



Warwick Independent Schools *virtual* – student rules

Explanation:

In order to ensure that each Warwick Independent Schools *virtual* (WISV) student is welcome, safe and able to study effectively for the whole time that they study online with WISV, there are rules in place to serve that purpose.

We have created a short list, as we believe that rules need to be actively remembered and understood in order to support the happy atmosphere and culture of success we need for all students to flourish in their studies, as well to enable all our tutors and other staff to serve the students in their care.

This is not an ‘exhaustive’ list of possible matters which might have to be subject to disciplinary measures, but it is hoped that the information below indicates the clear principles by which we operate as a space for online learning. All rules embody the fundamental principles of respect and integrity which underpin success on a WISV course.

This is what we expect of our online students - Warwick Independent Schools virtual rules:

That students attend all scheduled lessons, and that students arrive at all Teams meeting ready to start on time.

That students participate actively in each lesson, always responding appropriately to the tutor's requests.

That students keep up to date with all work set by the tutor, and that students submit all homework and assignments on time.

That students prepare for their classes and are ready to contribute positively at all times.

That all the work submitted by students at all times is completely their own unaided work.

That none of the work students submit towards their EPQ project [when applicable] is duplicated from, or closely related to, material being studied in or used for any other courses they are taking.

That students treat their fellow students with absolute respect at all times and in all contexts (all students are subject to Warwick Independent Schools Foundation rules concerning student online conduct for the whole duration of their course, both within the Teams lessons and in any other online interactions. These rules are set out in the document ‘Warwick Independent Schools *virtual* – Pupil Acceptable Use of ICT Policy’, available on the WISV website. In particular, these rules protect online students from bullying and negative treatment of any kind.).

That students show their WISV tutor and all WISV staff absolute respect at all times.

That students use their access to the Microsoft 365 for Education package in an appropriate and responsible way, only for the purpose of completing their online course, and in particular:

- that students do not use access to the package and its storage facilities for any activities which are illegal, inappropriate or unrelated to their online course;
- that students do not deliberately or without reasonable care subject the package or any other WISV online facilities to danger from malware, viruses and other online dangers;
- that students use their WISV email only for the purposes of legitimate communication with their tutor and for other reasons directly connected to their online studies and completion of the course, and not for any other purposes, particularly any purposes which might bring WISV into disrepute.
- that students do not at any time allow any other person access to their WISV email, profile, password or use of any facility enabled through their being a student of WISV.

That students do not attend a WISV course under the influence of illegal drugs or alcohol.

That students do not bring the name of WISV into any disrepute online, or elsewhere.

That students do not record any WISV lesson for any purpose, and that students do not disseminate or distribute any lesson materials or recordings, howsoever made, to any other person. WISV lessons and tutorials are available only to individual students who have paid to access those lessons and tutorials.

In particular, when students are learning online in a Teams class or a Teams one-on-one lesson:

Students must study in an appropriate location for the whole of the lesson (we suggest a desk or table, and we ask that students do not study in their bedroom). The background should be blurred when on camera. Students are expected to be 'on camera' at all times during live lessons.

Students must be appropriately dressed for a lesson - there is no WISV uniform, but we ask students to dress as though they were in the presence of their school principal (for example, students do not need to dress formally, but a student's clothes should be appropriate - for example, not sleepwear, not beach wear, nor revealing items, nor clothes with offensive or potentially offensive logos or images on them.).

Students must always check their technical equipment before the lesson, so that technical problems don't interrupt progress.

Students should participate as requested by the tutor.

The language of instruction and class activity is English, so communications between students should also be in English, even if individual students working together in a class have another common mother tongue.

Students can expect the lesson to be recorded for safeguarding purposes. Additionally, recordings are normally available for the purposes of revision.

Some detailed rules concerning what is meant by 'respect' to others:

Any negative or distracting behaviour during any lesson is strictly forbidden and will result in a disciplinary sanction.

Repeated negative or distracting behaviour will result in the student's place on the WSIV course being reviewed and – in severe cases – withdrawn. Severe cases of negative behaviour are detailed as follow, but are not limited to this list:

Rudeness, spoken or written, towards another student;

Rudeness, spoken or written, towards the tutor;

Deliberate and sustained distraction of either the tutor or another student;

Any negative behaviour towards another WISV student within the context of the WISV learning environment, or beyond it;

Expressions of bullying, harassment, hatred, racism, sexism, homophobia, transphobia or other intolerant views, whether written, spoken or expressed in any context within or beyond the WISV learning environment;

Recording a lesson for any purpose, but especially for the purpose of illicit distribution to any third parties who are not current WISV students on the same course;

Taking screen-shots of any kind, and in particular those with images of other students and / or tutor(s).

During the whole time that the lesson is in progress, students should not engage in any activity other than those set by the tutor and which are intrinsic to the lesson – for example:

Students should not engage in any activities on a smartphone;

Students should not engage in any activities on another computer / tablet / mobile device;

Students should not listen to or watch any other material whilst the lesson is going on.

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