

## RULES FOR REMOTE LESSONS

This page explains how to keep you and others safe.

By joining a remote lesson you are agreeing to follow these rules.



### Identify yourself

When joining a lesson your teacher needs to verify it is you. Please therefore use your name as it appears on the register.

### Quiet please

Let others in your house know that you are having lesson, so they don't accidentally interrupt.



### Camera on

Join a lesson with video on so your teacher can identify you. Your teacher may ask you to turn it off. Make sure the camera is at eye level.

### Appropriate clothing

All participants should be fully dressed wearing clothes appropriate for school. These should not display anything offensive or inappropriate.



### Courtesy muting

Join a lesson with audio muted to assist with sound quality. If you wish to speak let your teacher know by "raising your hand" then unmute when asked to do so.

### Location and background

Make sure you sit in a well-lit room. This should not be a bedroom. Check to make sure that nothing private is visible behind you. Think about having a solid wall behind you.



### Parent/carer supervision

Dependent on age we may ask your parent or carer to say 'Hi' so we know who is supervising you.

### No recording

No part of the meeting should be recorded, or screenshots taken by students. It will be recorded by the teacher.



### Settings

Students should only use the settings needed for the purposes of the meeting as setup by the teacher.

### Talk and act carefully

We must be very careful with the words that we speak and the things we do online. Follow the school's behaviour policy. Behave with kindness and always try your best.



**Make sure you join lessons early - once the lesson is locked you will be unable to join.**

## JOINING A REMOTE LESSON

These pages explain how to join a remote lesson using Zoom.

### Getting set up



- a) To join a 'live' lesson via Zoom you will need a device which:
- has an internet connection
  - has a camera and microphone so your teacher can see and hear you



- b) **You do not need a Zoom account to join a live lesson.** You may find it is useful to have the application installed on your device. Go to <https://zoom.us/download> or download from the relevant app store for your device. You can also join within your web browser.



- c) If you or another member of your family uses a Zoom account on the device you are using please ensure you **sign out** of the account to ensure your teacher is able to recognise you when you join the live lesson.

### Joining the lesson

You must logon to the lesson early to give yourself time to follow the joining instructions. Once the lesson has begun the teacher will 'lock' the lesson and you will be unable to join.



- d) For each lesson your teacher will provide a Zoom meeting invitation by email and within your class Team:

**Test team** Go to the relevant channel on the left hand side (e.g. General) and click on **Posts** along the top

General

MM **General** Posts



- e) Click on the link within the meeting invitation. The meeting should open within the Zoom app (or otherwise in your web browser).

**Please wait for the host to start this meeting.** If your teacher has not yet started the lesson you will receive a message asking you to wait.

Once the teacher has started the lesson you will be asked to enter your name. **It is essential that you type your full name as is used on the register so your teacher recognises you.**

*This will not appear if you are logged into an account but if the account name is not recognised by your teacher you may not be let into the lesson.*

Enter your name

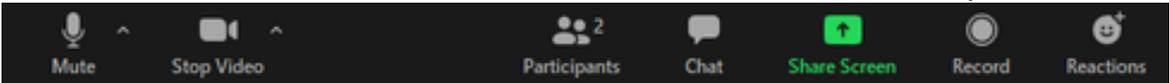
- f) You will see a preview of your video so you can check that you are following the rules for location, background and clothing. Select **Join with video** so your teacher can identify you.

- g) If you have arrived in time you will initially be placed in a waiting room. Please wait, the meeting host will let you in soon. Your teacher will let you in once they have verified your name. **If you have arrived late you will receive a message indicating the lesson is locked.**
- h) Once your teacher lets you into the lesson you will receive two messages:
- 1 - A notice to indicate that the lesson/meeting is being recorded by the teacher. You must click **Continue** to enter the lesson.
  - 2 – A notice about the audio settings to enable you to hear the lesson. You must choose **Call using internet audio** or **Continue with computer audio**

More information is available at <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

### During the lesson

Once in the lesson you can access particular controls, though some will be disabled by your teacher.

<b>Windows and web</b>	<p>On a Windows device or browser the controls are found at the bottom of your screen</p> 
<b>iOS and Android</b>	<p>On an iPad the controls are found at the top, or on an iPhone at the bottom of the screen</p> 

- **Mute/Unmute:** Mute and unmute your microphone. Your teacher can mute everyone and may ask you to unmute. Click the ^ arrow next to the icon to change the microphone and speaker that Zoom is using.
- **Start Video / Stop Video:** Turns your camera on or off. Your teacher can stop your video and may ask you to turn your video back on. Click the ^ arrow next to the icon to change cameras and access other video settings.
- **Participants:** See who's currently in the meeting. This window also gives you the ability to raise your hand (and lower it again) either by clicking on your own name, or using an option in the bottom corner.
- **Chat:** Access the chat window. This can be turned on/off by your teacher.
- **More:** Available on some devices to access other options such as Raise Hand, Chat, Meeting Settings.

There are two main views available when your teacher is not sharing their screen:

- **Speaker view** displays a large video screen of the person who is currently speaking
- **Gallery view** displays thumbnails of the participants in a grid

To switch between them:

On a Windows or Mac machine click <b>view</b> in the top-right and select <b>Speaker</b> or <b>Gallery</b> .	On an iPad tap your screen so the controls appear and then tap <b>Switch to...</b> in the upper-left.	On iPhone or Android swipe left or right to move between the two different views.
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When your teacher shares their screen this will replace the large display.

 At the end of the lesson your teacher is likely to end the lesson for everyone. If you need to leave before this point click the red **Leave** button located in one corner of your screen.