

## Regulations for Participating in ZOOM Class

1. Download and install the ZOOM program and participate in real-time video classes (including assemblies, after-school activities and other after-school classes)
  - Students can download and install the ZOOM application on desktop, tablet, and smart phone; please read the relevant guidelines on the school website for details.
  - To ensure network security, if you have installed an older version of ZOOM app, please update to the latest version.
  - Students only need to start the ZOOM program, select "Join meeting", and then enter the designated "ZOOM meeting ID" (such as the ZOOM account of subject teacher) and "Meeting password" (the password is the same as the ZOOM account).
2. Please refer to the "Online Timetable" and log in before the class.
3. All ZOOM meeting IDs and passwords of the online lessons will be notified to students in advance through the eClass app. Please keep an eye on the information in the eClass student app.
4. In order to facilitate the identification of students and facilitate interaction between teachers and students, students must use the following format as the login name:

Format	Example
Class + Class no.+ Student's name	5D (15) Chan Tai Man

5. Students must turn on the video function throughout the online lessons to show personal avatars; it is recommended to set a virtual background in advance.
6. Students must pay attention to their dress code and appearance when they participate in the online lesson. They should be tidy and neat.
7. In the lesson, please turn on the audio when you need to answer teacher's questions.
8. In order to keep the class quiet, students should choose a quiet place to participate in online class, and mute any electronic devices irrelevant to the lesson.
9. In order to protect privacy and intellectual property rights, students are not allowed to record in the class, nor to disclose the meeting ID and password.
10. Learning materials such as textbooks, notes, pen and stationery should be prepared before class.
11. If necessary, students can make use of the chat room to ask questions or express opinions. However, other functions of ZOOM cannot be used without the teacher's permission.
12. Students must abide by the class rules, concentrate on class, and maintain a good learning attitude.
13. After entering the ZOOM class, students are not allowed to leave without permission.
14. Any violation of the classroom rules will be handed over to the Discipline Team.
15. Students should attend the online real-time classes on time according to the timetable. Meanwhile, the attendance rate and learning performance in online real-time lessons are taken as one of the reference indicators of students' conduct. Students are reminded to cherish learning opportunities. If students are absent from the online class without reasonable explanation, disciplinary action will be imposed, or even be treated as truancy.