

GUIDELINES FOR PROPER CONDUCT DURING AN ONLINE CLASS

1. Normal classroom behaviour is expected in regards to:

- Language
- Attentiveness
- Conduct



2. Please wear appropriate daytime clothing.



3. Online sessions will be scheduled with at least 24-hour notice via email and/or Connect. It is your responsibility to keep up to date with communications.

4. Be logged in and ready to go by the scheduled start time.



5. If you are unable to attend a scheduled online class, please inform the class teacher as soon as possible.

6. Please do not record or take images of the screen during lessons as this is a breach of privacy.



7. Remove all distractions and focus on the lesson.



8. The class teacher will turn your cameras and microphones off or on as appropriate. You may request to have the teacher's camera turned off.

9. Ideally, position your device with a wall behind you so nothing private or others walking past are visible.



10. If you are using a laptop you will be able to hear the lesson via the inbuilt speakers and talk via the inbuilt mic.



11. If you are using a desktop computer, you will need a headset with a microphone to be able to hear or speak during the Webex session. Any type of headset/mic should work but a USB headset/mic will work best.

12. Everyone, including your teachers are new to this. We will have to be patient with each other. Do not stress out. We can always find a solution if the technology does not work at times.

