

ONLINE LEARNING

Tips for students and their parents to experience the best learning experience online

IMPORTANT CONSIDERATIONS



A zero tolerance code applies to:

- negative comments or spamming chats;
- audio or video recording the lesson;
- taking screen-shots of your class-mates and teachers.

These are unacceptable online behaviours and your school will take action if any such incidents happen.

Speak up about anything that concerns you



If you are experiencing inappropriate online behavior such as cyber bullying, or any other form of bullying or anything that is disrespectful or makes you feel uncomfortable, speak up about it to your parents or guardians and to the Head of school or assistant head in charge of such matters or the designated safeguarding officer (DSO). Refer to the document [Safeguarding Children in Schools \(2019\)](#).

Follow the following rules



- One to one sessions with teacher/LSE require special permission from the Head of school and can only take place in the presence of parent/guardian.
- Return the consent form online learning to your school.
- Before sharing a teacher's notes with friends outside your class, you need your teacher's permission.

PREPARING FOR ONLINE LEARNING

Be aware of the school communication channels



- Check your school management system and your school email account regularly, especially during school days.
- Create a calendar to know when your online lessons are. You can use the calendar on your mobile phone to remind you.

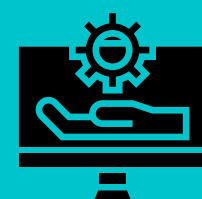
BEFORE ATTENDING AN ONLINE LIVE LESSON

Follow the following guidelines



- Online learning ideally takes place in a quiet location of your house. When this is not possible, do not worry use features of the platform that allow this –like muting mic, adjusting the background, removing video.
- Where possible choose a location with the best Wi-Fi coverage.

Prepare your technology and other resources



- Make sure that you know how to join the meeting and whether you need a code or link to login. Do not share this code or link with anyone. Use a sensible username.
- Prepare the books, worksheets and writing materials that you will be needing for the lesson as you would have done before an actual classroom lesson.
- Prepare a notebook for you to take short notes.

Just before the video live lesson starts



- Have a healthy breakfast, wear appropriate clothes, make sure you are comfortable and go to the bathroom.
- Be ready for the lesson ten minutes before. Prepare your headphones and test your microphone. Check your camera.
- Keep distractions to a minimum. Turn off social media and messaging platforms. Try to give your full attention. If there is a disruption or emergency at home, stop, disable the video and mute yourself. Then come back and resume the lesson.

DURING AN ONLINE LIVE LESSON

Show respect and follow your teacher's rules



- Follow the same rules that your teacher would have given you in the classroom for these online sessions.
- Mute your microphone at the beginning of the lesson until the teacher asks you to talk.
- If you have a question, write it on a piece of paper and wait for question time. A chat feature may be available so you can use this to ask your questions.
- It is suggested that you open your microphone only when you need to say something as this will eliminate any background noise and this will help increase the success on the online lesson.
- Only make use of the chat within lesson hours and keep the chat to ask questions on school related matters.

Follow-up



- Remember that mistakes are a part of learning!
- Follow up your teacher's feedback on your assignments, as this will help you learn more.
- Enjoy learning!

