



**Yew Chung International
School of Shanghai**
上海耀中外籍人員子女學校

YCIS

Student Guidelines and Responsibilities for e-Learning

- Establish clear daily routines for engaging in the learning experiences. You may wish to use one of our school-provided planning tools for this purpose.
- Identify a comfortable, quiet space in your home where you can work effectively and successfully.
- Regularly monitor online platforms to check for announcements and feedback from your teachers.
- Complete work to the best of your ability and with academic integrity.
- Do your best to meet timelines, commitments and due dates.
- Communicate proactively with your teachers if you cannot meet deadlines or need additional support.
- Collaborate and support your YCIS Pudong peers in their learning.
- Comply with YCIS Pudong's Acceptable Use Policy, including expectations for online etiquette.
- Proactively seek out and communicate with other adults at YCIS Pudong as different needs arise (see below).

Important Requirements for Live Sessions

- Students should choose an appropriate place to sit for the conference (e.g., their desk or dining room table – quiet and private but not overly personal).
- Students should maintain appropriate behaviour and respectful interactions with staff and other students, just as they would in person.
- Students should wear school uniform for online live sessions.
- Students should not be messaging or communicating with other students on other social media platforms during lessons.
- Students should ensure their cameras are switched on and they can be clearly seen in view, but microphones should be muted unless asked to speak.

Who to Contact?

For questions about...	Contact
A course, assignment or resource	The relevant teacher
A technology-related problem	helpdesk@ycis.com
A personal or social-emotional concern	The relevant school counsellor: RP – jamie.hoel@ycis.com CP – ariana.lester@ycis.com
Other issues related to e-Learning	Your homeroom or class teacher