

## KSHS Behaviour Protocols: Microsoft Teams

All *virtual* areas attached to Kenmore State High School (including Microsoft Teams) are learning and teaching environments. We consider the Responsible Behaviour Plan to be an opportunity for valuable social learning as well as a means of maximising the success of student learning programs. It applies to our interactions in our online platforms.

Our school community has identified the following values that underpin the development of high standards of responsible behaviour:

- Excellence We are committed to personal excellence.
- Learning Everything we do is focussed on discovering, growing and improving.
- Integrity We act with respect, dignity and fairness, demonstrating trustworthiness and responsibility.
- Belonging Each person has the opportunity and support to succeed as a member of a just and equitable community.
- Partnerships We create a network of local, regional and international support to build a strong sense of community.

Our provision of an interactive, online environment is for the benefit of students. Primarily we value and want to sustain the ongoing connections between students and teachers.

### Expectations in the Teams Platform

- Respect Behaviour that respects people, the learning and the platform.
- Safety Behaviour that promotes safety, care and consideration for others at all times.
- Involvement Interact, be prepared to contribute and ask questions.
- Belonging Engage with others positively at all times (with your teacher and your peers).

### Areas of the Student Responsible Behaviour Plan connected to the Microsoft Teams Platform

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|--|---|---|
| <b>Classroom</b> <ul style="list-style-type: none"> <li>• Non-completion of work</li> <li>• Non-compliance with instructions</li> <li>• Disrupting the learning of others</li> </ul> | <b>Electronic Devices</b> <ul style="list-style-type: none"> <li>• Recording or photographing without permission</li> <li>• Inappropriate email or digital communication (e.g. offensive language/images)</li> <li>• Student Safety School Community (Including Social Media)</li> <li>• Visiting inappropriate internet sites / uploading or downloading inappropriate material whilst at school and/ or using a school computer or while connected to the school network e.g. pornography</li> <li>• Uploading inappropriate files, installing games, installing alternative operating systems</li> </ul> |   |
| <b>Interactions with others</b> <ul style="list-style-type: none"> <li>• Bullying/Threats/ Harassment – including verbal, physical, sexual, racial, cyberbullying</li> </ul>         | <b>Personal Conduct</b> <ul style="list-style-type: none"> <li>• Inappropriate or offensive language (incidental, deliberate, or persistent)</li> </ul>   | <b>School Community (including Social Media)</b> <ul style="list-style-type: none"> <li>• Placing/publishing/sharing inappropriate or abusive material about staff or KSHS</li> </ul> |

### Expected Behaviour Responses of Teachers when in Microsoft Teams

|  |   |
|--|---|
| State <b>Expectations &amp; Reinforce</b> when students are doing the right thing. | Be clear about expectations<br>I.e. Mute students upon entry and remind students <ul style="list-style-type: none"> <li>- the sessions are recorded</li> <li>- Appropriate social media behaviours are expected in this platform (no swearing, no rude comments, no inappropriate material)</li> <li>- do not disrupt or interfere with the presenter's materials or presentation</li> <li>-</li> </ul> |
| Provide Student Warning – <b>Redirect</b> to desired behaviours                    | Verbal and/or chat box – redirection to desired behaviour   |
| Virtual Restrictions – <b>Follow Through</b>                                       | Mute student – cannot speak to teacher or other students in the room<br>Turn off student video  |
| Virtual Exclusion – <b>Follow Through</b>  | Remove student from classroom<br>Restate Expectation upon re-entry<br>Remove student for second time and final time – email sent to HOD and parents re behaviour concerns   |
| Removal from online tutorials – <b>Follow Through</b>                              | Removal from Class Team for one week<br>Removal from platform for designated timeframe – email sent to parents & referral to HOY  |