

## St. Mary's Canossian College

### Protocols of Online Learning

#### Video lessons by teachers

Respect the copyright of the videos prepared by your teachers. Do not upload or share them without seeking school's prior permission.

#### Online classrooms

Online classroom (using interactive online conferencing tools, such as Zoom, Google Meet, etc.) is an extension of the classroom and you should conduct yourself as you would in a classroom. Please note the following:

#### 1. Language Policy

- a) **All subjects should be taught in English except Chinese related subjects.**
- b) Students should speak to the teachers in the same language that they use in the lesson.

#### 2. Before lesson

- a) Follow your timetable (can be downloaded from <https://www.smcc.hk/>).
- b) To make the best use of the time, please check the messages of your subject teachers (e.g. meeting link, password, learning materials) beforehand and get the materials ready prior to the session.
- c) Have your electronic gadgets fully charged and ready, your microphone working and webcam enabled.
- d) **Be punctual for the session. Enter the class 5 minutes before the lesson.**
- e) For lessons conducted on Google Meet, sign in via your *smccited.hk* *G suite account*.
- f) **Wear school uniform / PE uniform / House T-shirt.**
- g) **Long hair should be tied up neatly.** Follow strictly the school regulations on '*School Uniform and Appearance*'.
- h) **Absence from any lesson on that day without prior application or skipping lessons without justifiable reasons is an offence subject to disciplinary action.**
- i) If you are unable to participate in the lesson **due to sickness**, your parent should contact the School Office in the morning (7:30-8 a.m.), following the normal procedures of taking leave. The reason for absence should be written and signed by parent. It should then be scanned and emailed to the class teacher that day / latest by the next school day.
- j) If you are not able to attend the lesson **due to personal or official business**, a written application bearing the parent's signature should be emailed to the class teacher at least two working days in advance. You should also email your subject teacher(s) in advance. The class teacher will contact the parent to follow up on the application.
- k) Medical certificates are required for **sick leave of two days or more and absences during online real-time class work which is included in Term**

**mark.** You should also email your class teacher and subject teacher(s) that day / latest by the next school day. The class teacher will contact the parent to follow up on the document(s) provided.

### 3. During lesson

- a) **Attendance will be taken at the beginning of the lesson.** Teachers may check attendance again whenever necessary.
- b) **Late record will be marked if you enter the class more than 5 minutes after the start of the lesson.**
- c) **Turn on the camera showing your face throughout the lesson. If you fail to do so, you will be marked 'absent' on the school attendance record.**
- d) Use an appropriate (virtual) background if deemed necessary.
- e) Set your microphone to mute and only unmute when you have to speak.
- f) **Engage fully in online work without any background distractions. Refrain from using all social media so you are not distracted.**
- g) **Do not eat / drink during the lesson unless permission is given.**
- h) **Students should use dignified language and refrain from using unacceptable language at all times.**
- i) All messages or comments typed in 'Chat' should be in proper written English/ Chinese as required. Mixed codes are not allowed.
- j) Wait patiently for your turn to speak.
- k) Show respect for each other's privacy. **No video / audio recording or screen capturing is allowed.**
- l) Provide feedback to teachers about your experiences and any relevant suggestions.

### 4. Other points to note

- a) **The meeting links should be restricted to your class/subject group.**
- b) Where there are technical problems in accessing the class via the link provided, inform your subject teachers immediately.
- c) Where there are behavior concerns, these will be noted and reported to your class teacher. Disciplinary action may be taken, depending on the seriousness of the offence.

### 5. Submission of Assignments

- a) **Check email / eClass / Google Classroom every day for the latest announcements.**
- b) **Follow the submission requirements instructed by your subject teachers.**
- c) **Use apps like CamScanner / Microsoft Office Lens to scan your work into PDF.**
- d) **Be punctual in submitting the assignments. Late submission may result in mark penalties.**
- e) If you encounter any technical problems in uploading or downloading documents, inform your subject teachers immediately.

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