

**RAJA RAMMOHAN ROY ACADEMY**  
***Student Code of Conduct for Online Classes***  
***v 1, 5 July 2020***

Dear Parent, this is a troubling time, difficult for all, and we recognise the importance of keeping the machinery of the school well-oiled and running as smoothly as we possibly can. Just as we recognise the sacrifices of the health workers who are fighting for us all on the front-lines of this Covid outbreak, so too must we appreciate the efforts our teachers are putting into adapting to the new paradigm. We know the road ahead will be tough and hitherto unexplored, but we hope you will work alongside us to ensure we make the best of a difficult situation. However, we are certain that with your cooperation and that of our students we shall succeed in our endeavours.

This *Code of Conduct* is aimed at streamlining the online teaching process so that every student gains as much as they can from each online session. We hope you will help us help the children by ensuring that your child follows the rules set out in this document. Thank you.

**Students will:**

1. Use an email address and profile picture that is appropriate for an educational environment.
  - Email addresses that use profanity or may otherwise be construed as offensive shall not be permitted in correspondence with RRRA faculty and staff.
  - Profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner.
  - The RRRA administration reserves the right to determine if a student email address and/or profile picture is inappropriate.
  - Students using an inappropriate email address and/or profile picture will be required to update their user profiles.
2. Enter the virtual classroom on time according to the given online learning time table.

3. Ensure all study material required for the class is ready before class time.
4. Sit on a table and chair, in a well-lit, and comfortable and quiet portion of the home, so that they can attend the class uninterrupted.
5. Wear school uniform or other classroom appropriate clothing. The student can be instructed to change their clothes by the teacher.
6. The students must keep their video on and ensure that the instructor can see their faces at all times.
  - a. If the student does not have a suitable internet connection, they must inform the teacher in the chat portal and have their profile picture and name visible.
7. Always enter the class in "Mute" mic mode unless instructed otherwise by the teacher.
8. Individually text on the individual chat if the student needs to be excused for a break.
9. Respect other students' work in a collaborative environment.
10. Give constructive feedback
11. Submit assigned work on time.
12. Log in and log out of the class according to instructions given in class.

### **Students are not permitted to:**

1. Enter a classroom they are not meant to be a part of according to their timetable
2. Eat while attending a virtual class.
3. Handle their phones while attending an online class unless the instructions are so given.
4. Take pictures/screenshots/videography of the virtual classroom environment.
5. Disrupt instruction. The teacher reserves the right to remove the student in case it is repeated. He/she will be marked absent in such cases.
6. Send inappropriate messages/dialogue with other students, faculty members or school staff via the telephone, online chat, or email, including but not limited to, messages/dialogue which are offensive, abusive, derogatory, seditious, harassing or threatening.
7. Display, transmit, distribute or make available information that expresses or implies discrimination/bullying or intention to discriminate/bully such as but not limited to:
  - **Insulting:** Posting or spreading false information about a person that will cause harm to that person or that person's reputation.
  - **Targeting:** Singling someone out and inviting others to attack or make fun of her or him.

- **Excluding:** Pressuring others to exclude someone from a community (either online or offline).

- **Harassment:** Repeatedly sending someone nasty, mean and insulting messages

8. Indulge in plagiarism or collusion: Copying the work of others, allowing others to knowingly copy a student's work, students using unauthorised help from others, and/or misusing content from the Internet is not acceptable. Parents, siblings, tutors and/or peers are not permitted to login to a student account and complete coursework on behalf of the student.

9. Use the discussion area of the course for postings of a personal or non academic nature which may be removed by the teacher should they appear. Grades and personal issues should be handled by private email or chat with the instructor. The discussion area is reserved for postings related to course work only.

### **Students are responsible for:**

1. **Logging in to their course regularly in order to keep up with the course materials.**

Even though no regular face-to-face classes are possible in online classes, instructors are able to track your activities online.

2. **Any and all use of their account(s);** therefore, they must maintain secure passwords for all accounts assigned to them, ensure and safeguard against others obtaining unauthorised access to their accounts and must not share passwords or any other access control information for their accounts.

3. **Representing themselves honestly** in all communications, applications, assignments, tests, examinations and other correspondence, maintaining academic integrity at all points of time.

**As a Raja Rammohan Roy Academy student, participating in this online learning environment, you will abide by all rules and regulations published in this document. Any infringement of the above stated conduct, will invite consequences as per the Behaviour Policy mentioned in the School Rules. Depending on the level of offence, it may vary from being debarred from classes to other appropriate disciplinary action.**

***Dated 5 July 2020***