



10 Student Conduct Regulations for Online and Hybrid/Flex(ible) Classes

1. Students who attend class from home should, as far as possible, choose a quiet and well-lit space with a neutral background and a limited camera field of view in order to prevent any third person recording and to ensure that **no third persons will observe and/or disrupt the lesson.**
2. Students should be before their computer screens at least 10 minutes prior to the scheduled start time in order to check their internet connection and their equipment (microphone, camera, and speakers). Students should also remember their credentials (username/password) for accessing the platform.
3. Cameras are to be **turned on** during the whole lesson. Microphones should be on mute during the lesson and should only be unmuted at Teacher's request or when a student has a question (see Regulation 9). Teachers may mute students, turn off their video sharing, or expel students from a hybrid / flex(ible) lesson.
4. Students should keep track of the messages sent in the chat on the platform and use this chat **strictly** to communicate with participants in the lesson.
5. Students should have all the necessary materials (e.g. books, notebooks, pencils, colored pencils, etc.) handy and ready to use for the lesson.
6. Students may have a bottle of water handy but are not allowed to eat during the lesson. Adult students are not allowed to smoke during the lesson.
7. Students should **dress appropriately** for the lesson, as they would for a lesson in a face-to-face classroom.
8. Students, or any other third party, are **strictly forbidden from photographing, recording (with sound and/or video) any part of the lesson or the whole lesson.**
9. Questions are asked, as in a face-to-face classroom, by raising hands, using the "raise hand" feature of the platform.
10. Students should actively participate and interact with each other and with their Teacher. Students should not be chatting with family members or divert their attention to other activities (e.g., watching TV or looking at irrelevant things on their screens).

