



ONLINE COMMUNICATION CHARTER 2: THE ONLINE CLASS

General Guidelines for St Kilian's
Community School

**8.40
TIME
FOR
CLASS**



You need to get up in advance and be ready.

BE ON TIME FOR ALL CLASSES!

REMEMBER

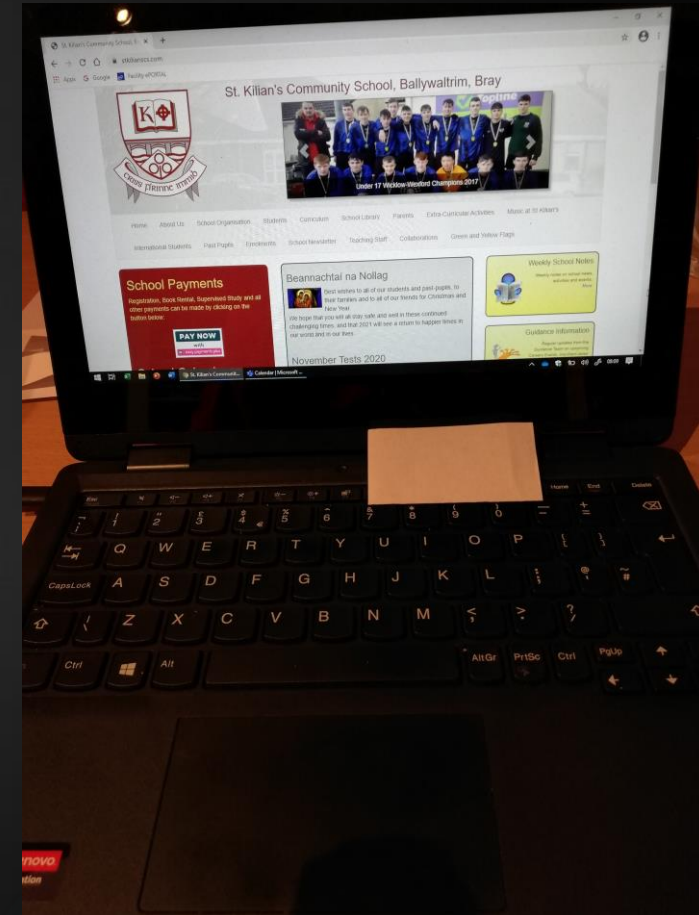
**ONLINE TIME
IS
SCHOOL TIME**

REMEMBER...

**The Code of Behaviour applies
online as well as in school**

IN THIS SCHOOL, REAL AND VIRTUAL, WE VALUE:

- RESPECT
- COMMUNICATION
- LEARNING
- PARTICIPATION
- CARE



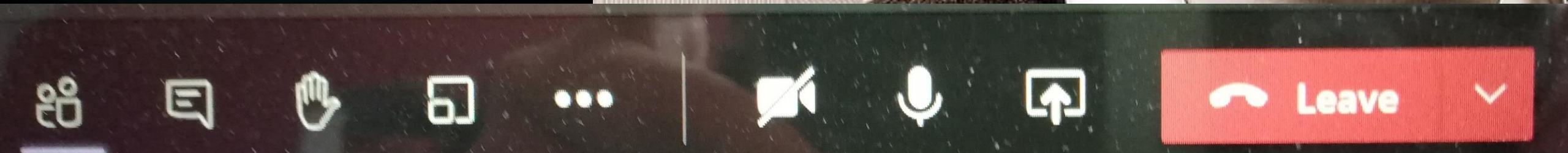
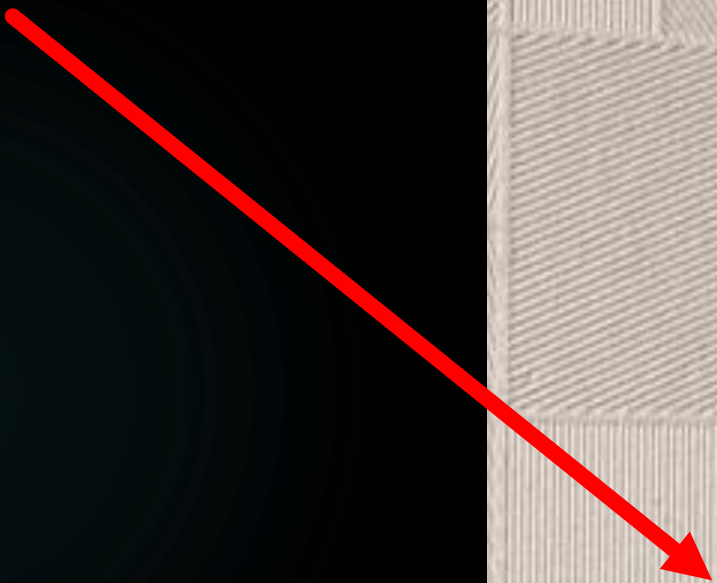
HAVE ALL YOU NEED FOR CLASS



BY NOW YOU SHOULD HAVE:

- ▶ Set up
- ▶ Got all distractions out of your way
- ▶ Logged in
- ▶ Blurred your background
- ▶ Clicked to JOIN your Teams meeting

**TURN ON YOUR
CAMERA SO WE
CAN SEE YOUR
FACE**



**TURN ON/UNMUTE YOUR MICS
IF YOUR TEACHER ASKS YOU**



**BE FOCUSSED SO YOU CAN
ENGAGE WITH YOUR TEACHERS AND
CLASS CONTENT**



**ANSWER LOUDLY WHEN YOUR NAME
IS CALLED BY THE TEACHER**



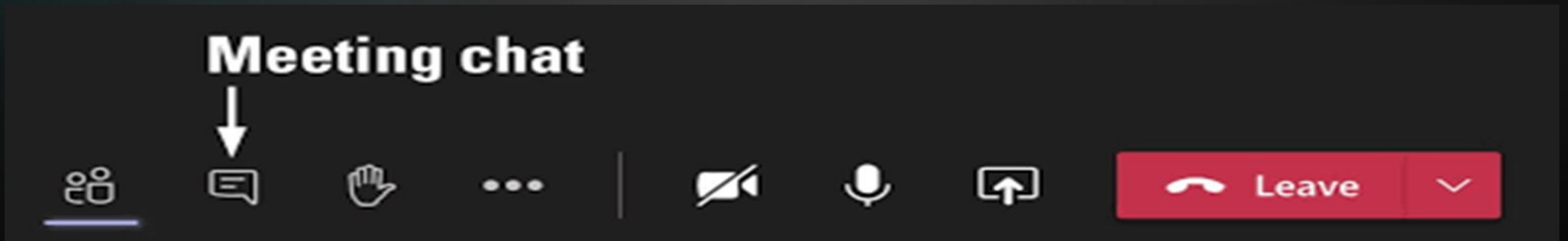
**USE THE FOLLOWING ICON TO ASK OR
ANSWER QUESTIONS IF REQUESTED BY
TEACHER**



**HAND
UP**

CHAT FACILITY ON TEAMS

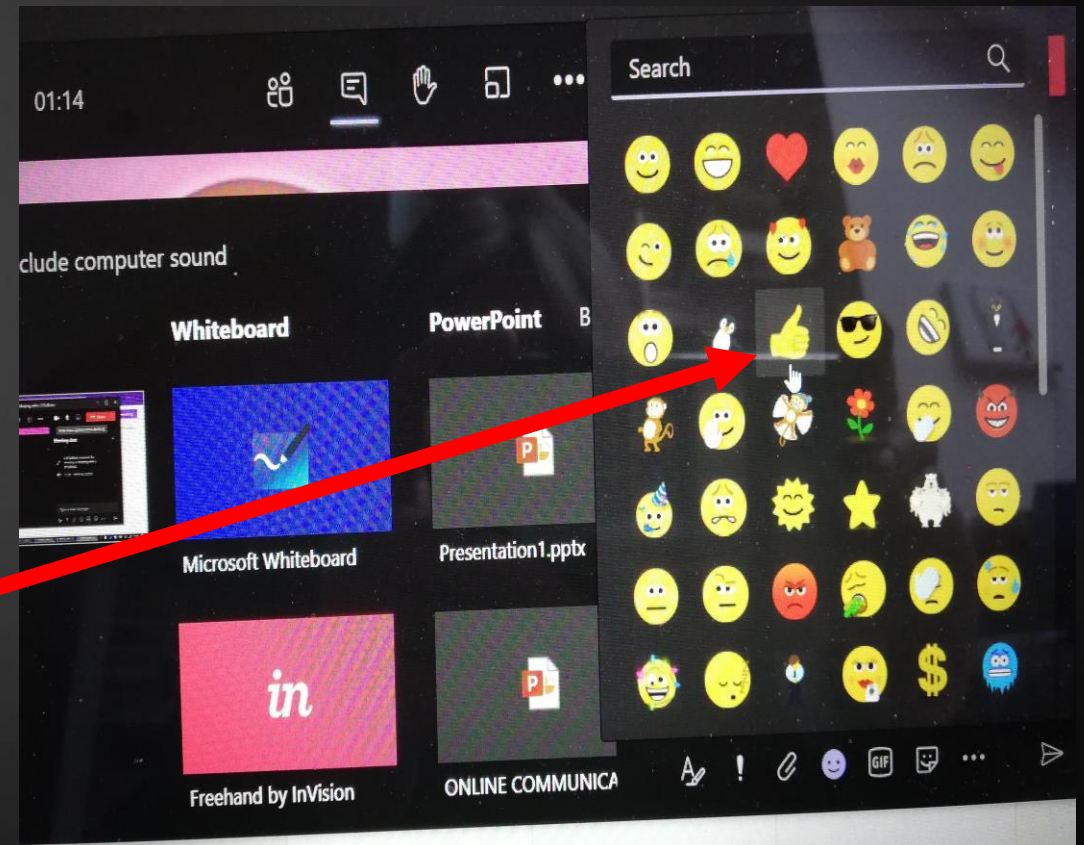
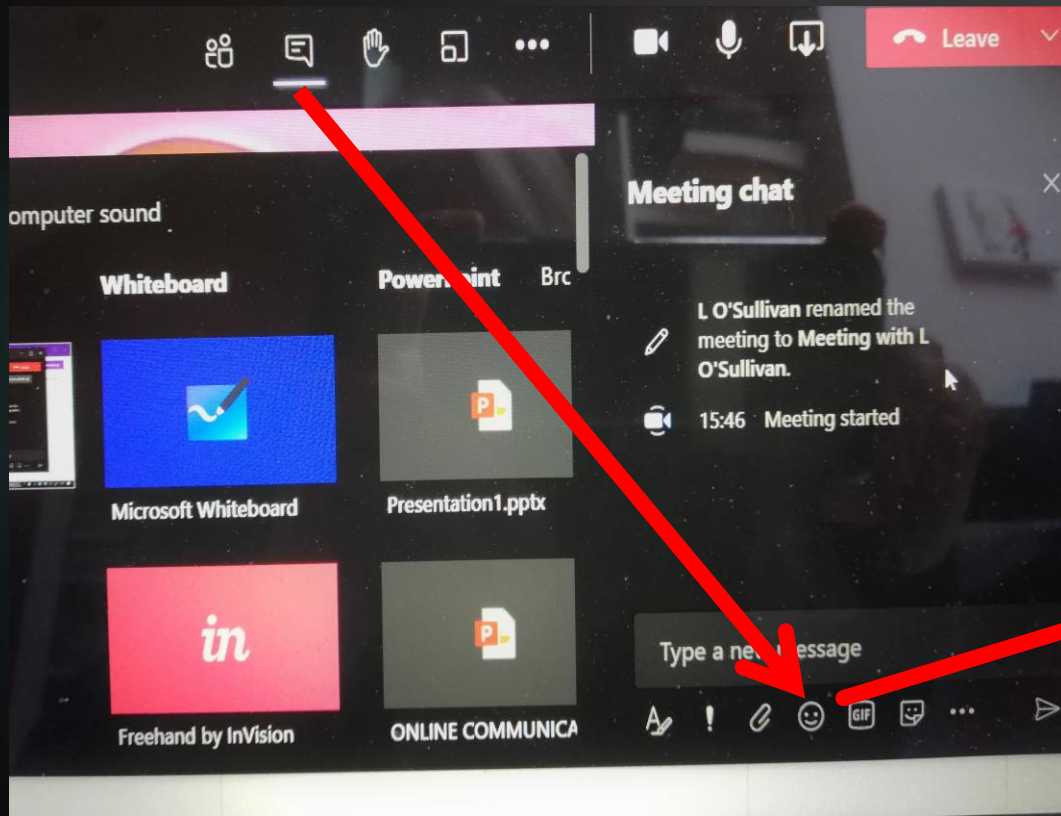
- ▶ Only to be used when requested by teacher
- ▶ To answer questions or seek clarifications
- ▶ Keep comments on task and appropriate
- ▶ Not for conversations with your friends
- ▶ **Should not be used after class has ended**



**USE THESE ICONS FROM THE CHAT FUNCTION TO
ANSWER QUESTIONS DIRECTED TO THE WHOLE CLASS**



Here is where you find these icons 👍 🙌
in the Chat Function:



**OUR CULTURE OF RESPECT FOR ONE
ANOTHER MEANS THAT WE DO NOT:**

TAKE SCREEN-SHOTS

RECORD ONLINE CLASSES

LIVE-STREAM CLASSES ON SOCIAL MEDIA

**THERE ARE
SEVERE CONSEQUENCES
TO DOING ANY OF THESE THINGS.**

**RESPECT ALSO MEANS THAT WE EAT
ONLY DURING SCHOOL BREAK-TIMES**

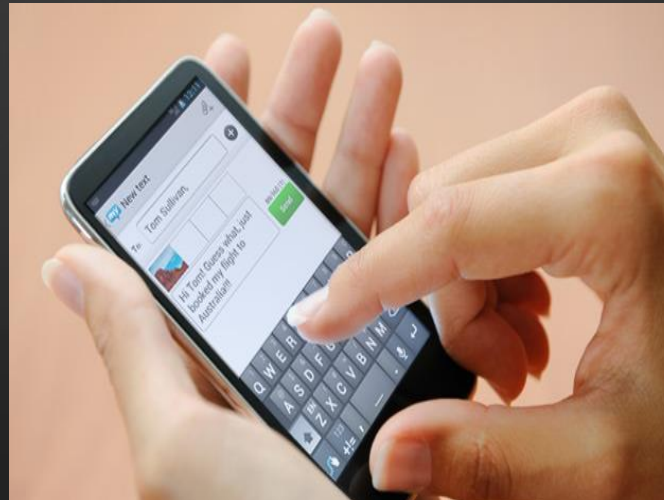




**RESPECT ALSO
MEANS NOT
LEAVING YOUR
SESSION EARLY**

**IF YOU KNOW IN ADVANCE THAT YOU
WILL BE MISSING CLASS OR IF YOU HAVE
TO LEAVE UNEXPECTEDLY:**

**ABSENCES SHOULD BE NOTIFIED TO THE SCHOOL BY
PARENTS OR GUARDIANS.**



YEAR HEADS:

They will continue in their roles of monitoring punctuality and attendance as normal.

HOMework AND ASSIGNMENTS

- ▶ Record your work in your Journal.
- ▶ Do the best you can.
- ▶ Keep trying!
- ▶ You will get there in the end.



TO FINISH YOUR CLASS

Check that you
understand what you
have to do.

AND

Thank the teacher
and your class-mates
for being there.

WHAT
NEXT?

