

Charter of good conduct during a videoconference session at LFM

Videoconference sessions are school sessions in their own right. In order for them to take place in good conditions, it is advisable to adopt a correct attitude and appropriate clothing, in a work space conducive to studies as specified in the school's internal regulations.

1. The tools and methods of work are chosen by the teacher according to the needs of the session.
2. Each legal guardian must teach his or her child how to open and close the microphone and camera. It is also recommended to use a headset if you have one.
3. As with face-to-face sessions, attendance and punctuality must be respected by everyone. Videoconference sessions scheduled by the teachers are mandatory. The teacher will provide information on TEAMS on how to schedule the videoconference. Each student must have the equipment requested in advance. Avatars must be correct and show the student's first and last names.
4. After checking the technical aspects of the connection (camera, microphone, sound), parents are invited, as far as possible, to leave their child alone with his/her teacher (or to exercise passive supervision) from the beginning of the session. No parent should interfere in the pedagogical relationship between the teacher and his/her students.
5. The teacher gives the floor, the student must signal to speak and wait for the teacher to give the floor. Each student must open his or her microphone when speaking and turn off the microphone when not speaking. Noise should be avoided.
6. Participants/students must remain attentive to what is happening during the videoconference session and participate if necessary, respecting the distribution of the floor and listening to each other.
7. Personal oral or written conversations (chat), inappropriate comments or chatting in parallel with the teacher's intervention are forbidden. If a participant/student makes the management of the videoconference session difficult, he/she may be excluded from the group.
8. No one from outside the invited group may join the videoconference without an invitation from the organizer. If so, this person will be excluded from the group.
9. During a videoconference session, participants/students must turn on their camera at all times, as far as the connection allows and in any case at the request of the teacher. They are not allowed to eat or drink during class time.
10. Only the organizer, if he/she deems it useful, may film the session by videoconference while respecting the image rights of the participants. Parents and students must not film these sessions, nor take screen captures during the session.
11. Any question of a personal and/or confidential nature must be discussed with the teacher by email by the legal guardian.
12. Failure to comply with this policy may result in sanctions as outlined in the school rules.