

## CHARTER OF GOOD PRACTICES FOR ONLINE CLASSES

Dear parents and students, in order for the online classes to go as smooth as possible, and for the submission of your works to be methodical and organized, please find below some essential rules of conduct:

Some of the rules below concern more specifically the Secondary students.

### 1. Communication with your teachers:

- ⇒ Before sending a mail to your teacher, **check** whether you might already have the information you need on PRONOTE or in a previous email.
- ⇒ Don't forget to specify **the reason for your email** and **your class** in the object of the mail
- ⇒ Be **polite** and **respectful**, use formal greetings, pay attention to your expression, and don't use the imperative mode.
- ⇒ Be as **clear** and **precise** as possible
- ⇒ When you need to submit your work, clearly indicate your **last name, first name, class**, as well as a **title** for the work and the **date**.

### 2. Online classes:

- ⇒ Try to settle in a **calm** and **silent place**, make sure you have all your **necessary equipment** (headphone, camera, microphone, notebooks and textbooks if needed...) before the class start.
- ⇒ Be **on time**
- ⇒ Be **committed** and **active** in class
- ⇒ Stay **connected** for the entire class
- ⇒ If your teacher asks for it, switch on your camera

- ⇒ Make sure you **log into the class** using your **last name** and **first name**, not a pseudonym.
- ⇒ Use **your own picture** as **profile picture**.

**3. To ensure good digital practices:**

- ⇒ **Respect** your teachers and classmates in all your communications, whether oral or written
- ⇒ Only use the chat for **class work** (not for casual conversation)
- ⇒ **Do not plagiarize**, always **cite your sources** when you cut and paste and use the **brackets** to indicate a quote.
- ⇒ **Do not record** classes or use the screen shot tool and **do not use either picture or voice** of others (teachers and students) to avoid sanctions

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