

(N)ETIQUETTE EEB2 FOR REMOTE LEARNING AND LIVE MEETINGS

Effective communication is key to success in online education, and that's where the term "netiquette" comes in. Netiquette, which is a portmanteau of "net" and "etiquette," refers to using courtesy and politeness when communicating with others online.

As we may move to (partly) online learning there are many anticipated questions and challenges. Teachers, educational advisers and students will continue to use Microsoft Teams for live class sessions, training sessions, meetings with advisors, **Your office 365 environment and TEAMS included is the only official digital platform for school related work!**

RULES TO FOLLOW:

- * **Profile picture:** None or a decent, recognizable ID picture from yourself.
- * **Background Teams:** None or a standard TEAMS background
- * **Recording (the lesson, the course, the intervention, etc.) is forbidden by the law (GDPR)**
- * **Content in chats:** only school related, polite communication is allowed. Before posting your question, check if it is not mentioned and use 'please' and 'thank you'. Stay on topic: no irrelevant comments.
- * Check your **spelling and grammar!** You are in the class!
- * **When not speaking**, students should **remain muted** to help keep the audio channel clear.
- * **Don't spam!** Avoid GIFS, non-necessary comments and pictures in your chats. Please don't take advantage of your connection with the other students in your online classroom to forward emails and links regarding your political/spiritual beliefs or other.
- * Make sure **identification** is clear in all communications. Begin with a salutation ("Hi, Jason!") and end with your signature
- * **Review what you wrote** and think before sending a message. When we speak face to face and are misunderstood, we have an on-the-spot opportunity to rephrase our words. In writing, we must strive twice as hard to be understood, as we do not have the benefit of modifying or elaborating in real time. All caps ("I'M SHOUTING") and exclamation points ("Give me a break!!!") can be misinterpreted as intense anger or humor without the appropriate context. If you wouldn't say it face to face, don't say it online. When you're working online, you're safe behind a screen, but that's no excuse to be ill-mannered or say things you would never say in public.
- * **Respect others' and your own privacy.** Don't give out another student's personal email address without permission. Don't use, send or manipulate pictures, videos from others! Remember, if it's on

the internet, it's everywhere. Don't share personal information about yourself in a public online forum, especially something that could put your safety or security at risk.

→ICT-department will monitor above measures.

GENERAL RECOMMENDATIONS:

- You should try to be in a quiet place for class periods.
- Sit if possible at a desk or at a table.
- Dress appropriately during live meetings.
- Students should not eat or drink anything other than water when on camera.
- Students should remove distractions like social media and texting during live meetings.
- Everyone should be respectful and courteous at all times. Remember, you are in class.
- Students should use any headset or earbud style headphones for live meetings; you do not need specialized models with a microphone. You should not use your computer speakers because this can create feedback or an echo for other people.



GENERAL TROUBLESHOOTING:

•Absences:

Follow the normal procedure.

Parents inform the educational adviser mentioning the reason of absence. For more than 2 days absence: MC is needed.

• Technical support

Requests should be sent to: WOL-ICT@eursc.eu

Please be as specific as possible when asking for assistance.

• Behavioral problems on the school platform:

Inform us immediately.

In your communication loop: the concerned subject teacher, form teacher and educational adviser.

Thank you for your *collaboration!*

