

## STUDENTS` VIRTUAL CLASS RULES

1. In order to engage in Virtual Teaching/Learning, a student must have the following gadgets;
  - a. Laptop or desktop PC
  - b. Webcam and microphone (Headphone with microphone combination is recommended)
  - c. Mouse
  - d. Graphic (Pen) Tablet (Optional)
2. Ensure your technological connections work effectively. Constantly keep checking and testing before the commencement of any class/lesson.
3. Follow your timetable and join your classes on time. The time table is always posted in your home class in **GOOGLE CLASSROOM**.
4. Mute your microphone when you are not speaking. Raise your hand when you want to ask a question.
5. Wear appropriate clothing fit for class at all times.
6. Join the virtual classroom in a quiet and non-disturbing environment with adequate lighting.
7. Keep your camera on throughout the lesson unless your teacher instructs otherwise.
8. Pay attention and take notes for purposes of revision.
9. Submit your assignments on time to avoid penalties.
10. Make use of office hours to receive extra support from your teachers.
11. In case of any inquiries or support please contact your class mentor/teacher.
12. Furthermore, we did send all parents messages containing the student's Gmail account and password. All those who didn't receive should not hesitate to contact the school.
13. Please also note that at the moment, we are still continuing with term I Syllabus

## **NOTE THE FOLLOWING**

### **WHILE ON ZOOM:**

- ✓ **ALL STUDENTS MUST USE THEIR FULL NAMES AS REGISTERED AT SCHOOL AND MUST ENDEAVOUR TO EDIT THEIR PROFILE TO INCLUDE THEIR PICTURE.**
- ✓ **EFFECTIVE MONDAY, 6<sup>TH</sup> July, 2020 WE SHALL NOT LET IN STUDENTS WITHOUT THEIR FULL NAMES AND PROPER PROFILE PICTURE IN THE ZOOM LESSONS.**
- ✓ **FOR THE VIDEO LESSONS, WE USE ZOOM AND THE LINKS ARE ALWAYS PROVIDED IN THE RESPECTIVE HOME CLASSES IN GOOGLE CLASSROOM.**
- ✓ **ALL THE READING MATERIALS, ASSIGNMENTS, QUIZ AND TESTS ARE POSTED AND ACCESSED USING THE GOOGLE CLASSROOM.**

**FROM ADMINISTRATION**



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