



# CCHS Live Lesson Instructions and Code of Conduct

To make home learning lessons more interactive we are providing students with one 'Live Lesson' via Google Meet, alongside the other work and recorded lessons set on ClassCharts. The information below explains how to access these and our expectations of you during your 'Live Lessons'.

All details for your 'Live Lessons' will be posted on ClassCharts and on your Google classroom and lessons will also be recorded and available within the Google classroom for that subject so that you can watch again later.

## CCHS 'Live Lessons' Code of Conduct and instructions:

For remote learning to work effectively for all involved the following expectations are really important:

- Be on time for all lessons.
- Complete all work set by deadlines and ask for support if needed.
- Use your school Google account for all remote learning.
- Do not share meeting links with anyone.
- Do not record lessons or take screenshots. Lessons will be recorded for you and available for 48 hours from upload.
- Do not use video
- Do not use audio or chat without your teacher's permission.
- Always communicate with others in an appropriate and polite way.
- Follow our school '[Acceptable Internet Use](#)' at all times.
- Parents and carers with questions or concerns should not join live remote lessons.
- For questions about remote learning or technical questions, please email: [admin@cchs.school](mailto:admin@cchs.school)  
Include the nature of your enquiry in the email subject to allow it to be dealt with as promptly as possible.

Expectations for behaviour whilst taking part in these lessons will be high. If you do not meet those expectations, you will be removed from the lesson (removed from the meet) and only able to access the recorded version.

The teacher will be leading the 'Live Lesson' and it will be their decision regarding any behaviour issues. Please note a second teacher is often present in your live lesson to monitor student interaction and behaviour.

**In the unlikely event that only one student accesses the live lesson, the teacher has the right to cancel the 'Live Lesson' should they decide it appropriate and provide you with alternative work.**

## Examples of failing to reach those expectations would include:

- Not keeping your microphone switched off when asked to do so
- Inappropriate comments if enabled to talk using your microphone and within the chat
- Attempting to join the lesson using an account other than your school account
- Attempting to present onscreen during the lesson

If at any point during the Live Lesson a student fails to reach these expectations, they will be removed from the session and the recording of the lesson will not be available for the rest of the class. Your access to future Live Lessons will also be removed by the school.

## How to reach the 'Live Lesson'

### 1. You can only access your lesson **using your school Google Account login**

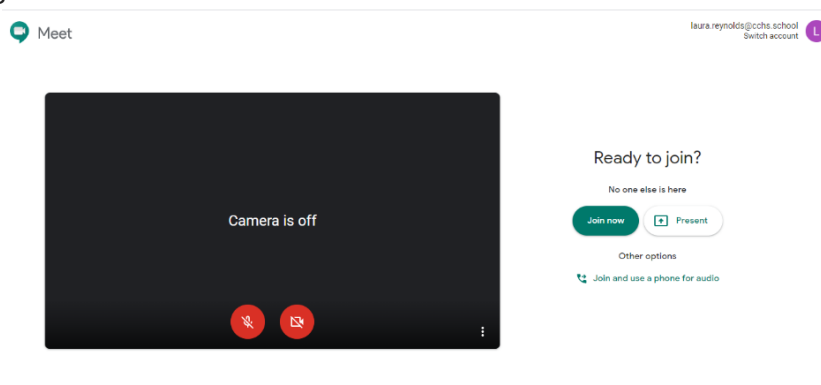
(this consists of your usual computer log in plus the '@cchs.school' extension. Eg. YYsurnamefirstinitial@cchs.school - where the YY is the year that you joined CCHS in Year 7)

If you try to use an external account, you will not be allowed to enter the lesson. You will be given a meeting invite code and a time for the Google Meet where the 'Live Lesson' will take place. This will appear on your Google Classroom page for that subject and in ClassCharts.

It will look like this:

To join the video meeting, click this link: <https://meet.google.com/dea-aczi-jdo>  
Otherwise, to join by phone, dial +1 507-690-2125 and enter this PIN: 818 307 725#

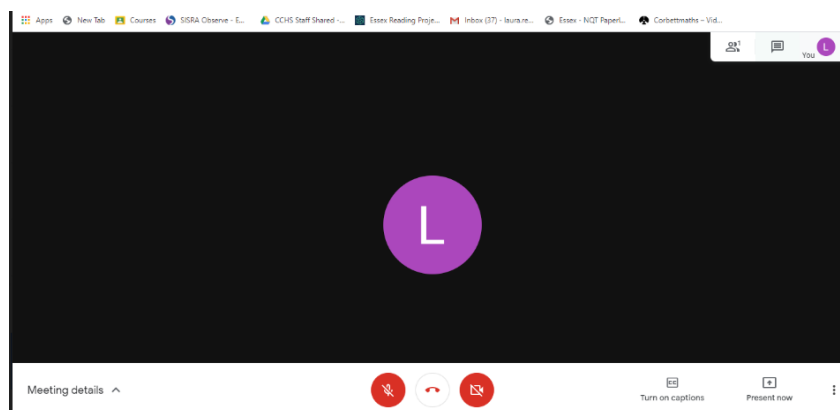
### 2. When the meeting is about to start, click on the invite code or copy the link into your browser bar. You will get to a screen like this:



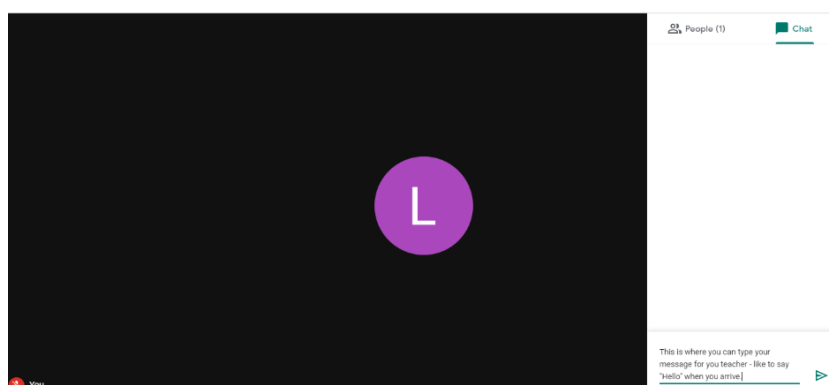
### 3. Before joining the meeting please turn off your microphone

### 4. Click on 'Join now'

### 5. You should now be in the 'Live Lesson' meeting.



### 6. Click on the 'chat' icon and write a message of 'Hello' to your teacher so they know you have arrived at the meeting



7. When the lesson is about to start, your teacher will check in with the class to make sure you can see the presentation and hear them. If you have any questions, or cannot see / hear what's happening, write a message in the chat box so they can help you. At some points in the lesson you might be asked if you want to answer questions or discuss an idea. You will be invited by the host teacher to turn on your microphone if you want to offer an answer or discussion point. If you do not want to answer using the microphone you can leave it turned off.
8. During the lesson you might be asked to complete a quiz or a worksheet. All worksheets will be in your normal google classroom for that lesson - having the classroom open on a tab would be useful. If you are going to do a quiz, you may have already been sent the link or your teacher will tell you what to do at the start of the lesson.
9. At the end of the lesson you can leave the meeting by closing the tab on your browser or by clicking on the telephone icon at the bottom of the screen.