

1. SHARING, RECORDING AND EXPECTED BEHAVIOURS

Remote learning will often involve sharing materials between participants, and often the session will be recorded by the teacher to enable others to review the lesson later. There is no excuse for lack of etiquette, manners, allowing plagiarism, or illegal activity, just because learning is occurring remotely.

As students and staff interact online, the normal respect and etiquette is expected. Failure to meet these expectations will result in normal behavior management processes being applied:

1. Student attendance will be run as per normal (without any valid reason, will be counted as “absence” and will affect attendance regulation). If student experience internet connection trouble and causing them failed to join the class, student is expected to send the proof (screenshot) to the teacher.
2. All participants will respect everyone else’s privacy and security.
3. Only a teacher is permitted to record a remote learning session.
4. Students will respect others' rights to learn by not disrupting the session. Examples of disruption include:
 - a. Taking control of applications (apps), resources or video when not asked;
 - b. Removing other people’s work, comments or content from shared collaborative spaces and/or activities; and
 - c. Inappropriate comments, or noise during a remote learning lesson.
5. Chat and discussion boards will be used for on topic, lesson-based discussions. No person will post inappropriate images, text or other content in the chat or discussion boards.
6. Students will keep their microphone on mute as directed by the teacher unless they are contributing to the discussion or asking a question.
7. Students will not share images, video or text for a live-stream or video to others outside the class.
8. All participants in remote learning are reminded that all content posted by participants or provided during remote learning can be viewed by the School’s IT department and teachers.
9. If student experiencing technical problem during online learning, please report to the academic team and or to the IT department team.

2. REQUIREMENTS FOR STUDENTS

Preparation for synchronous remote learning is important. Students are expected to ensure that they set up at least ten (10) minutes before the session.

Some important considerations:

1. Ensure that you are dressed appropriately
 - i. Polo shirt
 - ii. Smart-casual attire
 - iii. Pants or shorts
2. Choose a public location
 - i. No live remote learning is to occur in bed (laying on the bed)
 - ii. Choose a plain background
 - A blank wall behind is perfect
 - Consider taking down photos and paintings, and the like
 - Make sure lights do not cause discomfort
3. Video needs to be optimized
 - i. Camera should be turn on, for the first 15 minutes when the class begin.
 - ii. Know how to turn webcam off and on (presenting project, asking question, or during discussion)
 - iii. Only use video when you need to turn off to maximize bandwidth when not needed
4. Audio needs to be clear
 - i. Choose a quiet room
 - ii. Use a headset with microphone or dedicated microphone if possible
 - iii. Know how to mute and unmute microphone
 - iv. Mute microphone when not teaching/learning
5. Test your video and audio
 - i. Restart your computer if something is not working, ensuring everything is plugged in and running well when you restart.
6. Have a plan for others in the vicinity.
 - i. Make sure all people in your vicinity (e.g. your house) know when you are engaging in

remote learning and what they can and cannot do.

- ii. Make sure they know how to keep the noise to a minimum.
- iii. Pets should be kept away from the lesson.

7. Look after yourself

- i. Alternate between standing and sitting
- ii. Take regular breaks
- iii. Have a water bottle nearby
- iv. Regularly mute and turn off the webcam to take care of personal dealings
- v. If you need a bathroom break, excuse yourself without going into detail and turn off audio and video
- vi. Use the normal school timetable to guide your day