

Student and Parent Guide

Virtual Classroom



English course for Primary Infants students

Virtual Lessons

As you navigate the disruption caused by the Covid-19 outbreak on your family, we're here to help you keep a sense of normality and routine. With the British Council your child can continue their English language learning adventure to make the same progress, with the same teachers, classmates and materials online. We've adopted a slightly different approach to make sure your child gets the most out of their online learning experience. You can rest assured that through a new combination of live online classes and interactive guided learning your child will:

- Learn English and so much more
- Build confidence that goes beyond language skills
- Learn with teachers who bring their enthusiasm and expertise to every lesson.

A safe, supportive place to learn

Happy students make confident speakers. We provide a safe, supportive and relaxed place to learn, where everyone feels welcome. Your child will feel connected to others and learn about themselves too. This sense of community will enhance their learning, and build their confidence.

At the British Council we take the safety, well-being and protection of children and adolescents very seriously, both in our classroom and when delivering online classes.

Please read this document in conjunction with the Child Protection Policy, the Code of Conduct, the Acceptable Use Policy of ICT and our Anti-bullying Policy.

For any doubt or clarification, or if you observe any action that seems inappropriate, please contact us at the following email: contact@britishcouncil.ro

Virtual lessons are designed to cover the same skills and provide the same progress as regular classes.

Get ready!



Be seen and be heard



In virtual lessons students need to have a camera in order to participate fully. If you have ever used Skype, FaceTime or any other video calling app, the experience is very similar. Ear/headphones with a built-in microphone are also needed to speak to the teachers and other students throughout the class.



Test your video and mic before the lesson if you are not sure they work.



Be in a quiet place

The great advantage of Virtual lessons is that you can choose where to study. For the best experience, however, find a place where other people will not interrupt and where noise is not a problem. Being interrupted and constantly on the move can result in a poor learning experience.

[Click here](#) to check joining instructions when using a **desktop / laptop**.

[Click here](#) to check joining instructions when using a **mobile device**.



You can use either a desktop/laptop computer, or a mobile device (phone or tablet).



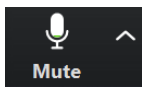
Be properly connected

You are going to need a stable internet connection. A poor connection will mean students may find it hard to hear or see each other and the teacher. This can be frustrating for everyone.

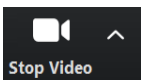


Google Chrome is the best browser to use with the platform; other browsers may not work.

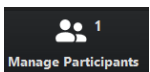
How the Virtual Classroom works



This button mutes your microphone. Click again to unmute



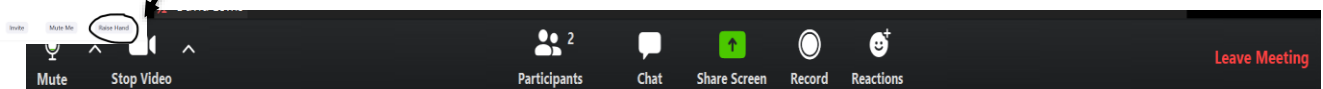
This button stops your video feed. Click again to become visible again

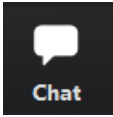


Click this button to see who is in the meeting

and then here to raise your hand to ask the teacher a question. Click it again to lower your hand.

You will see these buttons at the bottom of your screen:





This is the lesson chat. You can send written messages to everyone in the classroom or to your teacher. Be polite and don't send too many messages at once.



Click this button to leave the lesson

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 (unless you are a parent helping your child with the technical requirements of the platform)
- 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

Users of the platform 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**.

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

Unless you are a parent or guardian helping your child connect to the virtual platform or troubleshooting technical problems, no-one except the student should 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.

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, 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
- Bring your course book, notebook and pencil case to the classes.
- Be dressed appropriately for learning
- 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 after the class (through Edmodo) about your experiences and any relevant suggestions or concerns
 - And remember as always to report us to contact@britishcouncil.ro any situation that you do think does not comply with these rules.

Need help?

Concerns about inappropriate behaviour in the virtual classroom

Students can report something which is concerning or upsetting them, for example the behaviour of a classmate or the whole class. In the first place, you can inform your teacher. After your class you can also send an e-mail to the child protection focal point, using contact@britishcouncil.ro, who will investigate the concerns reported, and also sends an e-mail of acknowledgement to the sender. If for any reason you don't feel comfortable sharing your concerns with your teacher, please send an email directly to contact@britishcouncil.ro.