

SPRING-FORD AREA SCHOOL DISTRICT

Online Learning Guidelines for Students

Guidelines for Using Microsoft Teams for Classroom Meetings



DRESS APPROPRIATELY

We all love our athleisure clothes, but please be mindful of the standard Spring-Ford dress code:

- Tops may not be "low cut" or exposing
- Undergarments should not be exposed in any way
- No tanks, muscle shirts, spaghetti straps, see-through or crop tops, etc.
- Pants, shorts, skirts must be secured and worn no lower than the hip
- Boxer shorts worn as outerwear are not permitted
- Clothing is not permitted that has suggestive writing/pictures, advocate violence, advertise or promote the use of tobacco, alcohol or drugs

Please see Spring-Ford Area School District Board Policy 221 for more details.



CHECK YOUR BACKGROUND

Use the Teams background settings to blur your background. This protects your privacy, and keeps others from getting distracted by things behind you.



USE HEADPHONES

Headphones are your friends! Headphones can block out background noise, such as siblings, parents, the dog, etc. If you need to speak during your Team session and are using headphones make sure they have a microphone, otherwise you'll need to use your computer audio.



ACT APPROPRIATELY

You might be in your living room, but you're still in school!

- Just like in the classroom, wait to be called on so you aren't talking over a classmate.
- Just like in the classroom, the beeping and buzzing from your devices can distract your classmates so please silence your notifications.
- Just like in the classroom, no side comments! Your Team session should be used for relevant thoughts and questions.
- Just like in the classroom, if you wouldn't do it in front of your principal, parents, or grandparents, don't do it in front of your peers online!



SMILE, YOU'RE ON CAMERA!

Your Teams session will be recorded and shared in your Google Classroom!