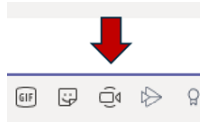


General instructions to pupils for distance learning

- The normal timetable of the day is followed.
- [MySchool](#) is used for general assignments.
- [Microsoft Teams](#) is used as a digital learning platform for video lessons (**Meet**), collaborative learning (**Posts**) and sharing specific work and materials (**Files**).
- Teachers schedule video lessons in the Calendar and start the lesson (in general).
- Pupils join the lesson through the invitation in the Calendar (in general).
- In case the video lesson is not scheduled, join the lesson through the Teams' subject channel by clicking on the camera.



- Teachers start video lessons and are available for their pupils according to the timetable.
- [Download the Microsoft Teams Quick Start guide for students and other very useful materials for pupils on how to use Microsoft Education.](#)

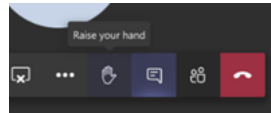
The video lessons are necessary for:

- Making contact with all, a group or individual pupils;
- Presenting the objectives of the lessons/day;
- Giving specific instructions and explanations for the lessons as well as answering possible questions;
- Keeping up the group/class dynamic;
- Making a group or collective correction of the task;
- Sharing the results of the task.

Rules for participating in a video lesson

- Participation in the video lesson according to the timetable is mandatory for all pupils and teachers, if not instructed in another way.
- Before the video lesson, the pupils check that the technical means (internet connection, camera, microphone) are functional.
- The pupils and teachers participate in the video lesson with the camera on.
- Not having the camera on during the video lesson is considered as being absent.
- The pupils always enter the video lesson with their school account.
- A quiet room should be chosen for the video lesson.
- The background of each person attending the video lesson can be blurred.
- [The Netiquette rules](#) are followed during the video lessons.

- A polite and correct language and clothing are expected.
- Every video class starts on time.
- When entering and leaving the video class, usual greetings are in use.
- While receiving the instructions, pupils leave the microphone off and turn it on only if the teacher has given permission.
- The *Raise your hand* function must be used to ask additional questions.



- On the video lesson chat area, the pupils are supposed to write only the information related to the studies.
- The pupils do not engage in additional activities (playing, eating, drinking, etc.) while attending the video lesson.
- The pupils do not share the video lesson content with outsiders.
- The pupils leave the video lesson when the teacher has given permission.
- At the end of the video lesson, the pupils leave the chat room.
- Recording the video lesson in any way is not accepted.