CHRIST CHURCH FOUNDATION SCHOOL

Guidelines for Distance Learning via Google Suite and Any Other Online Media Including but not Limited to Email, WhatsApp and Skype

General Guidelines and Rules

1.   The rules which guide the face-to-face classroom session are still required in the online environment. Mutual respect is expected of all participants in the on line environment.

2.   When communicating online, you should always treat your teacher and classmates with   respect in email or any other communication. Always use your teachers' proper title (Dr, Mr, Mrs, Miss, Sir or Ma'am).

3.   Use clear and concise language, no slang terms.

4.   Be cautious when using humour or sarcasm as tone is sometimes lost in an email or other   online text.

5.   Teachers shall inform students, via email or post in the Google Classroom, of any cancelled or rescheduled classes.

6.   The Principal via a formal suspension note on recommendation may bar a student who has misconducted him or herself, for a period of up to two weeks from ALL online sessions. This suspension will form part of the student's permanent record.

7.   Communications by a student to a teacher deemed to be in contravention of the Computer Misuse Act shall be forwarded to the police for action in addition to any sanctions handed down by the school.

8.   Persistent misbehaviour of a student will trigger a meeting of a special disciplinary committee to consider his or her future participation in the school's Distance Learning Programme.

9.   These guidelines are subject to revision where necessary.

Guidelines and Rules for Online Teaching and Learning

1.   Only students of the **Christ Church Foundation School** should participate in the online sessions.

2.   Students should use the email addresses provided by the school to access online content provided by the school.

3.   Students should be dressed appropriately, no revealing outfits, for online classes.

4.   Teachers shall join the meeting before students, ten minutes prior to the start will be the accepted norm.

5.   Online participants should attempt to keep all background noises to a minimum.

6.   Students should sign into the online session at least five minutes early. This would allow them to check their settings and notify the teacher of any technical issues.

7.   On entering the online session, students should turn off the microphone and the web camera. This reduces the internet bandwidth during the session allowing for a better experience for all, as well as reduces any unnecessary distractions.

8.   Once the class has started, students should be present for the duration of the lesson. However, if a student needs to leave, permission should be sought from the teacher.

9.   The teacher determines if students are allowed to turn on the web camera.

10.   Students should only unmute the microphone if they are allowed to do so by the teacher.

11.   Guided by the teacher, students can utilize the chat if they have any questions.

12.   Students should not share their screen unless instructed by the teacher to do so.

13.   Students should be attentive during the online class.

14.   Before leaving the online session, the teacher should ensure that all students have exited.

15.   There is to be NO recording of the online session by students or by parents WITHOUT the expressed PERMISSION of the teacher.

16.   The teacher has the right during any session to remove students who have been found to conduct themselves in an inappropriate manner.

Google Classroom Guidelines

1.   The teacher determines who can post or comment in the stream. Students should not use offensive language if they are permitted to post or comment in the stream.

2.   Students should periodically check the classroom for new posts from their teachers.

3.   Students should submit assignments on time.

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