

靈糧堂怡文中學
學生網上課堂守則

出席勤到：

1. 學生須出席所有網上課堂，如因病或事缺席，仍須按照平日的程序請假，否則會被視作無故缺席或曠課，會有紀律處分。
2. 如需請病假，家長需於當日 7:45-8:15am 致電學校請假，病假請假信如常於三個上課天內交回校務處。而事假必須於事假前，最少兩個上課天呈交家長請假信，向校方申請。
3. 每節課堂會設有點名時段，如缺席者，訓導會如常致電家長跟進。

上課前：

1. 學生應於上課前檢查好設備(鏡頭/收音咪/喇叭/耳機/設備電量)，並確保帳號能正常登入，如上述任何技術上或設備上的問題，應先向科任老師報告，或向班主任尋求協助。
2. 學生名稱必須展示姓名、班別、學號，不得隨意改名或使用其他同學的姓名。
3. 學生應先預備良好的學習環境，不可在家居以外的地方進行網課。如使用虛擬背景，必須在課前設定，以免影響學習。如有學習環境上的困難，應先向班主任求助。
4. 學生上課時應全程展示容貌，儀容應得體整潔，並請穿著整齊服飾。如有困難，宜先與科任老師溝通。
5. 預備課本、筆記簿及文具。

上課時：

1. 網上課堂屬於常規課堂，學生應安坐家中進行學習。
2. 學生必須完整完成網上課堂，不可無故離開網上課堂，並專心上課，回答老師問題。如老師向一學生多次發問而該學生沒有回應，老師有權不計算該學生出席。
3. 學生進入及離開課堂，必須在聊天室以「早晨」或「再見」示意，以禮相待，而科任老師會以此作為點名依據。
4. 當老師發問並請同學回答時，請按「解除靜音」，回答後按回「靜音」。
5. 如有提問，同學請以舉手功能或聊天室示意，耐心等待老師指示。
6. 聊天室的設置，主要予以未能開啟語音功能的同學回應，請勿在課堂期間在聊天室內閒談。
7. 學生如需前往洗手間，須在聊天室以文字示意，並得到老師批准，不可隨意離開課堂。
8. 學生不應擾亂課堂，不可分享與課堂無關的內容。未經老師許可，學生不得分享畫面、播放音樂、胡亂使用虛擬白板、胡亂舉手發言等。老師有權把屢勸不改的同學逐出課堂，並交由訓導委員會處理。
9. 為保障同學的私隱及肖像權問題，請勿攝影、攝錄或錄音。
10. 如未經老師許可，學生不得轉載網上課堂的學習材料。

上課後：

1. 學生必須完成功課，並有責任定期檢視學校網頁及 Google Classroom 的學習資訊。欠交功課的同學，會扣減勤勉分。

Ling Liang Church E Wun Secondary School
Rules for Online Lessons

Attendance:

1. Students must attend all online lessons. If you are unable to attend lessons due to sickness, you should follow normal procedures of taking leave. Absence from any lesson on any given school day without prior application or skipping lessons without justifiable reasons is an offence subject to disciplinary action.
2. If students are unable to attend lessons due to sickness, you should follow normal procedures of taking leave, namely to contact the General Office in the morning (7:45 – 8:15 am) and submit a parent's letter to the General Office within three school days. For causal leave, please submit a parent's letter to the School at least two days in advance.
3. Attendance will be taken in every lesson. The Discipline Committee will contact the parents of absentees.

Before lesson:

1. Students should prepare all the technical equipment (such as webcam, microphone, speaker, earphone or charger) beforehand. If there are any technical problems, please ask subjects teachers or class teachers for assistance.
2. Every student should show his/her names, class and class number. Do not change them.
3. Students should set up an appropriate learning environment. Please do not attend online lessons away from home. If a virtual background is used, please set it up before lesson. Please contact class teachers if there are problems with attending online lessons in an appropriate learning environment.
4. Students should turn on your webcams during online lessons and be properly attired. If there are any difficulties, please contact subject teachers.
5. Please get learning materials (e.g. textbooks, notebooks and stationery) ready.

During lesson:

1. Online lessons are regular lessons. Students should attend each lesson at home.
2. Students must attend full lessons attentively and must not leave the lessons. If you cannot answer questions from subject teachers several times, your attendance will not be counted.
3. Please enter and leave online lessons by sending a 'Good morning' note or 'Goodbye' note to teachers for taking attendance.
4. When teachers ask questions, students should press 'unmute' to answer

questions and then press 'mute' afterwards.

5. For enquiries, students should use the function on Google Meet to raise hands or write in the chat room. Please wait patiently for teachers' instructions.
6. The chat room function should be used by students who cannot use their microphones. Please do not use it for individual chats.
7. When students need to be excused for a toilet break, please write in the chat room and wait for teacher's permission. Please do not leave online lessons without permission.
8. Students should not disrupt online lessons by sharing materials that are not relevant to the subjects. Without teacher's permission, please do not share the screen, speak or use a virtual whiteboard. Students who do not follow rules for online lessons will be removed and followed up by the Discipline Committee.
9. To protect students' privacy and portrait rights, no video/audio recording is allowed.
10. Without seeking teacher's permission, students must not upload or share any learning materials.

After lesson:

1. Students must finish all homework and check the school website and Google Classroom for updated subject information regularly. Students' industry scores will be deducted if they fail to submit homework.