

Virtual Classrooms Rules

Communication



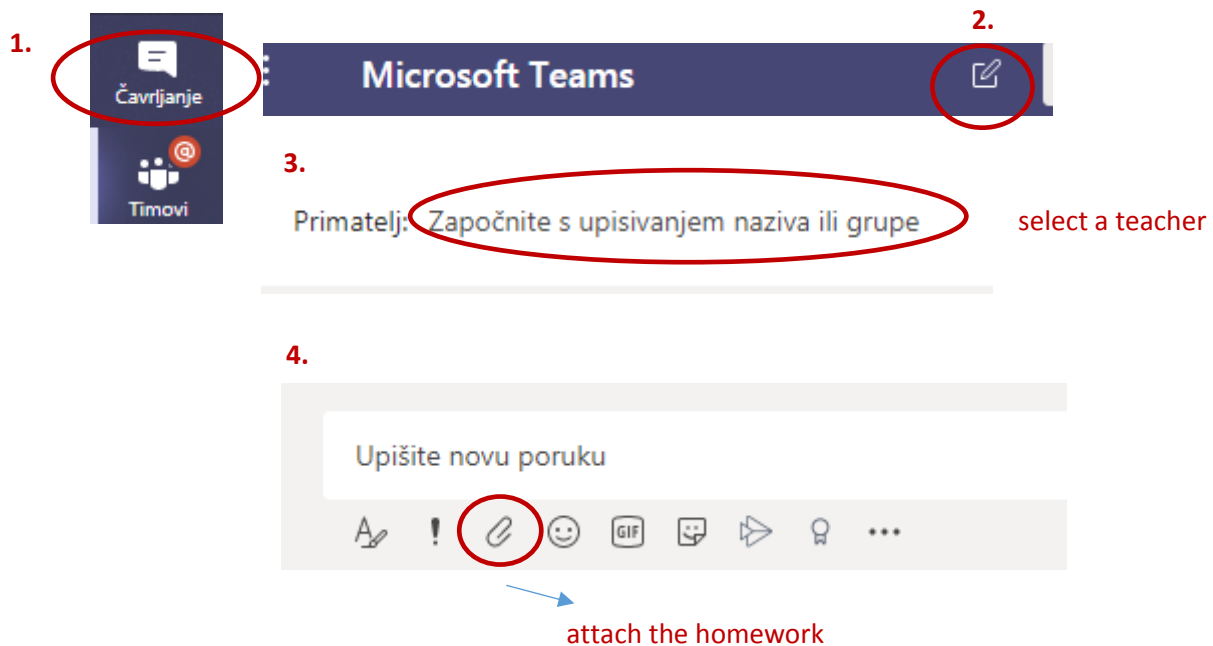
As an online student communication is a bit different than in a face-to-face setting. The difference is that most communication is via written text in an online environment. Because you are missing body language cues and immediate feedback from your “listener,” it is very important to understand some common rules for good online etiquette. This ensures that the message you intend to convey is received correctly.

- **Be respectful.**
- **Be aware of strong language, all caps and exclamation points.** *Tip: Read everything out loud before you send it.*
- **Yes, grammar and spelling matter!** In an educational settings (even online) keep the communication formal. Your written communication should be professional and reflect proper writing style.
- **The students need to engage in an appropriate online behaviour** and communicate only with the teachers regarding their school assignments. **Avoid posting or sharing negative and offensive comments, posts, messages, photos and inappropriate material.** All inappropriate communication will result with the pedagogical measure.

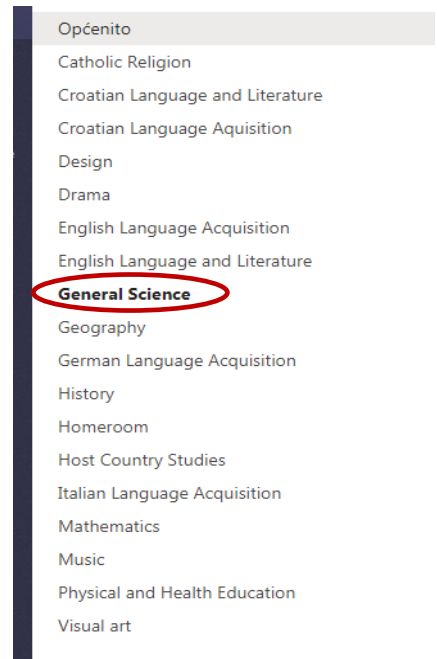
Managing online learning and teaching

- The online classes will be held **according to the regular timetable, but not in the real time frame.** That means that there will be no video conferences, but the teachers will upload the course material and learning tasks **by 10 o'clock the latest according to the timetable that day.**
- The students are expected to **plan their time in such a way that they work on classes that are scheduled for the day** and that they manage to meet all deadlines.
- The students will be required to **complete their school assignments** uploaded in the virtual classroom **by the deadline posted by the teacher.** All their work will be monitored and considered equal to their work at regular lessons.
- The students will get regular feedback from their teachers to support their learning. Please be **patient with your inquiries, the teachers will respond in a timely manner.** The **teachers will specify when the students can expect their feedback** for a particular assignment in a virtual classroom.

- The students are expected to **submit their homework** in the Microsoft Teams platform **through the Chat channel** – *Recipient*: select a teacher – Attach file. If the homework file is too big, it needs to be converted in a pdf format of minimum size.



- Please be aware that there are some new notifications and/or tasks for the students when a virtual classroom is bolded.



- In case the **servers remain too busy** or overloaded in the following days, the **teachers will send the course materials and learning tasks to the parents by email.**
- The students need to organise a study space and environment for focused learning at home.

Good luck with online learning!

MYP Teachers