



# 聖地牙哥中華學苑學生遠距上課守則

## San Diego Chinese Academy

### Student Online Learning Handbook

- 1. 事前做好準備： 測試班級鏈接和電腦設備。學習如何進入教室，如何使用靜音和取消靜音。攝影鏡頭要開著，讓老師看到你。關閉其他電腦軟體。**  
***Be prepared in advance.*** Please test out the class link and the computer or device you are going to use for online class, in advance, to ensure that they are working, and your system is up and running. In addition, learn how to enter the virtual classroom, mute and unmute your microphone, turn on your camera and shut down other programs.
- 2. 遵守時間： 不遲到，不早退。 Be on time.** Please log on a few minutes before the class begins and be prepared for class.
- 3. 每週上課時須準備好課本，作業，鉛筆，橡皮擦。 Be ready.** Have your supplies ready: pencils, notebooks, textbooks, etc. Before the class begins, have your video on and microphone muted.
- 4. 穿著適當的衣服。 Wear proper attire.** Please make sure you look presentable for class. Think about what you would wear to school and dress accordingly.
- 5. 找一個好的位置。 Choose a good location.** Find a quiet place that is free from distractions and allows you to focus on the class. We recommend this place is at a desk or table, and not on a bed.
- 6. 上課時，集中坐在同一個地方。 Stay in one spot during your class.** Resist the urge to get a snack or take your class meeting outside. It is distracting to your classmates to see you moving around during the class.
- 7. 減低干擾，分心的程度。 Eliminate distractions.** Keep in mind that class time is class time even when you are at home. Do not snack or chew gum during class. Turn off the music or the TV in the background. If you need to use the restroom, try to do that before class starts or raise your hand during class and let your teacher know you are going to the restroom. Do not use your cell phone during the class meeting. Do not bring pets, toys, stuffed animals, or siblings to the classroom meeting.
- 8. 積極參與班上活動。 Be an active member of the class.** Listen attentively to your teacher and classmates. Raise your hand and wait for the teacher to call on you. Share with the class and/or small groups, when prompted. Remember to stay off the chat room



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unless your teacher asks you to do so.

9. **尊重你的老師和同學。 Respect your teacher and classmates.** Bring your good behavior to the virtual classroom. Appreciate your teacher and all the work he/she has done to continue teaching you in the virtual classroom.

10. **按時完成學校的功課。 Keep up with all assignments.** One of the challenges posed by online learning is the increased level of responsibility that students will have for their own learning. It is important to stay on course and complete homework on time.

**Parent and student Acknowledgement**

I \_\_\_\_\_ (student's full name) hereby confirm that I have read the "SDCA Student Online Handbook" and understand that it describes the conduct and behavior expected of me as an SDCA student.

\_\_\_\_\_  
Parent (Print, Sign and Date)

\_\_\_\_\_  
Student (Print, Sign and Date)

Date : \_\_\_\_\_