

# Newton Chinese Language School Online Class Guidelines

Dear Newton Chinese Language School Community,

Because of the pandemic, Newton Chinese Language School (“NCLS”) has moved all the classes online this year. The NCLS will continue to provide our students with the most effective tools to enhance their learning by using web-based educational services and applications, such as Google Classroom and Zoom for online classroom session. To ensure a positive and productive learning environment during NCLS’s virtual learning sessions, it is important to be aware of the following guidelines:

## Behavioral Expectations for Students

- Login credentials must **not** be shared. Sharing of login information violates other students’ and teachers’ rights to confidentiality, and could allow class participation by unauthorized persons.
- Students will be encouraged to have their cameras on for the online class.
- Students **should** display their full name in the conferencing tool profile.
- Students **are not** allowed to take photos, screenshots, record any video, or audio, from these online classroom sessions. Online classroom sessions will not be recorded in order to better protect the privacy of our students.
- Always be respectful and courteous to others. Students are expected to dress appropriately when participating in the online class and make sure that there are no distracting backgrounds or items within view. Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during virtual sessions will not be tolerated.

## Privacy Guidelines for Parents/Guardians

- Parents/Guardians should be mindful of what family activities would potentially be heard/seen while students are in an online classroom session.
- When using devices at home, please have your child use these tools under your supervision.
- Any confidential or personally identifiable information related to students participating during virtual learning should not be collected, discussed or shared.
- Do **not** video record, audio record, photograph, live stream, or transmit in any other way any part of a virtual learning session, including **not** posting on any social media platform.
- If a parent/guardian has a question about the online learning experience, please email your child’s teacher.

## Online Teaching Guideline for Faculty

- Because our school has no secure way of storing/sharing the recordings, and we do want to protect the privacy of our students, we ask all teachers to refrain from making any recordings or taking screenshots of the online classroom sessions.

Thank you for your support and understanding.

**Newton Chinese Language School**