

葵涌蘇浙公學 參與網上實時課堂的規則

(一) 登入名稱

學生進入課堂等候室及課室時，必須於用戶名稱上清楚顯示其班別、班號及姓名（必須以全名顯示），以資識別。請學生按以下格式顯示班別、班號及姓名：

例子：1A 02 Chan Tai Man

(二) 準時出席

學生衣著必須端莊整齊及準時出席實時課堂，遲到嚴重者，將可能不獲批准參與該課堂。缺課記錄可能會顯示在學生的成績表、學歷證明書及推薦信之上。

(三) 專心學習

上課期間，學生需開啟視訊功能，展示容貌以方便老師核實同學的身份。同學亦應該按老師指示，專心進行學習活動，學生不應於上課期間進行學習指示以外的事情。

另外，為保障老師及同學的私隱，如未經老師批准，不可以在上課期間進行錄影、錄音及拍攝或把相關視視訊內容上載到社交平台。

在如違反規則，老師可以拒絕或中止學生參與課堂，並會記錄在案及作嚴肅跟進。

(四) 請假手續

學生如未能出席網上課堂，須依正常請假手續，在早上八時前致電校務處請假，再補交請假信。遲到及缺席上課日數會顯示在學生的成績表、學歷證明書及推薦信之上。全年出席率低於百分之九十五，校長將按實情不批准該生參加校內測驗及考試或將該生所得分數加以折扣處理。

(五) 無故缺課

- ① 以堂數計算，缺課 10 節，當 1 天缺席 (例：第一天缺課 4 節，第二天缺課 6 節，成績表顯示缺課 1 天。)
- ② 累計 12 堂缺課，記缺點一次 (學習態度不認真)
- ③ 之後每 4 堂缺課，記缺點一次，如此類推

(六) 科技支援

如學生的電腦或相關裝置如手機未能配合，請家長即時聯絡本校校務處跟進（電話：2420 2103）。

Kiangsu-Chekiang College (Kwai Chung)
Rules on Zoom Live Lessons

1. Login Name

When joining the Zoom Live Lessons, students are required to use their Class, Class Number and Full Name for identification. Please follow the format as shown:

Example: 1A 01 Chan Tai Man

2. Be Punctual

During Zoom Live Lessons, students should wear proper attire and attend the Zoom Live Lessons punctually. Teachers may not admit any students who are late to avoid unnecessary disturbance. Students who are not admitted to the lesson due to their lateness will be counted as absent. All records of lateness and absence will be recorded and the serious cases will be reflected on students' report cards, testimonials and school reference letters.

3. Focus on Learning

Students should display their faces for identification purpose and for teachers to assess their performance. If any students fail to comply with the teachers' instructions, they may not be allowed to take part in the live lesson, and the misbehavior will be recorded and followed up.

To respect the privacy of teachers and other students, any format of recording (video, voice, photograph, etc.) is strictly prohibited without permission.

4. Leave Application

For leave application, please follow the normal procedures, call the school office (2420 2103) before 8 a.m. A formal letter of leave application should then be submitted to school. Unpermitted absence in Zoom online lessons may be reflected on students' report cards, testimonials and school reference letters. If the annual attendance rate is less than 95%, the students' exam score may be discounted.

5. Unpermitted absence

- ① Accumulated 10 lessons, will be recorded as 1 day absence.
- ② Accumulated 12 lessons, 1 black mark will be recorded.
- ③ After 12 lessons, every 4 lessons, 1 black mark will be recorded.

6. Technical Support

If student's phone/computer devices do not have a video function for Zoom Cloud Meeting, the student/parents should contact IT teachers on 2420 2103.