



ONLINE CODE OF CONDUCT FOR PUPILS' POLICY

Introduction

Participating in any online activity is very different from the physical classroom experience. The Code of Conduct serves as a guide, to ensure that all participants can benefit from the activity and also ensure safety measures are in place.

Code of Conduct

- Pupils must participate fully in all activities.
- Pupils must respect individual differences.
- Pupils must behave in a friendly, cooperative, polite and responsible manner towards everyone.
- Pupils must attend all sessions (except in peculiar cases where the pupil is ill or unable to attend the session)

General Rules for Pupil Conduct in Online Activity

- Participation in the activity always requires responsible behaviour from you together with respect towards other participants and members of staff.
- Please do not share the link to the session(s) with anyone else. Only pupils who have been authorized by the School in advance may attend, any uninvited attendees will be removed from the session immediately.
- When you enter the session please register with your first name followed by the first letter of your surname. If you sign up with a name that we do not recognize, we may need to remove you from the session.
- Do not give out any personal information online, such as your full name, phone number, home or email address.
- Please be aware of your surroundings, particularly if your online activity enables you to share your video or microphone. Ensure that your back-drop is appropriate for a classroom setting, (white plain/bare wall), and if there are any unexpected noise, please mute your microphone or stop the video as needed, until you are safely able to re-activate.
- Please do not take photographs of your screens or share any images of the online session, this is for your safety as well as the safety of other participants and staff.
- Please contact a member of staff immediately if you become aware of anything upsetting or inappropriate.
- If your behaviour is inappropriate in any way, the teacher will immediately mute the microphone/stop video/stop chat access as needed and warn you that if the behaviour continues, you will be removed from the session. Or, if the behaviour is serious enough you will be immediately removed from the session

Attendance

- Ensure to keep some time for logging in to handle unexpected technical glitches. Joining mid-way can be very distracting for other participants and will not be viewed favorably. This also extends to all assignments submissions that are timebound.
- Active participation: This mode of teaching will only be successful if everyone actively



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participates and contributes to the discussion.

- Attendance will be taken by the teacher's and will be recorded as in a physical class.

Dress Code & Behavior While Online

Pupils are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes & the following online behaviors:

Dress Code

- Classroom etiquette requires you to look presentable and dressed in proper school uniforms, same is required for an online class.
- Be respectful of your classmates and teachers. Allow others to speak, invite others to share, and respect other's ideas.
- Keep your image "live" during class sessions. It is important to maintain eye contact into your camera to show your teacher that, you are attending the class, unless of course, you are taking notes.

Microphone Awareness

- Microphones are almost always on. Remember that your classmates and teacher can hear noises in your environment such as dogs barking, family member conversations, TV sounds, whispering, chewing, sneezing, tapping your pen or pencil, etc. so please keep distractions to a minimum or mute your microphone. It is preferable that you find a quiet place in your home to isolate and be free from distractions.

Camera Awareness

- During periods of online classes, it is required that you be live on camera the entire time the class is in session. This is really the only way teachers can verify your attendance and credit you for the full time of the class
- Being conscious of your environment
- Access classes without causing any distraction or disruption to sessions. It needs to be ensured that you are in a quiet atmosphere with no sudden sounds that can be heard by the entire class. Make sure to have a plain background behind it so that it is not distracting for others.

Avoid side conversations and multitasking.

- Save your meals and snacks for between your classes; eating during class is generally frowned upon and being in an online classroom is no different
- Pretend you are in your regular academic classroom and put your best 'virtual' foot Forward.



Interactions with Other Online Classmates

- All communications with other online students in any forum, subject related email, discussion post, etc., must be polite, courteous, and respectful.
- Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so.
- Parents/others may not log in to a student account and attend classes or complete coursework on behalf of the pupils
- Pupils are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

Appropriate use of the Internet

Protect your privacy and that of others by:

- Not giving out personal information including full names or contact information.
- Only uploading or using images where you have permission from the people in those images.
- Not giving out your password(s).

Talk to your Teacher:

- Need help online.
- Feel the welfare of others is being threatened by online activities.
- Come across inappropriate
- Feel uncomfortable by something someone writes or makes.

Barakah Saleh Mutallab

BARAKAH SALEH MUTALLAB

School Director