



Home Based Learning (HBL) – Student Expectations

Purpose

The purpose of this document is to set out the expectations on students while engaging in Home Based Learning.

General Rules for HBL

Equipment

Students need to have access to the following:

- A computer or laptop. A smart phone is not sufficient for HBL
- Internet connection.
- Full access to school eLearning platforms i.e. not blocked by proxy filter.
- Headphones
- Relevant textbooks, exercise books and class materials.

Readiness for Learning

Students should ensure that they are ready for learning at the start of each school day by:

- Being dressed in appropriate attire, it does not need to be school uniform.
- Having the required access to eLearning platforms including login credentials.
- Devices charged or plugged in.
- Being seated as they would be in a classroom or office i.e. not in bed, by the pool etc.
- Be familiar with the subject teacher's expectations of how HBL will run.
- Understand the method by which the teacher expects submission of work.

Start of the Day

HBL days commence at 8:30am with students checking in with their House Tutor to register for the day and receiving notices. If a student is late for registration they should email their House Tutor and let them know they are late. Students need to attend all lessons in order to have their attendance registered.

If a student is going to be absent the same procedure should be followed as per normal, an email should be sent to absence@acsinternational.edu.sg

Please refer to the "Home Based Learning - FAQs" document on the school website of what to expect in lessons throughout the day.

Boarders

Students who reside in Boarding also need to ensure that they are following the Boarding house procedures for HBL which may include allocated seating in the study hall and requirement to be in study hall for all periods regardless of if there online teaching or if it is a study lesson. Boarders are not permitted to leave the Boarding facility during lesson time unless given permission by Boarding house staff.

Expected Behaviour

Students are expected to behave according to school rules when they are engaged in HBL, just as if they were at school. However, HBL is different from regular classroom teaching and so please find below some rules regarding the use of eLearning tools.

Online Chats

Follow the rules below:

- Conversations should be relevant to learning.
- Do not engage in chats about personal matters.
- Do not use language or words that could be misinterpreted.
- Do not share private and confidential information with others.
- Do not use abusive, racist, derogatory or sexual language.
- Do not talk disparagingly about others or the school.

Video Conferencing

Follow the rules below:

- Do not have personal effects in view e.g. family photos, posters etc.
- Use a room with a plain background.
- Position the webcam so that it is not possible for other members of the household to come into view.
- Use a room that limits the background noise that might occur in your household.
- Use headphones in order to not disrupt those around you.
- Turn off notifications that could pop up on the screen.
- Remember to turn the camera and microphone off when you have finished.
- Engage in only your assigned classroom learning activities, do not join or disrupt other classes.
- If the teacher asks you to turn your camera and microphone on you must do so.

Screen Sharing

If you are required to 'share your screen' so that others can see it, please ensure that you:

- Close any internet browser tabs that could be visible.
- Turn off email notifications that could pop up on the screen
- Turn off messaging notifications e.g. WhatsApp that could pop up on the screen
- Choose a desktop wallpaper that does not provide any personal information or images that could be used.
- Remove any files from the desktop.
- Close any programmes that contain personal information or images.

Intellectual Property (IP) Rights and Recordings

The class materials that are shared by teachers, including pre-recorded videos, are the intellectual property right of ACS (International). Therefore, they should only be used for the student's private study use and should not be distributed.

Live lessons are not be recorded.