

Student and Parent Guide

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# Virtual Classroom



English courses for Primary and Secondary students

# Virtual Lessons

Dear families,

At the British Council we take the safety, well-being and protection of children and adolescents very seriously, both in our classroom and when delivering online classes.

Please read this document in conjunction with the Child Protection Policy, the Code of Conduct, the Acceptable Use Policy of ICT and our Anti-bullying Policy. You can find them inside the student's notebook we have given out to students at the beginning of the academic year.

For any doubt or clarification, or if you observe any action that seems inappropriate by an adult or another child, please contact us at the following email: [info@britishcouncil.org.ua](mailto:info@britishcouncil.org.ua)

Virtual lessons are designed to cover the same skills and provide the same progress as regular classes. We also try to ensure, as far as possible, that they are with the same teacher, at the same time as the normal class and with the same group of students. It will, by necessity, involve an element of self-study.

## Get ready!



### Be seen and be heard

In virtual lessons students need to have a camera in order to participate fully. If you have ever used Skype, FaceTime or any other video calling app, the experience is very similar. Ear/headphones with a built-in microphone are also needed to speak to the teachers and other students throughout the class.



Test your video and mic before the lesson if you are not sure they work.



### Be in a quiet place

The great advantage of Virtual lessons is that you can choose where to study. For the best experience, however, find a place where other people will not interrupt and where noise is not a problem. Being interrupted and constantly on the move can result in a poor learning experience.



Use a desktop/laptop computer rather than phone or tablet.



### Be properly connected

You are going to need a stable internet connection. A poor connection will mean students may find it hard to hear or see each other and the teacher. This can be frustrating for everyone.

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# House Rules

We expect all our virtual students to be responsible for their behaviour when taking part in virtual lessons

## Positive Behaviour

Like all classes, virtual students and teachers are expected to respect others. This means they need to:

- Be friendly to other students
- Let other students join in activities with them
- Try the activities their teacher asks them to participate in
- Follow the teacher's instructions
- Listen to others and give them an opportunity to speak
- Make sure they are the only person on their camera
- Ask for help from their teacher or tell an adult that they trust if they are unhappy.

We believe that the most effective way of achieving our aims is to praise and encourage positive behaviour.

## Unacceptable Behaviour

Students must not show any of the following behaviour:

- Use of or threat of violence
- Bullying
- Deliberate disobedience
- Discrimination
- Use of swear words in any language
- Use of telephones during lesson time
- Sending impolite messages.

In addition to this students and parents must abide by the rules in the **Code of Conduct**.

## Code of Conduct



### **No recording**

Parents/Guardians are responsible for ensuring that no screenshots or recordings are taken at any time during the virtual class. Failure to comply strictly with the no recording policy may result in expulsion from British Council courses.



### **Only learners on camera**

No person other than the learner must be visible on camera at any time during the class.



### **Contacting learners**

No person apart from the learner should attempt to contact any other learner in the class.



### **Sharing personal data**

The sharing of any form of personal data, including telephone numbers, e-mail addresses and all other forms of personal data or contact data is prohibited.



### **Appropriate use**

Learners should abide by all policies covering the appropriate use of virtual learning platforms managed by the British Council. Learners should only interact with other learners in the virtual classroom environment provided for this purpose, and will not attempt, or aid any attempt by another person, to interact with other learners outside of the virtual learning environment.

### **Anti-bullying policy**

Learners must follow the behaviour policy applicable for face-to-face classes, including our zero tolerance stance on bullying.

**Failure to abide by this behaviour policy may lead to the student's suspension or exclusion from the course.**

## As a user of the platform I commit myself to:

- Before I start the lesson, I will make sure that I have no mobile phone or iPad in the room that can distract me. I just need the one where the lesson is taking place. I will leave these devices in another room of the house.
- Act in a responsible way when I am using technology, this includes the resources that I am accessing, and the language used.
- Not to reveal my passwords to anyone or use anybody else's passwords.
- Only use technology when there is an adult at home, and he / she knows that I am using it.
- Do not deliberately browse, download, upload, or forward materials that may be considered offensive or illegal. If accidentally I come across any type of similar material, I will immediately inform my teacher, parent or guardian.
- During a live session:
  - I will cover my camera unless the teacher tells me to discover it
  - I will not record or take photos of my classmates and / or teachers
  - I will not block any partner or turn off their microphone
  - I will not share my screen or any other means of communication unless my teacher requests it
  - I will not invite any other user to join the session
- I understand that during the lesson provided by the Center, my use of the platform can be monitored and that the recording of the sessions will be available for my teachers.
- I understand that I do not have permission to use, in any way possible, information from students or staff, images and / or video recordings. I understand this rule is necessary to be compliant with privacy and copyright requirements.
- I understand that these rules are designed to help maintain my safety and that, if I do not follow them, my parents and / or guardians will be contacted.

## Guidelines

- When we use platform, remember that it is an extension of the classroom and that you should behave as if you were inside the classroom. This includes:
- Video conferencing from an environment that is quiet, safe and free from distractions (preferably not a bedroom) using the blurred background feature if you are asked to use your camera
- Be on time for your interactive session. An attendance register will be kept.
- Be dressed appropriately for learning (no pyjamas or other inappropriate items of clothing)
- Remain attentive during sessions
- Interact patiently and respectfully with your teachers and peers and follow instructions to support the flow of the session
- Provide feedback to teachers about your experiences and any relevant suggestions or concerns.

And remember as always to report us to [info@britishcouncil.org.ua](mailto:info@britishcouncil.org.ua) any situation that you do think does not comply with these rules.