

## Student and Parent Code of Conduct

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# British Council learning hub virtual classes



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## Virtual lessons

Students' learning experience may take place via a virtual classroom. Virtual lessons are designed to help students build confidence, practise speaking, develop skills and provide the same progress as regular classes.

## Code of Conduct for Virtual classes

Students who attend virtual classes must be responsible for their behaviour and follow the same policy as for face-to-face classes. This includes adhering to the British Council's zero tolerance stance on bullying.

In addition to these expectations, we ask that students follow these rules.

## Positive Behaviour

Everyone attending virtual classes must show respect to others. We ask that all students make every effort to:

- Be friendly
- Be inclusive – welcome others to join in activities
- Get involved - try the activities their teacher asks them to participate in
- Listen and follow the teacher's instructions
- Listen to others and give them an opportunity to speak
- Make sure they are the only person on their camera
- Ask for help from their teacher or tell a trusted adult if they are unhappy
- Keep their camera on at all times.

## Other necessary actions

- Students must set up their zoom account so that it appears as to be full first name and initial of family name (eg, Juan R or Kim Y). Participants with a name that does not match the class register will not be allowed in the classroom.

## Prohibited Behaviour

The following behaviour is NOT allowed.

- Bullying
- Deliberate disobedience
- Discrimination

- Use of offensive words in any language
- Use of telephones during lesson time
- Using software or tools to create a disruption to the calls
- Sharing materials that may be deemed offensive.
- Recording of virtual classes
- Allowing other people apart from the student to be visible on the camera
- Allow other people apart from the students to contact other learners in the virtual classroom

Failure to abide by the above rules may lead to exclusion or suspension of the student responsible.

## Guidance for setting up virtual classes.

### Get ready!



#### Be seen and heard

In virtual lessons students need to have a camera in order to participate fully. If you have ever used Skype, FaceTime or any other video calling app, the experience is very similar. Ear/headphones with a built-in microphone are also needed to speak to the teachers and other students throughout the class.



Test your video and mic before the lesson if you are not sure they work.



#### Be in a quiet place


The great advantage of virtual lessons is that you can choose where to study. For the best experience, however, find a place where other people will not interrupt and where noise is not a problem. Being interrupted and constantly on the move can result in a poor learning experience.



Use a desktop/laptop computer rather than phone or tablet.



#### Be properly connected



You are going to need a stable internet connection. A poor connection will mean students may find it hard to hear or see each other and the teacher. This can be frustrating for everyone.

- I understand that during the lesson provided by the teaching centre, my child's use of the platform and forums can be monitored.
- I understand that I do not have permission to use, in any way possible, information from students or staff, images and / or video recordings. I understand this rule is necessary to be compliant with privacy and copyright requirements.

By ticking this box, my child and I agree to follow these rules.