

END-OF-TERM AND FHBL INFORMATION

19- 28 May 2021

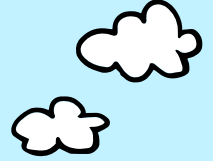
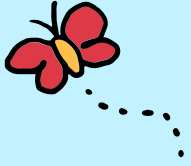


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KEY ITEMS

A^BC

- 1) Roles and Responsibilities of Students For
FHBL
- 2) Netiquette In MS Teams



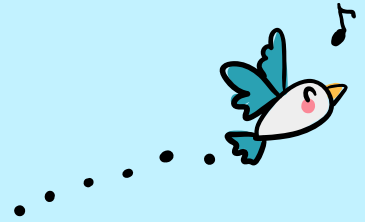
01

Roles and Responsibilities of Students For FHBL





1. Daily Attendance Taking



- Students to report attendance and temperature to CMs before 7.45 am via MS teams chat (for Sec 1-3) and Whatsapp (for Sec 4/5) **every morning**.
- Students will be considered **late** if you report attendance after 7.45am.
- Students will be considered as **absent** from school if they do not report to CMs by 12 noon each day.



1. Daily Attendance Taking

Message to students from CMs:

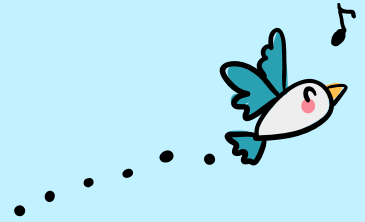
- Dear students, please indicate your attendance and temperature below, according to your index number. You can use emoticons to let us know how you are feeling this morning.

E.g. 1. Ada Chan, 36.7 °C, 

2. Adrian Lim, 36.9 °C, 



2. During HBL



- Be fully engaged in the learning activities planned for you by your subject teachers
- Be punctual for the live sessions
- Dress appropriately (School T-Shirt) and turn on the video camera at all times
- Be mindful of your mannerism during the live lessons.





3. Expectations of Learning Outcomes



- Complete the work assigned within the time frame given
- Seek clarifications when in doubt
- Do your corrections and/take follow-up actions based on your teachers' feedback on your work





4. Timetable for various activities

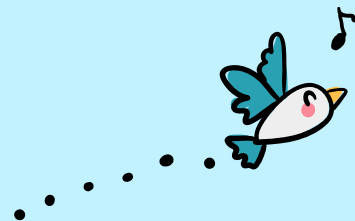


- Lesson for the day will **follow the class' timetable**
- Instructions for the subject / lesson will be in MS Team (Sec 1 to 3) and Google Class (Sec 4/5)





5. Support Helpdesk

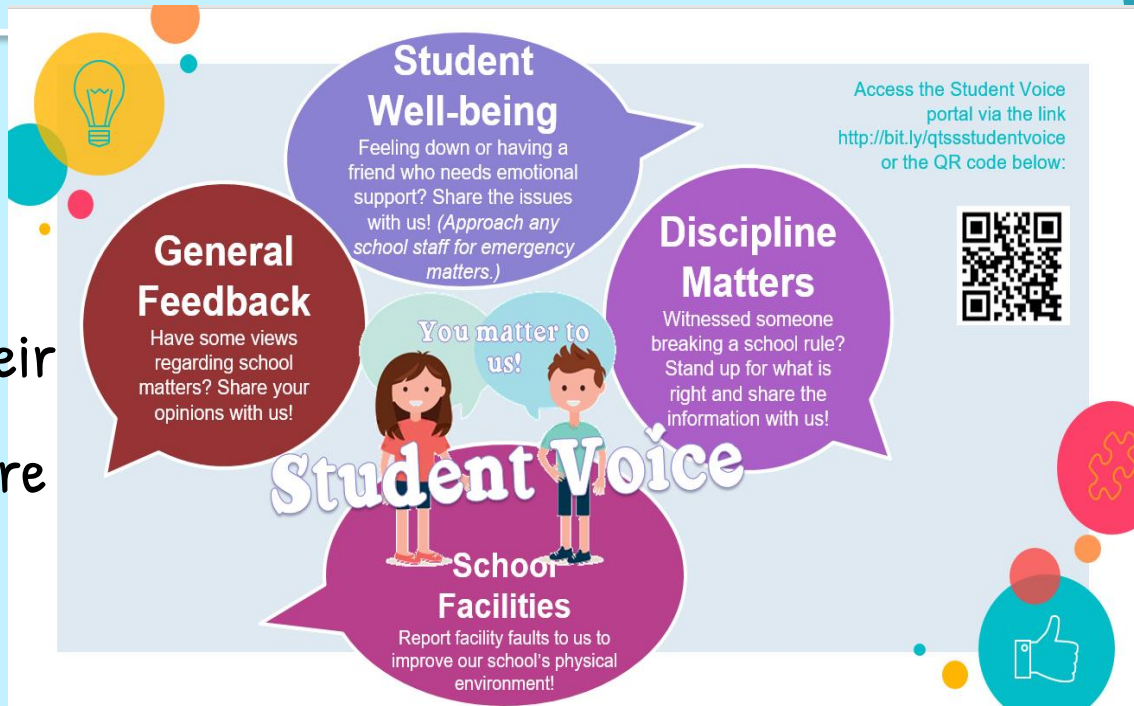


- Curriculum Matters – Respective subject teachers and/or the IP HODs
- ICT Technical Support – Mr Joseph Teo (HOD ICT) / Ms Jodie Ng (SH ICT)
- Emotional Support – CMs / School Counsellors / YH Team
- For other queries : School General Office (Tel: 64674 1055)



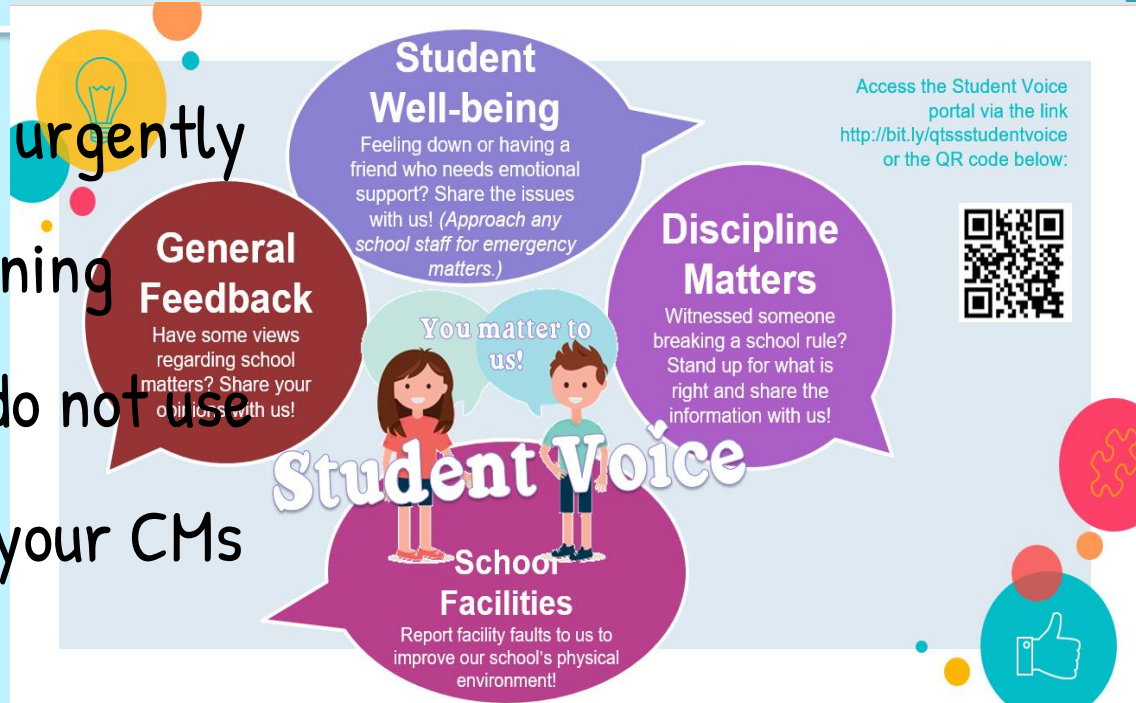
EMOTIONAL SUPPORT: STUDENT VOICE PORTAL

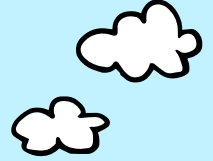
Student Voice Portal is a platform where students can share what is happening in their lives or let us know if there are students around them who require more support.



EMOTIONAL SUPPORT: STUDENT VOICE PORTAL

Gentle reminder that for urgently matters or issues concerning students' safety, please do not use this portal but approach your CMs for help immediately.





02

NETIQUETTE IN MS TEAMS



NETIQUETTE IN MS TEAMS

Treat our MS Team like you would treat our classroom

- Speak respectfully and respect everyone in your MS Teams
- Type only kind and helpful comments
- Join meetings MUTED and always turn your video ON
- If you wish to chat with classmates, only chat with students from our class inside our class team

NETIQUETTE IN MS TEAMS

- Do not use MS Teams as a social media platform or try to connect with others outside of our class
- Always hand in your assignments in time
- Remember, we are using MS teams for Learning and Collaboration

SUMMARY ON NETIQUETTE

- The human element: "Ask yourself if you are on the _____ receiving end, will you still post/send it?"
- Adhere to the same standard of behaviour online as you would in real life i.e. If you wouldn't do it in real life, don't do it online
- Use appropriate words at the appropriate juncture: the type of language used to converse in lesson vs type of language used to converse with friends over whatsapp will be different.

SUMMARY ON NETIQUETTE

- Respect other people's time and bandwidth: be to the point in your communication
- Check yourself
 - a) Verify facts before posting
 - b) Check your appearance (if video conference is expected) and dress appropriately
 - c) Focus on what you are supposed to do

SUMMARY ON NETIQUETTE

- Extinguish Flame wars (Remain constructive in your discussion)
- Respect other people's privacy
- Forgive: The people are you conversing with are human, and will make mistakes, learn to forgive.