Spiritword ACADEMY

STUDENTS RULES AND COMMUNITY REGULATIONS

ACCEPTABLE CODE OF CONDUCT

Schools around the world are switching to virtual classrooms and so it's important to establish online classroom rules when teaching online. Although many of the normal classroom rules may apply when teaching online, there are many online classroom rules students should be aware of. A breach of these regulations by students shall carry appropriate punishment (i.e., a letter of warning reprimand for a first offender or ejection from the Academy).

a. Be On Time for Class: One of the most important online classroom rules is to be on time for class, being late for class can be very disruptive to online classes. Be sure you are logged in 5 minutes before class starts and be ready to participate, take proper note and ask questions.

b. Dress Appropriately: A virtual classroom is still a classroom and so students should dress properly as you can be asked anytime to be on video.

c. Choose Your Study Space: Choosing a convenient place for online learning is very important. A well aerated space with good network and good lighting. Students should set up their study space in a quiet place away from distractions. For example, students should not place their device in a place where their parents and other family members may be walking around and talking in the background. This can be very distracting for all students in a virtual classroom.

d. Be Prepared: Just like classes in a normal classroom, students need to come prepared for class. This means reading ahead for the course, being prepared with any textbooks required for class, get your writing materials, and any assignments from previous lessons.

e. Respect And Encourage Each Other:

f. Do not exit the class without proper permission from the teacher

RULES TO PROTECT STUDENTS ONLINE

a. Don't give out personal information: It's important not to share your password, name, address/neighborhood, school or information about your family with anybody online.
b. Don't agree to meet anyone in person that you met online in this group without informing any of the admins.
c. Ask for help if you are scared or uncomfortable or uncertain: Some scammers may try to convince you into clicking a link or sharing personal information. If you ever feel unsafe or uncomfortable, always reach out to the admin before proceeding.
d. Don't participate in cyberbullying. Don't send mean or threatening messages online, and don't engage with these types of messages or comments if you receive them. Learn modesty, remember our goal is to become Christlike.

STUDENT'S RESPONSIBILITIES

☑ I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others to unverified source from the Academy
☑ I understand that I am responsible for all activity in my online services account
☑ If I find any information that is inappropriate or makes me feel uncomfortable, I will tell a teacher about it.
☑ I will acknowledge the creator or author of any material used in my project/research for school work by using appropriate referencing
☑ I will not attempt to access inappropriate material online or try to download or screenshot the Academy materials without the Admin permission.
☑ I will be courteous and use appropriate language in all Internet communications.
☑ I will not damage or disable or use the Academy's logo without proper permission from the Admin
☑ I will not share or sell information of other members of the Academy to anyone