

THE RULES TO BE FOLLOWED BY STUDENTS OF PRIMARY AND NURSERY SCHOOL DURING DISTANCE LEARNING

- **General rules:**
 - Parents must ensure that both the connection and all equipment (microphone, audio headphones if necessary, a computer, a printer) that are essential to guarantee the interactivity of distance learning, are working and of good quality.
 - Pupils use the learning platform in a dignified and appropriate manner, respecting the teacher and classmates.
 - All communication between the teacher and parents, regarding the distance learning, must only be carried out via the school's official channels (e-mail, SMS, Teams).

- **Assignments/ Assigned tasks**
 - In order to facilitate evaluation and marking, students shall complete, compile and return all assignments/assigned tasks in accordance with the teacher's instructions (especially through the *Assignment* channel). Additionally, work shall be legible and returned by the assigned deadline.
 - Students should have at least two school (working) days to complete and send work to the teacher.

- **Video lessons**
 - Students, with the help of their parents, consult the electronic agenda and participate in lessons according to the instructions given by teachers.

- When possible, changes to an agenda must be communicated to pupils and their parents (in Nursery and Primary School) with a minimum of two days advance notice.
 - During on line lessons only the student should be present: no participation from other family members. However, it is clear that for Nursery and Primary, especially in M1-P3, a didactical and technical assistance by an adult (parent) may be necessary e.g. use of the Teams platform. Any other type of intervention by parents and/or other people during the online lesson is forbidden.
 - Students respect the instructions given by teachers during the lessons (use of a microphone, a webcam and a chat). All activities (listening to music, chatting with friends, etc.) are forbidden.
 - If the student is unable to participate in the lesson due to technical problems (the microphone or the webcam do not work), parents must inform the teacher via e-mail before the connection/lesson.
 - If a student repeatedly disrupts a lesson and does not respect the teacher's instructions, the teacher may disconnect him/her.

- **Privacy**
 - It is forbidden to make audio and video recordings or to take photographs of the teacher and/or the pupils during the lesson.
 - Teachers can record and publish audio and/or video of themselves (without pupils) for educational purposes.
 - It is forbidden to distribute audio/video materials prepared for distance teaching or to use them inappropriately.

