



# Tetiquette...

**Etiquette for virtual lessons, when learning through TEAMS, your do's and don'ts.**

**1. Camera Off & Mics Muted:**

Ensure you have your camera turned off and your microphone muted.  
Your teacher will ask you to unmute if you are required to feedback during discussions.

**2. Chat Function:**

The chat function must only be used to communicate with the teacher.  
The teacher may ask you to respond through the chat function to ask and answer questions.  
You must not communicate with peers.

**3. Entering and Leaving the Lesson:**

The teacher must be the first to enter the lesson and the last to leave.  
The teacher has the right to remove you from the lesson if you are slow to leave the lesson when it ends.

**4. Be On Time:**

Make sure you arrive to your lesson on time.  
A register will be taken by your teacher every lesson.

**5. Complete all lesson activities:**

It is an expectation that you complete all relevant learning activities provided.  
These must be completed timely and to the best of your ability. These activities are set to support your learning.

**6. Be Organised:**

You must come prepared to each lesson with relevant equipment such as a pen and paper.  
Always store your work either paper based in an exercise book /folder/file or electronically on a computer.

**7. Be Polite:**

You must respect others and yourselves.  
You must be focused and present in all lessons, giving your full attention at all times.  
The teacher again has the right to remove you from the lesson if you are disrupting the learning of others.  
You must not use your phone in lesson time, unless to access the TEAMS app/to support your learning.