

## **Zoom Online Class Rules and Precautions**

### 1. Precautions

#### a. Zoom Meeting ID and Password

- i All the Online Classes Meeting ID and Password will be notified to students via the eclass application. Please be aware of the information provided in the eclass student app.

#### b. Attending Online Class

- i Students should attend the online class at the time specified. Join the meeting before the class start and wait patiently at the Waiting Room for the teacher to allow your entry.
- ii Attendance of Online Class and learning performance will be one of the index for determining student's conduct grade. Please cherish these valuable learning opportunities.
- iii Missing Online Class without a valid reason will be punished accordingly. If the circumstances is serious it might be considered as truancy.

#### c. Attitude during Online Classes

- i Students should follow the usual class rules, pay attention in class and maintain a positive learning attitude
- ii Lesson material such as notes, text books, stationaries, etc should be prepared before class
- iii In order to maintain a quiet classroom, attending the class at a quiet place at home is advised.
- Iv If class rules are broken, it will be handled by the discipline section

### 2. Online Class Rules

#### a. Turning on Camera

- i. Students must turn on their camera during the whole duration of the online class in order to facilitate interactions.
- ii. A virtual background is recommended

#### b. Audio on Mute

- i. During class, students should mute their microphone to help limit background noises. Only turn it on when speaking.
- ii. Moreover please mute any audio that is not related to class

#### c. Dress Code

- i. Students should dress appropriately and maintain a clean and tidy outlook.

d. Privacy and Intellectual Property Right

- i. In order to protect the Privacy and Intellectual Property Right. Recordings or Audio Recordings are *prohibited*.
- ii. Sharing the School's Meeting ID and Passwords are *prohibited*.

e. Use of Chat Room

- i Students should make use of the Chat Room to Ask Questions and voice opinions.