STUDENTS' GUIDELINES FOR ONLINE CLASS SETTING

1. Develop a study schedule to manage time effectively.

2. Set up your own study area. Make sure you are able to work quietly, in an environment

where you can focus without being disturbed by family members or housemates.

3. Comply with the rules your teacher will establish inside the online classroom.

4. Be honest. Accomplish all requirements (assessments and tasks) on your own. Do not cheat.

5. On correspondence:

 a. Stay connected with your teachers and other students.

 b. Respect the methods and times established by your teachers for contact hours.

 c. Frequently check communication channels provided by your teachers and the school

to stay up-to-date with any changes or new information.

 d. Use appropriate language and conduct yourself in a respectable manner towards

your peers and your teachers.

 e. Send a quick acknowledgement when you receive an important message so

your teachers know that you received it.

 f. Stay on-topic. Avoid discussing topics that are not school related in the class

discussion forums.

6. On privacy and confidentiality:

 a. Unauthorized taking and sharing of photos or screenshots are prohibited especially if

it involves your teachers or classmates during synchronous learning sessions.

 b. Sharing of documents, communications and other resources and materials that are

exclusive to your class to outsiders and in social media is strictly prohibited.

 c. Always clearly identify the author or source of a work that is not yours. Respect

copyright.

 d. Protect your passwords. Do not give it to anyone except your parents.

7. During video conference/ synchronous learning session:

 a. Make sure that you are presentable so is your surroundings during synchronous

learning sessions. Wear decent clothes and ensure that your face is seen on the

screen.

 b. Check the details for the video conference in advance, and prepare the materials that

the you will need at hand during the session.

 c. Mute your microphone when someone is talking.

 d. Close other online applications to minimize bandwidth use.

 d. Make sure to take notes especially of the key takeaways.

 e. Participate in the discussion.

8. On submission of requirements:

 a. Read and carefully follow given instructions, formats and directions when working on

and submitting your activities and tasks.

 b. Develop critical skills to understand the consequences of plagiarism, privacy issues

and the negative impact of misinformation in the digital space.

 c. Work on the given activities and tasks diligently and honestly.

 d., Do not alter files given by your teachers to avoid technical issues.

e. Inform your teachers if you are experiencing technical problems which can affect your

attendance in sessions and in submitting your requirements.

References:

* Webinar on “ Parenting Tips for the New Normal Classroom” by DepEd Tech Unit, May 28, 2020
* Webinar on “Digital Skills and the Data Privacy Law for 21st Century Educators” May 29, 2020
* Online Course by REX Bookstore on “Netiquette in a Remote Class Setting: Schoology” by Emie Baylon
* Embracing Online Distance Learning: A Primer on and Guide to Establishing an Online Distance Learning (ODL) Program in Schools by Francis Jim Tuscano, A REX Academy Publication.
* Commonwealth of Learning Guidelines on Distance Education During COVID 19 downloaded from <https://iite.unesco.org/news/col-releases-guidelines-on-distance-education-during-covid-19/>
* Universiteit Leiden Code of Conduct Remote Teaching- Online Classroom Participation downloaded from <https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/onderwijs/code-of-conduct-remote-teaching.pdf>
* Renaissance Charter School at Tradition Virtual Learning Code of Conduct downloaded from <https://traditioncharter.org/ourpages/auto/2020/3/31/58715432/TRADVirtual%20Learning%20Code%20Of%20Conduct.pdf>