



# Student Guidelines on participating in online classes and video conferences

## Introduction

The guide to online classroom etiquette below outlines some of the key things you need to keep in mind when attending classes online. Please read the additional detail underneath this so that you are fully aware of the do's and don'ts of behaviour in online classes. The main thing to remember is that it is just like a normal class. The School **Code of Behaviour** and **Anti-Bullying Policy** must be followed at all times when engaging in online learning and videoconferencing.

A STUDENT'S GUIDE TO  
**ONLINE CLASSROOM ETIQUETTE**

**WORK SPACE**  
Choose a workspace that is suitable for the online classroom.  
Be aware of what others will see in the background.

**SHHHHH...!**  
Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.

**BE ON TIME**  
Turn up - the class is to help you and your learning  
Be on time for your online classes

**NO PHOTOS**  
Do not take screenshots or photos of others online

**SCHOOL RULES**  
School rules apply in the online classroom  
Think before you type. Keep focused on the task assigned.

**PRESENTATION**  
Dress appropriately

**SPEAK UP & ASK FOR HELP**  
Contact teachers during school hours or make an agreement about contact times

**RESPECT**  
Respect everyone's views online

**ENJOY IT!**  
Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt.

## Be Prepared

- It is essential that you continue your education and engage with school from 8.45-3.45 each day. Classes will continue as per your normal timetable.
- Interaction and communication with your teacher should be at your normal class times. At other times during the day, your teachers are focusing on their other classes and will not be available to communicate with you.
- In general, if contact is made after 4.00pm then this work is intended for the following school day.
- If you do not have a suitable device (tablet or laptop to work from) please contact the school immediately and every effort will be made to give you access to a school device.
- If you are unwell and unable to engage in the online learning, as per normal school procedure, your parent or guardian must contact the school office via email, phone or school app.

## Be Respectful

- Be positive and support others in their learning
- Only appropriate comments – written or spoken
- Please and thank you are always appreciated!

## Be Engaged

- Do your best – everyone's best will be different
- The work and assignments you post must be your own work
- Take part in class tests and assessments honestly, and don't share the answers with your classmates

## Be Secure

- Use of the school @stalscork.com account is for school communications only. Do not use it for any other activity. .
- If your parent needs to contact a teacher or the school, this should be done through the school email [office@stalscork.com](mailto:office@stalscork.com) and not through Google Classroom  
If you are feeling overwhelmed, please email your teacher. We are all in this together!

## Online Classes

If you are participating in a video conference you must also follow the guidelines below:

- Ensure you are in a location that you will have minimal disruption to your work and that of others in the video conference.
- Members of your household should be made aware that you are participating in a video conference and that they should not be in the background if the video or microphone are turned on.
- When choosing a location, ensure that background images do not have anything personal in them e.g. photos of your family, your bed in the background etc
- Ensure you are suitably dressed for the video conference e.g. no pyjama's, revealing clothes etc. The same standards that are expected at a non-uniform day apply.

- Your teacher will instruct you with regard to turning on or off your camera or microphone, you must follow the instructions given by each teacher.
- Sessions may be recorded by the teacher to share with students who are not able to attend at the appointed time, if it will be recorded your teacher will tell you in advance and videos MUST be turned off throughout the recording.
- It is strictly forbidden for students to record or take images of any of the live session while it is in progress. (Level 3 Code of Behaviour)
- You are not obliged to turn your camera on during a video conference, if you are not comfortable with using the camera option or if your parents are not happy for you to use it, this should be communicated via email to the school ([dp@stascork.com](mailto:dp@stascork.com)) and your teacher so that the expectation is not there.