BRITISH COUNCIL

Student and Parent Guide

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Online Classroom

English courses for Primary and Secondary students

Online Lessons

At the British Council we take the safety, well-being and protection of children and adolescents very seriously, both in our classrooms and when delivering online classes.

Please read this document and the Child Protection Policy, the Code of Conduct, the Acceptable Use Policy of ICT and our Anti-bullying Policy.

If you have any questions, or if you observe any action that seems inappropriate by an adult or another child, please contact us at the following email: info.lk@britishcouncil.org (attention: Tissa Rajaguru).

Online lessons are designed to cover the same skills and provide the same progress as lessons in our classrooms at our Centres. They also involve elements of guided learning, in addition to the one hour lesson with the teacher, to ensure a fully rounded learning experience.

Get ready

Be seen and be heard

In online 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 online lessons is that you can choose where to study. For the best experience, 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.
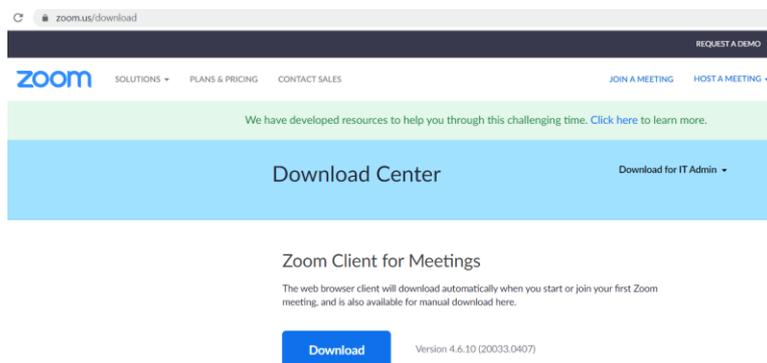
Get online
Step one

Open Chrome browser
This is the best browser to use with the platform, other browsers may not work.

You need to install the 'Zoom' application. Download: https://zoom.us/download
You do not need to sign up for an account. You should only need to do this once.

Step two

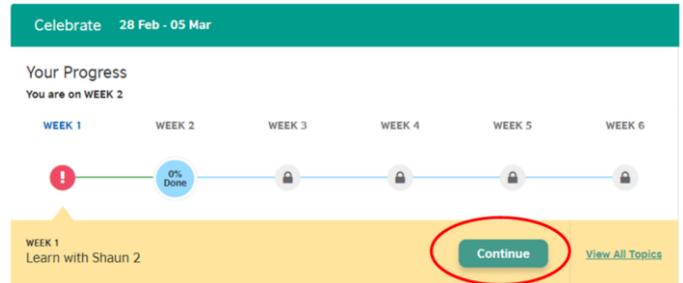**Open https://englishonlinelearn.britishcouncil.org**

and use your email address and password we have emailed to you to log on.
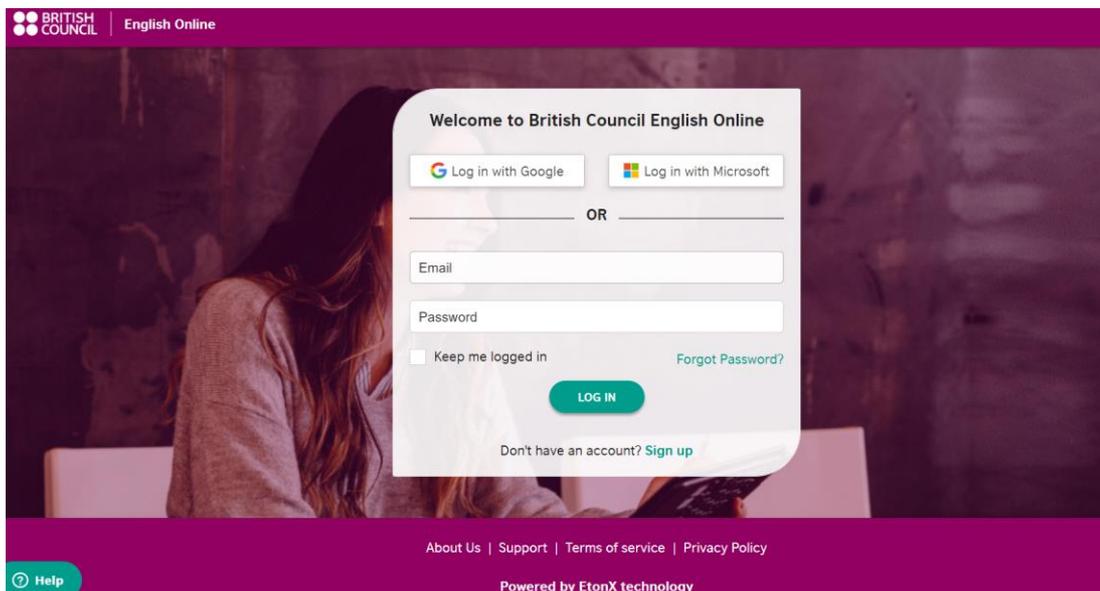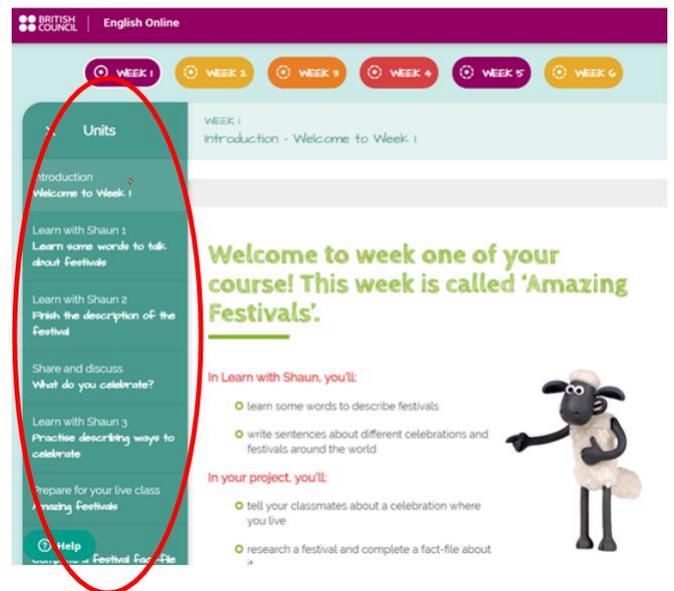
Step three

Click on the **Continue** button

Step four

Access guided learning activities

Click 'Validate' to see instant scores. Click on 'reattempt' to repeat the activity.

Step five

Join your virtual class
Go to your class by clicking the 'join' button.

The 'join' button will be active 5 minutes before your lesson with the teacher starts.

Click '**Open Zoom**' to launch the application

Please wait for the host to start this meeting.

Step six

When it prompts for your name, enter the same as the name you used for your child's registration at the British Council.
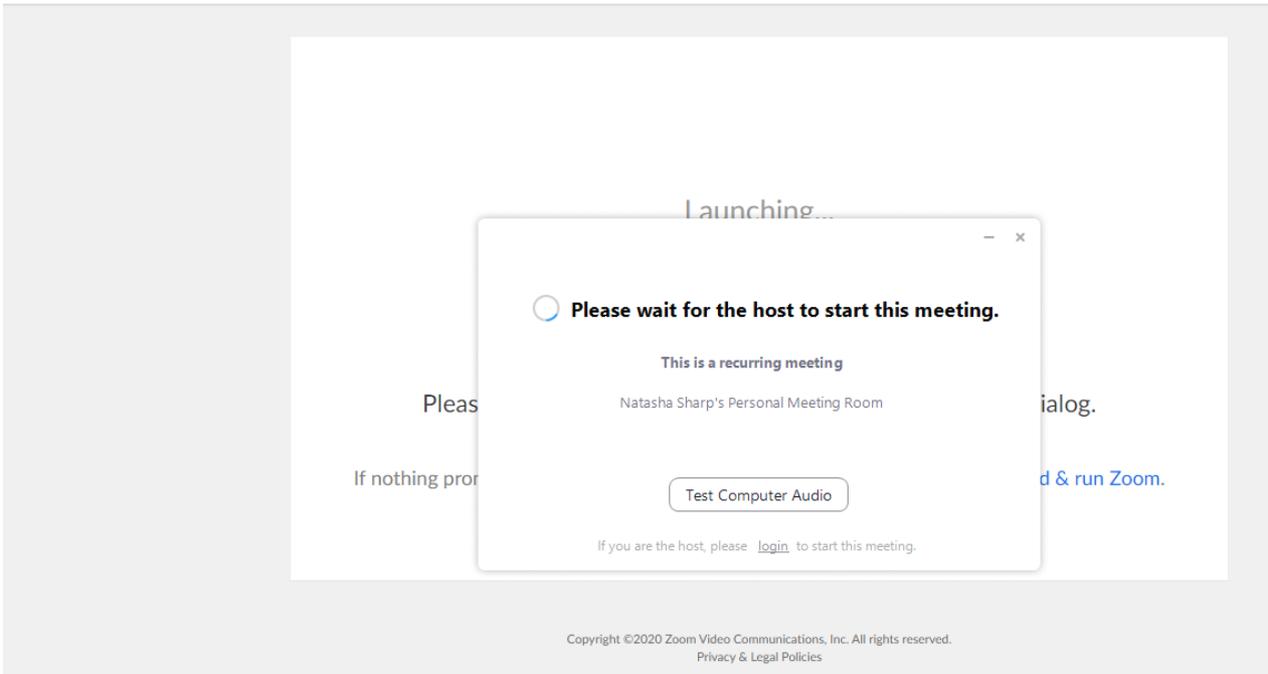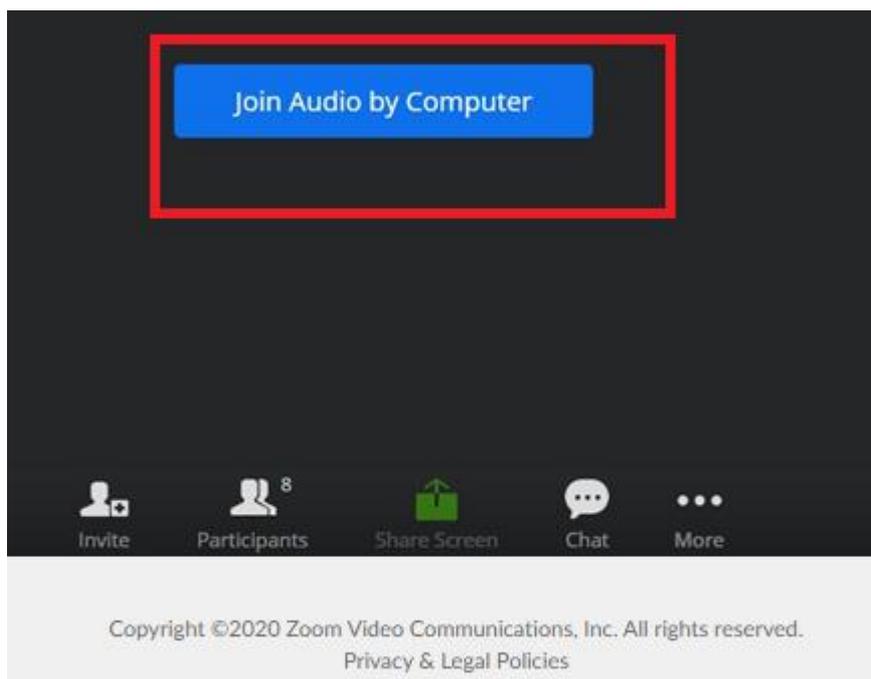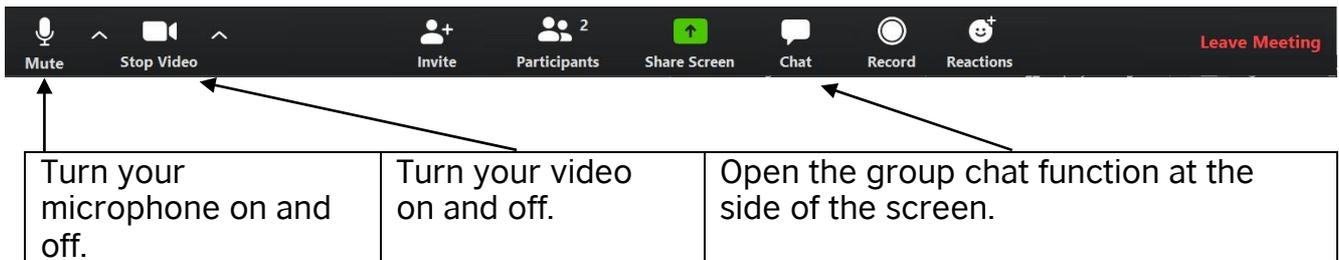

6.1 Click 'Join Audio by Computer' button to enter the virtual class

When you enter the online class, your child will be put in a 'waiting room'. Please make sure that the teacher can identify your child by their first name and initial of their second name. If a teacher cannot recognise your child, they may not allow them to enter. This is to make sure that the virtual class is safe for all students.

6.2   When you are in the online classroom, you will see the controls at the bottom of the screen

Turn your microphone on and off.	Turn your video on and off.	Open the group chat function at the side of the screen.

6.3   The teacher may ask you to join a Breakout Room during the lesson so you can work with a partner or in groups. If you see the prompt below, click 'Join'.
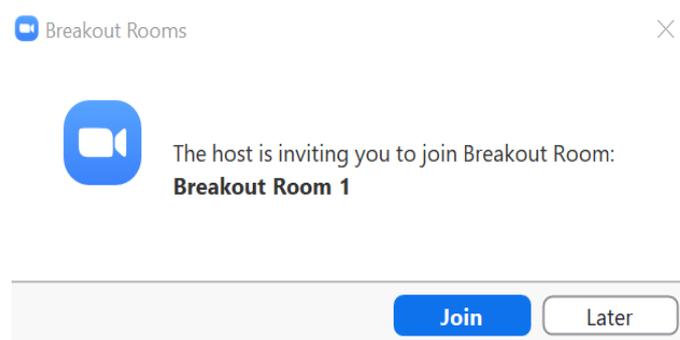
6.4   When you are in the Breakout Room, use the 'Ask for help' button if you need to ask the teacher a question. The teacher will then join you in the Breakout Room:
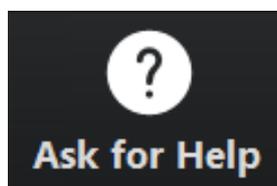
6.5   The teacher will close the Breakout Room when the activity has finished and bring you back to the Main Session. When you see this screen, you have one minute to finish the activity you are working on:
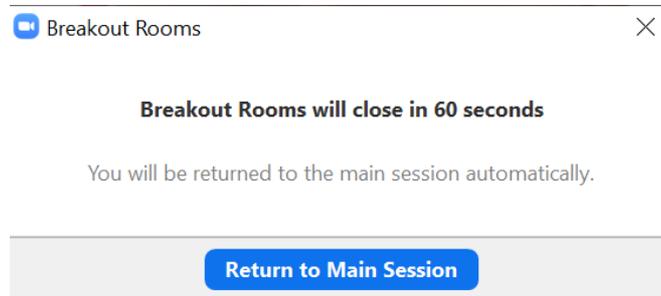
House Rules

We expect all our students to be responsible for their behaviour when taking part in online lessons.

It is our policy that an adult should be at home when children are taking online lessons. This is to ensure that they are in a safe environment during the lesson.

Positive Behaviour

Like all classes, students and teachers are expected to respect others. This means they need to:

- Be friendly to other students
- Let other students join in activities with them
- Try the activities their teacher asks them to participate in
- 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 an adult that they trust if they are unhappy
- Be on time for their class
- Be dressed appropriately for a class
- Provide feedback to teachers about their experience and any share relevant suggestions or concerns

We believe that the most effective way of achieving our aims is to praise and encourage positive behaviour.

Unacceptable Behaviour

Students must not show any of the following behaviour:

- Use of or threat of violence
- Bullying
- Deliberate disobedience
- Discrimination
- Use of swear words in any language
- Use of telephones during lesson time
- Sending impolite messages
- Deliberate browsing, downloading, upload or forwarding of materials that may be considered offensive or illegal
- Inviting other people to the class

By joining these online classes, you consent to your child participating in lessons online and you and your child are agreeing to our **Child Protection Policy** and **Code of Conduct.**

And remember, as always, report any concerns or any situations that you do not think comply with these rules to info.lk@britishcouncil.org (attention: Tissa Rajaguru).

Also, please understand that during the lesson provided by the centre, use of the platform and the chat will be monitored.

Code of Conduct

No recording

Parents/Guardians are responsible for ensuring that no screenshots or recordings are taken at any time during the online class.

Only learners on camera

No person other than the learner must be visible on camera at any time during the class. Students may only screen share when the teachers allows them to.

Contacting learners

No person apart from the learner should attempt to contact any other learner in the class.

Sharing personal data

The sharing of any form of personal data, including telephone numbers, e-mail addresses, images and all other forms of personal data or contact data is prohibited.

Appropriate use

Learners should abide by all policies covering the appropriate use of virtual learning platforms managed by the British Council. Learners should only interact with other learners in the online classroom environment provided for this purpose, and will not attempt, or aid any attempt by another person, to interact with other learners outside of the online learning environment.

Anti-bullying policy

Learners must follow the behaviour policy applicable all classes with the British Council, including our zero-tolerance stance on bullying.

Failure to abide by this behaviour policy may lead to suspension or exclusion from the course.