

# CODE OF BEHAVIOUR FOR WEBEX REAL-TIME TEACHING

## **Work Space**

Choose a workspace that is suitable for the online classroom. Not in front of a window.

Be aware of what others will see in the background.

## **Code of Behaviour**

**1** Mute your microphone when you are not talking or typing. Only turn it on if you are requested to speak by the teacher.

**2** Cameras must remain on for the duration of the class and you must be visible to the teacher at all times.

**3** Do not take screenshots or photos of others online. Do not under any circumstances make a recording of online classes or other online contact by the school. To do so is a serious breach of Data Protection Legislation and is therefore illegal.

**4** The School's Code of Behaviour and Anti Bullying Policies apply to online classes. Action will be taken by the school for breach of these in an online setting. In this regard a teacher has the right to block a student from a class if their behaviour is preventing teaching and learning and will not be re-admitted until the student has given an undertaking to the teacher to behave.

**5** Think before you type. Keep focused on the task assigned.

**6** Be on time and inform the teacher if you cannot attend.

**7** Have necessary books and material ready.

**8** Do not eat during lesson.

**9** Be dressed in day clothes and out of bed.

**Parents encourage your child through homework and reinforce good behaviour on line.**

## **Enjoy**

Enjoy this new way of learning. It is new to a lot of people and may take time to adapt.