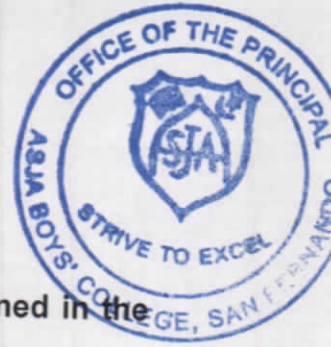


ASJA BOYS' COLLEGE
SAN FERNANDO
CODE OF CONDUCT FOR ONLINE CLASSES



1. This document is a supplement to existing school rules as outlined in the ASJA BOYS' COLLEGE Student's Handbook
2. Students must at all times display the high level of respect to teachers that is consistent with the norms and religious values that ASJA BOYS' COLLEGE embodies. No form of or display of disrespect towards teachers, whether on or off-camera/audio will be tolerated. Disciplinary action will be taken against students found to be disrespectful to teachers.
3. Students must be courteous and respectful at all times to all participants. Rules that apply in a physical classroom also apply to online classes. More specifically and in relation to online platforms the following must be noted:
 - i) **Students' video must at all times be turned ON during online classes. Students' microphones should be muted during online classes, unmuting can only take place based on a teacher's instruction.**
 - ii) Students must obtain the teacher's permission to leave an online class for whatever reason.
 - iii) Use of **obscene language** or causing obscene language to be disseminated during class whether through music or any other recorded audio or emanating from a video source **will not** be tolerated
 - iv) **Absolutely no form of music** is to be played during online sessions. Other forms of disruption will also **not** be tolerated.
 - v) **No pornographic material** is to be brought, displayed and/or disseminated during an online class.
 - vi) **Derogatory comments** to fellow classmates or teachers will not be tolerated.
 - vii) **No smoking, vaping or using of any incendiary devices (e.g. matches, cigarette lighters or any flame generating devise) during online classes.**
 - viii) **Any action or behavior that is disrespectful to a teacher will not be tolerated. Immediate disciplinary action against the student will be initiated.**
4. Students must be punctual to all sessions/classes. Each subject teacher will maintain an attendance record for each class and session.
5. Students are not allowed to have other persons represent them (by proxy) during online classes.

6. Students must respect the privacy of teachers and other users. Therefore contact information (such as email addresses, phone numbers) and posts belonging to other students or teachers must not be shared.
7. Students must complete all assignments and submit by the stipulated deadline date and time. Correspondence with teachers should be limited to academic content and confined to normal school hours unless otherwise expressly allowed by said teacher.
8. Any correspondence to a teacher via email or whatsapp etc. must include the student's name, class and subject/topic.
9. Student's email address must contain his given registered name and class, e.g. brandonwilliamson4B@gmail.com NOT superfly@gmail.com for ease of identification by teacher/administration.
10. Text messaging language and emoticons or emojis, are not to be used in communication during the session or in academic correspondence with teachers or classmates.
11. Cyberbullying is a criminal offence and students should not engage in any form of online activity that constitutes or may be interpreted as cyberbullying. **A more comprehensive list of such actions can be found under said section in Student's Handbook.**
12. Students must read/review all messages thoroughly before forwarding to avoid misinterpretation of the tone and content. Do not use ALL CAPS in communication which can be interpreted as shouting. Do not use sarcasm in your messages as this would be seen as rude behavior in a formal school setting.
13. Students are NOT allowed to record teachers without their knowledge and permission.
14. Students are not allowed to invite other persons into an online session. This means that Meeting ID and Passcodes should not be shared with unauthorised users.
15. Students must be appropriately dressed during live online sessions. Students **should not wear** sunglasses, caps, hats or other forms of headwear, armless/sleeveless T-shirts or shirts, reflective and or fluorescent coloured attire that is visibly distracting during sessions. **Allowable** headwear includes what would normally be worn as part of the school uniform in accordance with established religious norms and practice.
16. Students are required to strategically position themselves for online classes in their home environment where there is adequate lighting, where the background is least distracting to the instructional process and where there is no display of alcohol, tobacco or other illegal items. The use of alcohol, tobacco, illicit drugs,

e-cigarettes and other vaping devices is also strictly prohibited during online classes.

17. **Plagiarism** is a very common way of completing assignments by simply copying the answer from an online or other source and either pasting it onto your platform or rewriting it word for word into your script. **Plagiarism is an OFFENCE. Plagiarism is, “taking someone else’s work and passing it off as your own”.** Universities and Examining bodies are now taking stringent action against students who plagiarise and consequences include legal action against the student, long term or lifetime ban from the institution and immediate disqualification from further tenure at the institution. **It is always advisable for students to research answers using multiple sources and media then collate and compile ideas and concepts into a logical sensible format using your own words.** Where it is necessary to use the words of the author or researcher, these should be contained in quotation marks and the source article and year should be disclosed so as to properly give credit to the author/researcher.
18. The **Copyright Act** protects the intellectual property and associated rights of authors, researchers and publishers. Briefly put, it is a **criminal offence to reproduce more than 10% (in total) of a published work. So photocopying a book, scanning and printing or compiling by way of photographs, photoimages, purchasing or being in possession of one that has been photocopied or reproducing more than the allotted 10% will constitute a criminal offence.** It is noteworthy to mention that businesses engaged in such reproductions will never give you an official receipt, hence you have no legal claim of getting it from that source. Therefore, do not expect your teachers to post chapters or extensive content etc onto electronic platforms for your benefit. You should refrain from asking teachers to do so. **The penalty for Copyright infringement is a fine of \$250,000 and a 10 year prison sentence.**
19. The **Cybercrime Bill (2017)** outlines the penalties for online harassment and cyberbullying. At its **minimum it carries a \$2000 fine or a 6 month prison term.** With respect to the **unauthorized acquisition, movement, storage and subsequent use of computer data eg hacking, coercive and other dishonest means the penalty begins at a minimum of \$1,000,000 and a five year prison term.** Prosecution arising from violation of this Bill will be consistent with the laws of Trinidad and Tobago. Coverage of offences under this Bill is wide and both students and parents should familiarize themselves with its contents. There are many simplified and summarized versions available online.
20. Your teacher has control of your online classes at all times. A Progressive Discipline Policy containing consequences is outlined below:

- i) A verbal warning from your teacher during class as the infraction occurs,
- ii) A report made to your form teacher who will then inform your parent of the need to bring about corrective action on your part,
- iii) A report forwarded to the form level Dean who will then inform your parent and insist on corrective action being taken immediately,
- iv) Restricted access to the educational platform if behavior does not improve,
- v) The infraction being recorded against you in the Dean's Log and your Student's Record Card.
- vi) Where necessary, a report made to the Police against the student with consequent Police action. This will also be noted in your student's record card.
- vii) A report made to the Ministry of Education against the student which may also include a notation of the Police report requesting further action. This will also be noted in your student's record card.
- viii) Depending on the gravity of the infraction consequences may not sequentially follow the steps outlined above.

21. You are required to bring these rules to the attention of your parents so that they can be thoroughly discussed and understood by you before venturing onto an online platform.

This document is a compilation of mainly original work in conjunction with some existing literature from various online sources.

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September 17 2020