactions should still meet our expectations on behaviour and conduct.

As a member of the school, we continually expect students to get the BASICS right so here is some examples of how they now apply to the remote education environment:

B e on Time	<ul style="list-style-type: none">• Arrive on time for each “Subject: Live” ‘meet’ or assembly.• Refer to the instructions in ClassCharts for start times and durations.• Always allow a few minutes for your device to load or to trouble-shoot sound/camera issues.• Be sure to email your teacher in advance if you cannot attend.
A pppearance	<ul style="list-style-type: none">• Ensure that your device name is the full name that you are registered with at the school.• If this is not the case, staff will not admit you as they may think it is someone from outside of the school/organisation.• Once admitted to the ‘room’ activate your video to enable your teacher to complete a second identity check. Your teacher may then ask you to turn off your video or give you the choice of doing so.• You should ensure that you are dressed appropriately for online conversations, as you would in real life.• Find an appropriate room/space in your house to join the ‘meet’.• Please ensure that items in the background are appropriate to be seen – the use of blurred backgrounds are encouraged.
S tationery and Equipment	<ul style="list-style-type: none">• You will need access to an appropriate device with camera and microphone.• You should not use your phone or other devices during discussions with teachers unless asked to do so.• Students should not take screen shots, photos or recordings of the meetings under any circumstances.• Students should have access to a pen and paper/exercise books.
I nstructions	<ul style="list-style-type: none">• Follow all instructions ‘First Time, Every Time’• Normal expectations of behaviour and conduct apply at all times• Do not share joining instructions for Google meets/Zoom meetings with anyone else.
C ome Prepared to learn	<ul style="list-style-type: none">• Aim to make a contribution to each discussion, either by speaking, ‘raising your hand’ or by answers questions in the ‘chat’ feature.• Avoid use of the ‘Chat’ feature unless your teachers ask you to post questions/answers using it.• Students who are disruptive will be muted, or removed from the ‘meet’ if persistently disruptive.
S chool Values	<ul style="list-style-type: none">• Ambition• Pride• Happiness• Success <p>These values should guide your actions and your actions towards others at all times.</p>