



## QUEEN'S PARK HIGH SCHOOL

### Guidelines for Lesson Livestreaming/Distance Learning

These guidelines and tips will help you make the most of your lessons and learning online. Learning via EduLink One and Microsoft Teams can be a fun and an interesting way to learn if you follow these simple rules:

#### Prepared

- Make sure you check EduLink One at the start of each lesson to see the work your teacher has set for you. Lessons start at the normal time for your timetable in school.
- Ensure that you can log into Microsoft Teams and have downloaded Microsoft office onto your device following the guides on the school website.

#### Engaged

- You can join in Microsoft Teams lessons using audio, video or written conversations via chat. You can use these tools to get involved in lessons and ask for help if you get stuck.
- If you can think of a good way to use Teams or EduLink One to make lessons more interesting, suggest it to your teacher! We might be able to introduce new features and apps for you to use.

#### Respectful

- Ensure you have a safe and appropriate place to learn. Remember that if you are on camera other people in your class can see you, so blur backgrounds and ensure you are appropriately dressed for learning.
- Everything on the system is logged and monitored, we can see all messages on Microsoft Teams, EduLink One and School Email, so don't write anything on there that you wouldn't want a teacher to see.

You can also follow Mr Parkers' useful tiles below for learning online:



Just like in the classroom, it is rude to talk at the same time as your teacher.



Keep your microphone on mute unless I ask you to turn it on to ask or answer a question.



If you are given permission to speak, turn on your microphone to speak but remember to turn it off again once you have finished.



You can turn the camera on if you want to, but .....



Please don't be silly with it. You are in lesson, so behave in a nice way.



If you don't want to be seen that's fine. Keep it turned off



You can use the chat feature to make relevant comments or to ask questions.



If you do have a comment/question, please ask it properly and not in leetspeak. There's a good chance your teacher is too old to understand!



Emoji's are ok, just don't overdo it.



Your teacher will look at the chat feature at various points in the lesson and try to answer any questions you might have.

Remember that if you are ever in doubt with anything, please contact your subject teacher or tutor so that they can help you.

ICT problems can be reported via [ICTSupport@gphs.co.uk](mailto:ICTSupport@gphs.co.uk)