

Code of Conduct – Primary and Secondary (8-14 yo)

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# Online Summer Courses



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# House Rules

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

## Positive Behaviour

Like all classes, 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 signed **Code of Conduct**.

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## 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 students on camera**

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



### **Contacting students**

No person apart from the student should attempt to contact any other student 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**

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

### **Anti-bullying policy**

Students 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.**

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## As a British Council student, I commit myself to:

- Before I start the lesson, I will make sure that I have no object in the room that can distract me. I just need the device where the lesson is taking place
- 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 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 Centre, my use of the platform can be monitored.
- 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 learn online, please 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 a plain background, if possible, when on camera.
- Be on time for your live class. An attendance register will be kept
- Be dressed appropriately for learning (no pyjamas or other inappropriate items of clothing)
- Remain attentive during class

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- Interact patiently and respectfully with your teachers and peers and follow instructions to support the flow of the class
  - Provide feedback to teachers about your experiences and any relevant suggestions or concerns
  - And remember as always to report us to [contact@britishcouncil.ro](mailto:contact@britishcouncil.ro) any situation that you do think does not comply with these rules.