

中文学校网课实施细则

在天气原因或不可抗外力情况下，中文学校无法实施教室中的实体教学，需要进行网络授课时，学校教师、学生、家长及工作人员需签署网课免责声明，学校将遵照以下实施细则及规定展开教学活动。

学校方面

1. 学校为教师提供相应的培训及技术支持。目前情况下，学校使用 ZOOM 作为网课教学的平台。在此基础之上，积极寻求其他解决方案为做备选。
2. 依照实体课堂教学时间排定课程安排表，如有特殊情况，及时协调课程安排，以避免课程延误。
3. 学校监督老师的网课课堂教学状况，定期或不定期进入网络课堂抽查上课情况或听课。
4. 及时回应、解答教师、家长及学生的疑问。

教师方面

1. 遵循学校的课程安排上课，不私自调整上课时间。
2. 建议使用学校提供的电邮账户设置并进行网络教学。学年结束时，学校将重置电邮账户。教师不得将学校电邮账户作为私用，学校有权随时收回学校电邮账户。
3. 认真备课，明确每课的教学计划、重点难点、活动安排及作业。以多种形式进行阶段测试，以了解掌握学生的学习状况。
4. 课前须向学生、家长及学校提供网课链接及密码，如有更换应及时通知上述人员。
5. 记录学生的考勤情况，及时向学校通报。
6. 重视网络授课的安全性，为本班网上课室设置密码，并提醒学生注意网络安全。
7. 网络授课的同时维护教室秩序。学生人数在 10 人以内的班级，要求所有学生在上课时必须打开摄像头，以便关注学生上课时的状态。
8. 如非课堂活动需要，关闭网络教室内的他人屏幕共享功能、屏幕备注功能及聊天功能。
9. 和学生强调网络课堂也是课堂，要遵守课堂纪律。制定网课班规，如和学生约定回答问题、需要上厕所时需要举手。
10. 对于扰乱课堂秩序的学生，行使暂时请出教室 5 分钟的权利，并通知家长。

11. 尊重并维护学生的隐私及肖像权，不得随意采集学生上课过程的动静态图像，并私自保存或传播。
12. 认真检查学生的作业完成情况，并及时向家长反馈。如遇学生请假，可提供相应的教学参考资料。
13. 合理安排上课的活动，注重与学生间的互动。有效使用网络上的视频影像资料，并注意视频影像资料所适用的年龄范围。
14. 按时上课、下课，不迟到，不拖堂，提醒学生注意课间休息。
15. 如需请假，依照《教师守则》的规定进行。
16. 参加学校提供的各项相关培训和活动。
17. 鼓励学生参加学校组织的各项网络活动，并给予相应的支持。
18. 保持与家长的沟通，及时了解、发现学生在网课学习中存在的问题并积极改进。

学生方面

1. 按时进入网络课室，认真听讲，遵守课堂纪律。
2. 打开摄像头，让老师看到自己上课时的样子。
3. 在不需回答问题时，话筒静音。老师提问或互动时，再打开。
4. 不在共享屏幕上乱写乱画。
5. 不使用聊天功能进行与课堂活动无关的话题。
6. 认真课后完成作业。
7. 如有和课程相关的问题，及时举手向老师提问，并等待回答。如是与课堂无关的问题，请在课间或课后再提问，或由家长转达。
8. 因故不能上课的，提前向老师请假。

家长方面

1. 为学生提供必要的网课设备并调试，保证学生在一个安静的环境中上课。
2. 监督学生上网课时的纪律及状态。建议低年级学生的家长陪同学生一起上课。
3. 学生因故不能上课的，需提前向老师说明情况，并自行补课。老师可根据情况提供上课相关的资料、课件、练习等，但学校及老师没有义务提供补课或课堂录像。
4. 有问题时，及时与老师或学校沟通。

Rules of Online Courses

Due to weather conditions or unforeseen circumstances, Chinese school cannot implement classroom teaching. When online teaching is required, school teachers, students, parents and staff must sign a Waiver of Liability & Assumption of Risk Agreement for online courses. The school will comply with the following implementation rules and regulations.

School

1. The school provides relevant training and technical support to teachers. Currently, the school uses ZOOM as the platform for online teaching. On this basis, School will actively seek alternative solutions as well.
2. Plan the curriculum according to classroom teaching time. In case of special circumstances, coordinate and adjust the curriculum in a timely manner.
3. The school monitors the teachers' online classroom teaching status, and regularly or irregularly enters the online class to observe the class progress and attendance of student and teachers.
4. Response questions from teachers, parents and students.

Teachers

1. Follow the school's curriculum; It is not allowed to adjust the class time without permission.
2. It is recommended to use the email account provided by the school to set up and conduct online teaching. Email accounts will be reset at the end of the school year. Teachers are not allowed to use the school email account for personal use. The school has the right to remove school email account access at any time.
3. Prepare lessons and make teaching plan beforehand, such as determine main objective, key point, activities and homework needed to carry out the lesson plan. Evaluation can be conducted in a variety of forms to understand the students' learning progress.
4. The online course link and password must be provided to school administration, parents and students before class. If there is any change, the above personnel should be notified immediately.
5. Record the attendance of students and inform the school timely.
6. Help ensure students understand cyber security and increase awareness of online privacy.
7. Maintain classroom order while teaching online. For classes with no more than 10 students, all students are required to turn on their cameras during class.
8. If it is not required, turn off the screen sharing, screen remark and chat functions in the online classroom.

9. Set effective ground rule in online classroom. Emphasis proper online etiquette such as ask students to raise their hands if they need to answer questions or go to the bathroom.
10. For the students disobey class rule, discipline can be temporarily removing student out of the classroom for 5 minutes and inform their parents.
11. Ensure a cyber-safe classroom and protect students' private data such as photo & video.
12. Check student's homework effectively and provide timely feedback to parents. If the student absence is related to reasonable circumstance, supply absent student the missed course material for self-study.
13. Cultivate more interaction between teacher and student. Utilizing age-appropriate multiple online teaching tool to maximize engagement.
14. Organize class time effectively. Start and end class on time. Ensure student have recess between classes.
15. Leave of absence request must follow in accordance with the Teachers' Code of Conduct.
16. Participate in relevant training and activities provided by the school.
17. Support and encourage students to participate in various online activities organized by the school.
18. Keep in touch with parents and seek parent's feedback for continuous improvement of online teaching.

Students

1. Must be punctual for the online class, pay attention and obey classroom rule.
2. Turn on the camera and make sure the teacher can see you.
3. Mute the microphone when you are not answering questions. Unmute it when the teacher asks a question or interacts.
4. Don't doodle on the Shared screen.
5. Do not use the chat function for topics unrelated to class activities.
6. All assignments must be done on time.
7. If you have any questions related to the course, raise your hand to the teacher and wait for the answer. If the question is not related to the class, please ask during the break or after the class, or by the parents.
8. If you will be absent, report to the teacher in advance.

Parents

1. Provide necessary online course equipment, limit distraction and provide a quiet, comfortable and dedicated space for learning.
2. Monitor the discipline and status of students' online class. For younger student, parents are recommended to accompany them in the class.

3. Students who are unable to attend class should explain the situation to the teacher in advance and make up the lessons by themselves. Teachers may provide class-related materials, course slides and assignment accordingly. However, teachers are not obliged to provide supplementary lessons or class videos.

Contact classroom teacher or school administration if there are any questions or concerns.