



General Behavior rules for Remote Learning

- Students have to attend online lessons according to the European School's schedule;
- Students have to be on time in the online lessons;
- Students have to prepare all necessary materials/equipment in advance;
- Students have to follow the teacher's instructions unconditionally;
- Video calls should only be started by the teacher when starting the online lessons;
- Students have to switch their cameras on during the online lessons;
- Students have to greet the other participants in polite way and be always polite and positive during the online lessons;
- Students aren't allowed to use slang or profanity in their communication;
- Students have to switch off the microphone, while another student is speaking during the online lessons;
- Students have to use chat only with the teacher's permission to ask/answer questions;
- Students have to chat only for academic and educational purposes;
- Students have to switch off their mobile phones and they aren't allowed to use computers inappropriately;
- Students aren't allowed to communicate in social networks during the online lessons;
- Students have to use only earphones during the online lessons;
- Students aren't allowed to change personal or any other participant's profile pictures;
- Students aren't allowed to use nicknames for profiles. They have to use their ManageBac names;
- Students aren't allowed to mute/unmute/add/remove other participants;
- Students aren't allowed to leave the online lesson without the teacher's permission;
- Students/helpers have to notify their teacher in case of having any technical problem during or after the online lessons;
- Students have to end their video call by the end of the online lessons;
- Students have to be isolated during the online lessons and with the parent or other helper, if necessary;
- Students have to be isolated with a neutral background in order to protect the personal information of the student's family;
- For a smooth online learning process, the student's parent / legal representative is responsible for providing the student with all the necessary equipment such as a personal computer / laptop, camera and headphones;
- Students have to sit at the table. Learning from a sofa or bed is not allowed;

- Students aren't allowed to eat or drink during the online lessons;
 - Students during the online lessons have to be dressed in an academic way;
 - During the online lessons photo/video recording and subsequent distribution is prohibited for the purposes of protecting the personal information of the persons involved in the process;
 - Students have to be aware of the fact that the online learning process is analogous to the traditional learning method and in order to carry out the process successfully they have to comply with the general rules set by the European school.
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- **Consequences:**
 1. In case of inappropriate and/or disruptive behavior during the online lessons students have to immediately inform the teachers about the incident;
 2. The teachers have to write a note, make it visible for parents, email them and make sure they receive the information;
 3. The teachers have to monitor process and discuss every case with a student, his/her parents and coordinator;
 4. In case there are further disruptive behavior incidents (more than 3 cases), school has to involve the Head of Department and limit or even restrict the participation of the "disruptive students" in online lessons.

