

## 新金山中文学校关于网课教学的注意事项

### Xin Jin Shan Chinese Language and Culture School

#### Online Learning Notice

- 1, 所有老师必须认真备课, 按时上、下课, 并做好学生出勤记录;

Teachers are required to prepare online sessions carefully, start and finish session on time and make a correct record of students' attendance each time;

- 2, 所有学生必须用自己的中英文真实姓名入群;

Students are required to join the online sessions with their real Chinese or English names;

- 3, 老师、学生和家长必须衣着整洁, 在一个安静、无特殊政治、宗教背景的工作或学习环境之中;

Teachers, students and parents are required to wear neat casual clothes in a quiet, non-political and non-religious working or learning environment in their house during online sessions;

- 4, 非本校教师、学生和家长不可参与;

Non-XJS teachers, students and parents are not allowed to get access to the online sessions;

- 5, 网课过程中, 考虑到安全及隐私保护, 尽量避免让家中学龄前儿童进入镜头;

During online sessions, try not have small children in your home on camera for security and privacy purposes;

- 6, 老师不可和学生进行一对一的网络教学;

Teachers are not allowed to have one-to-one online chat or online sessions with students;

- 7, 老师、学生和家长不可把网课的过程拍照、录音、录像 (VCE12 年级因高考考试要求除外, 但是必须预先通知学生和家);

Teachers, students and parents are not allowed to take photos of or record the online sessions in audio or video forms (except for VCE 12 students upon obtaining parent approval).

- 8, 老师在网课分享屏幕时, 电脑上不可出现不适合儿童观看的网页或内容;

When sharing screen during the online sessions, teachers are not allowed to show any website or contents that are not suitable for children;

- 9, 家长配合老师帮助孩子上好网课, 不可影响或打断老师的教学; While observing the online sessions, parents are required to keep quiet and try not to disturb or interrupt the teaching;

- 10, 家长对网课内容、教学安排和教师表现有任何意见和建议, 欢迎书面电邮学校:

[admin@xjs.vic.edu.au](mailto:admin@xjs.vic.edu.au)

If you have any question or feedback about the online sessions, please feel free to email us at [admin@xjs.vic.edu.au](mailto:admin@xjs.vic.edu.au)