

# Code of Conduct For Video Conferencing (VC) / On-line Class Meeting



**Cyber Security**

**Cyber Wellness@Rosyth**  
Rejecting Apathy, Embracing Graciousness

## Before VC / On-line Class Meeting

- Prepare a quiet and conducive venue for VC. Avoid conducting VC in your bedroom.
- Be neatly and appropriately attired (including accompanying parents/ guardians, please). No indecent and sloppy attire
- Set up your study area early by checking the camera, microphone and sound system are working.
- Ensure your Wifi signal is strong, otherwise shift closer to your home router.
- Be punctual. Log into your school based Google Classroom account (@rosythschool.org) or student Icon account (@students.edu.sg) 5 min before on-line class meeting time. For security reason, you would not be allowed to join the meeting if you do not use your assigned student account.



## During VC / On-line Class Meeting

- Keep your on-line class meeting safe. Do not share Google Meet URL/Zoom passcodes with others.
- Mute your microphone and switch on your camera. Keep your camera switched on for facial verification of your identity.
- Be patient. Wait for your teacher to verify your identity to accept you and your classmates into the on-line meeting room, one at a time.
- Show respect. Observe the rule 'One Voice at a time'. When your teacher is teaching on-line, mute your microphone so that all students can hear the teacher clearly. Be attentive and focused. No side chatting amongst friends is allowed. You will be asked to leave the meeting if you are disruptive and distracting others from learning during the on-line class meeting.



## ▪ During VC / On-line Class Meeting



- Show respect. If you have a question, raise your hand to signal to the teacher. Alternatively, wait for a few moments of silence before asking, for example, *“Mr Tan, I’m Joseph. May I ask a question?”* When your teacher acknowledges you, proceed to ask your question clearly.
- Show respect. Minimise distractions and movements in and out of the computer screen during on-line meeting. Have your toilet breaks, meals and run other general tasks before or after your on-line meeting.
- Always inform your teacher if you need to be away from the computer screen. Otherwise, you should always be on camera for your teacher to reach out to you if needed.
- Should there be an intruder into the on-line meeting,
  - the teacher will inform the class to exit the meeting promptly.
  - the teacher will start another Google Meet room and send the URL to your parents through Parents Gateway. Please get the URL from your parents and join the new room.
  - share your thoughts and feelings with your teacher if you feel unwell or uncomfortable as your teacher checks on your well-being.
- You should not capture any part/whole of the Google Meet whether in the form of pictures or videos, regardless of your purpose for the media.



Together We Can  
Keep Our  
Cyberspace Safe

