



Egypt British International School

Key Stage 1 Department

Remote Learning Netiquette, Digital Citizenship and Expectations

As we prepare, our children need to understand that the expectations for remote instruction are the same as if they were at school and must practice “netiquette” (Internet etiquette). This is the use of good manners in online communications.

Families should know that when students log into their school Google account, they are logging into our network. That means our internet content filters apply, and student internet activity is monitored.

In using Google Classroom, Gmail, Zoom, or any other online tools, we expect students to be respectful of their teachers and classmates.

This includes:

- ✓ Respectful behaviour and language
- ✓ Appropriate topic discussions
- ✓ Appropriate video transmissions
- ✓ Appropriate icon, emoji, and avatar submissions
- ✓ Academic integrity and only submitting original work
- ✓ Not recording or capturing video or still images that are altered, used in inappropriate ways, or posted to social media or other platforms

Zoom: This is a video conferencing app that allows participants to see and hear the teacher and other students in a group setting. The group can also view presentations and other documents from the teacher.

Children with online access will:

- ✓ Be properly dressed in their EBIS school uniform.
- ✓ The children should sit in a well-lit room and be online and on time for attending the classes with electronic devices fully charged.
- ✓ Be fully equipped for the class with paper - pencil, and water bottle by your side before starting the online session.
- ✓ The child needs to have more than 75% of attendance in each subject. If the student is not able to attend the class, then prior information should be given to the class teacher/ subject teacher.
- ✓ Please login with EBIS Google account only.

- ✓ The children are supposed to switch on their cameras and switch off their mic (unless required to speak).
- ✓ Engage fully in online work without any background distractions. Log-Out from all social media, so that you are not distracted during the lesson.
- ✓ The children should raise hands or use the chat box to post their questions and queries. Before posting your questions just check if anyone has already asked it and received a reply.
- ✓ Be brief while asking questions or replying to a question.
- ✓ Don't post irrelevant links, comments, thoughts or pictures.
- ✓ Always remember to say 'PLEASE' and 'THANK YOU' while soliciting help from your teachers or classmates.
- ✓ Respect the opinion of your classmates.
- ✓ If you reply to a question from a classmate during online classes, make sure your answer is accurate. If you are not 100% sure DO NOT MAKE A GUESS!
- ✓ Be forgiving-If your classmate makes a mistake, don't badger him or her for it.
- ✓ Complete and submit all learning tasks assigned by your teachers on a scheduled date.
- ✓ There is to be no filming, recording or sharing content (you must not take screenshots or record staff members presenting information to you).
- ✓ No eating/ munching is allowed during the session. However you are allowed to drink water if required.

Other Details to Consider:

1. Be prepared. Just like any class at school, it's important to have all of your materials ready to go. For virtual school, that means you'll need to know the link, what time you need to be there and what printouts you'll need. Get your pencils sharpened in advance so you can be totally prepared to listen when the teacher comes on.

2. Be on time. Let's not waste the teacher's time. Be on time for your class meetings (or even a few minutes early). It's a good idea to test out the class link in advance of your call time, so you know that it works and your system is up and running. Print out your class timetable/s and post them on your wall as a reminder. Set an alarm (or ask a parent to do that) if you have a hard time remembering when to log on.

3. Learn how to use Google Classroom and Zoom, it's important to know how they work.

4. Use headphones with a mic. It's easier for the class to hear from you when you need to talk if you are wearing headphones with an external microphone. Also, headphones will help you block out the distractions around you.

5. Stay in one spot during the Zoom Virtual lesson. Resist the urge to head to the kitchen for a snack or take your class meeting outside. It's distracting to your classmates to see you moving around during the class. Find a quiet spot where you will be comfortable for the whole class and

make it your classroom spot. Remember, you are in class so lounging on your bed is not a good option. Sit at a desk or your kitchen table so you can have more focus.

6. Eliminate distractions. Keep in mind that class time is class time even when you are at home. Don't snack or chew gum during class. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts. Don't text or play on your cell phone during the class meeting.

7. Skip the virtual backgrounds. While some programs have fun options to add a virtual background, that can be super distracting to the other students. Unless your teacher has requested it, skip it. Also, it's good to clean up your room or sit in front of a blank wall to keep the mess to a minimum.

8. Wait for your turn. It's tough enough for teachers to manage a class when you are there in the same room. Virtual classes add a whole other challenge. Follow the teacher's instructions for volunteering and don't blurt out an answer unless you are called on. It can be a good idea to raise your hand instead of interrupting so that the teacher can finish the instructions before you jump in.

9. Remember, this is school. While it might be exciting to see your friends (finally!), this is not the time or place to chat about Minecraft or what you had for breakfast. If your virtual classroom has a chat feature, stay out of it unless the teacher requests students use it. Chat is public to everyone in the class (including the teacher), and it can be distracting.

10. Respect your teachers! This is the most important rule of all! Respect your teachers and all the work they have done to teach you in the virtual classroom. This might be a challenge for them too; we are all learning together. Make sure they know how much you appreciate them. The best way to do this is with good behavior in the virtual classroom.

Online etiquette for Parents

- ✓ Motivate your child to attend the classes with the spirit as he/she attends school.
- ✓ Ensure that your child has taken a bath, had breakfast and is ready for school-online classes in proper clothes... EBIS School Uniform.
- ✓ Parents must send an official Email regarding the absentee of their child.
- ✓ Parents should ensure that the time table of the child should be put up for their reference somewhere in the room.
- ✓ Ensure that the students should sit in a well-lit room.
- ✓ Provide a dedicated place for the child to attend to his/her online classes without any disturbance. Kindly ensure that the room is clear of any distractions (Noise – Pets or Younger siblings).
- ✓ Poor internet connectivity should not hinder the teaching-learning session.

- ✓ If you do not have a spare computer, then share your mobile with your child so as to help him connect with his/her teachers in the session.
- ✓ Parents should ensure that there is no disturbance when the child is attending online classes.
- ✓ If the child is attending online classes on the mobile make sure that the 'Do Not Disturb' Feature is active while the class is going on.
- ✓ Parents should not intervene while the teacher is conducting the online class the child should be made to understand the importance of the class and how he/she must pay attention.
- ✓ Parents are also supposed to be dressed up decently if they appear on the screen.
- ✓ The timetable shared by the school should be followed diligently. At the same time assist the teachers because they too are trying hard and face similar concerns as you do during this pandemic.
- ✓ Explain to the child the importance of online classes. Talk to them about the COVID 19 Virus pandemic and the basic safety measures.
- ✓ Parents need to monitor their ward frequently during the online classes to ensure the child is using the device for classes only and remains focused on the online learning session.

Please keep safe and fully engaged with our home learning programme during the coming days.

Kind Regards,

Sam El Saadani

Mrs. Sam El Saadani

Head of Key Stage 1