

# Teacher Protocol for running a TEAMs lesson

## When conducting a TEAMs lesson, teachers must;

- **use Microsoft TEAMs** through your Collingwood College account
- Make sure that if you use a **profile picture** it is an appropriate image of yourself, and do not share on the platform any personal information about yourself e.g. personal telephone number, email accounts, Facebook and other social media links.
- **Only use the students' College email account**, to deliver lessons.
- Change **meeting settings** for **"Who can present?"** to **"Only me."**
- **Test your set-up before you go live:** are the camera and microphone working properly? Is the camera in the correct position for optimum teaching? Make sure you are working against a neutral and non-distracting background.
- **Be business-like when giving lessons:** always present yourself as professionally as you would if you were giving a face-to-face lesson in terms of your manner. Be conscious of dress without needing to be over formal and remember that although social media applications can encourage informality, you need to observe your usual high professional standards at times.
- Must remind students of the **correct code of conduct at the start of each lesson**
- Adhere to the **ICT Acceptable User Agreement**.