

I	Setting a conducive environment for learning
	<p>Video conferencing from home may be exciting yet challenging. You will be seeing your teacher and classmates online and some of you might find the environment distracting. Your classmates are likely to feel the same so it is important that all students play their part in reducing distraction during a video conferencing session. To reduce distraction, students who are accessing from home should do the following:</p> <ol style="list-style-type: none"> i. Dress appropriately for the conferencing session. Put on the school T-shirt and ensure that your hair is tidy. Long hair should be tied up and fringe that is longer than eyebrow level should be clipped up. ii. If possible, hold the conferencing session in a room away from family activities so as to reduce noise distraction. If this is not possible, inform your family members the time and duration of your video conferencing session and seek their cooperation to minimise noise. iii. Sit in a room that does not have distracting displays. As far as possible, ensure that there is a wall behind you so that there is minimal movement in the background. If this is not possible, you may opt to have a window behind you with the blinds / curtains drawn. iv. Remove personal objects that could be captured by the camera so as to minimise judgement about yourself or your family lifestyle. v. Ensure that the room has good lighting.
II	Ensuring quality of video conferencing session
	<p>A video conferencing session that is clear and free of technical break-downs is likely to be more effective and engaging. Everyone will feel frustrated if most of the lesson time is used for troubleshooting technical problems faced by individual students. You can help ensure that the lesson runs smoothly by doing the following:</p> <ol style="list-style-type: none"> i. Ensure you read the 'Live-Meeting Guide: a GMeet' before the video conferencing session begins. You may want to print the guide for reference during the session. There will be several video conferencing sessions conducted by your subject teachers so you can use this guide for all the sessions. ii. Log on via the link provided at least 10 minutes before the session begins so that you will be able to rectify technical issues or seek help and clarifications before the session begins. iii. Mute the sound on your screen unless your teacher tells you otherwise. You only need to switch on the mic if you are taking over the presentation. You should switch it off immediately after. iv. Please switch the camera on so that your teacher is able to see that you are online. v. Read the messages on the online chat for additional messages from your teacher and classmates. You may also use the online chat to ask questions and seek assistance from your teacher or classmates.
III	Effective engagement and participation
	<p>Your teacher is likely include online activities that involve class interactions. Some activities that your teacher may use include:</p> <ol style="list-style-type: none"> i. Use of mentimeter or padlet for sharing of ideas and opinions ii. Use of Google Docs, Google Sheets or other programmes provided in Google Apps for small group activities iii. Use of chat function for clarifications and documenting instructions that students can refer to during the activities. <p>Please read emails or instructions in SLS packages sent by your teacher thoroughly before each lesson so that you are familiar with the group arrangements and instructions for participation.</p> <p>Be fully engaged in the activities and complete work assigned during the time given.</p>

	Take note of feedback given by the teacher and complete other assignments related to the lesson after the video conferencing session.
IV	Responsible Use
	Students should refrain from making insensitive comments while communicating online. They should also refrain from sharing of documents or uploading materials which contain sensitive or confidential information during the video conferencing session.