

Pioneer Online Expectations for MS Teams Tutor Times

In order to ensure all pupils can engage with their peers and teachers in a safe and positive manner, Ark Pioneer pupils are expected to follow the expectations below when taking part in Tutor Times.

1. Video turned on.

You are online to communicate with your teachers and your peers. We want to be able to see and speak to you and to know that you are engaged and listening to the conversation politely and respectfully.

To do this, please remember the following:

- Be in a calm, quiet space
- Dress smartly (we don't want to see you in your pajamas)
- Do not have things on or near you that will be a distraction (e.g. phone)
- This is a professional meeting so be mindful of your facial expression and body language

2. Microphone turned off.

Any noises will be distracting. When you are asked to speak by your teacher, you can turn your microphone on, before turning it off again when you have finished. When asked, speak loudly and politely.

3. Do not post in the chat.

Your teacher will let you know when it is appropriate to ask any questions. Do not post any text or images into the chat. You must not use the chat function to have conversations with your friends. Just as when you are in school, we expect you to listen to the teacher and to follow their instructions.

4. Only use professional profile images.

MS Teams is a professional platform. Therefore, you should only upload an image to your profile if you have a professional image (I.e. your face against a neutral background). It is not appropriate to have any other kind of image for a professional context.

All MS Teams Tutor Times will be recorded for the safety of everyone involved.