

GUIDELINES FOR ZOOM CLASSES 2021-2022

Online education has never been more important than it is today. The ability to learn online gives more flexibility to both educators and students.

While pandemics are not the typical cause for school emergency closures, the need for live streaming classrooms and online education solutions has made itself known in recent months since the coronavirus has made its way around the world. Digital distant learning would also be useful during other natural crises.

The internet and Zoom have been key players in the accessibility of online education. With the proper online video education platform and equipment, Zoom, live streaming lectures, webinars, and other educational content are quite simple.

Even in the absence of a crisis, distant learning is changing lives for many. It truly is opening the doors to the future of education.

There are other reasons why students may need to access online education:

1. International students who have delays in arriving to Jamaica related to COVID-19. This may include not receiving their visa in time for start of school, quarantines, travel bans and safety concerns.
2. Students with underlying health conditions who cannot risk infection from COVID-19.
3. Immediate family members who have underlying health conditions and cannot risk the student perhaps being exposed at school and bringing the infection into the home.
4. Students or parents who are anxious about in-person learning during the pandemic.
5. Students quarantined due to COVID-19 exposure but otherwise healthy.
6. Normal absences: students home sick, babysitting other family members or any myriad of reasons for being unable to be in school, do not have to anymore, miss classes.

Pre-University School offers a wide range of programs from the CSEC/CAPE level, Associate Degrees to Advanced Placement courses with the University of the West Indies, Mona Campus. There is a program to suit everyone. With access to the internet and a reliable device, getting an education just became easier and the Pre-University School is at the forefront of the online revolution in Jamaica.

In accordance with this innovation the following guidelines will be implemented

Please note that the instructions below are general guidelines for how to participate in the Pre-University School classes via Zoom. Your instructor may give you instructions that are specific to their course.

During fall 2021, many Pre-University School students will attend one or more class sessions via Zoom. The instructor may be teaching from one of the classrooms or under special circumstances from their home office.

In the hybrid (blended) program, students will attend face to face (F2F) classes on a rotation basis and Zoom classes when they are not in the F2F classes (whenever stipulated by the Ministry of Education and Youth and the Ministry of Health).

Students must

- Have access to a reliable device (laptop, tablet, Chromebook etc.)
- Have access to reliable internet service
- A quiet area with a neutral background

ONLINE GUIDELINES

- Students must be on time for classes
- Students must log in using their first and last names regardless of whichever or whomever device you are using.
- Students must remain muted unless they are acknowledged by the lecturer
- **Student's camera must always be on**
- Students must be in uniform or a plain polo or oxford shirt
- Background must be plain and non-distracting
- Avoid noisy areas
- Students must be seated at a proper work area.
- Students should not be seen working from or lying in bed
- Students should not be joined by persons not registered at the Pre-University School
- Students may not record classes without permission from the Executive Director (must submit a letter of request)
- Students must communicate when they are experiencing difficulties concerning accessing internet or with their devices.
- Profile pictures for class must be in uniform, plain polo or oxford shirt.
- No sleep caps, sleep bonnets or headwraps allowed
- No sleeveless tops (merina), vests or undershirts allowed.

If a subject group change is needed, a request form must be completed and submitted to the main office for approval. Approval must be obtained before changing group.

It now becomes especially important that students purchase the necessary textbooks on the booklists provided, as students will no longer be able to share or borrow textbooks.

WHATSAPP and EMAIL

- *A current cell phone number and email address must be on file for each student, as all relevant information and updates will be posted to the schools' Whatsapp group/s and the respective subject groups.*
- *Please notify the office/tutors if you are not receiving updates via these mediums.*
- *Students are being advised to not post inappropriate comments or subject matter in the Whatsapp group or subject emails. Students will be removed for misuse of these platforms and will be subject to sanctions as deemed necessary by the Dean of Discipline and or the Executive Director.*
- *Students must respect the personal times of other users on these platforms. So please, do not post before 8am and after 8pm (times may vary depending on your teacher)*

**Please note that these guidelines may be altered as the need arises (in line with the on-going pandemic and advisories by the regulating government bodies).*

**All other school rules must be observed.*

GENERAL TIPS

Create your own daily schedule. Maximize your time by planning for class attendance and homework, just as you would for your face-to-face classes. Prepare to spend an equal amount of time learning and practicing while classes are completely online. Try to find a study/homework space.

Guidelines for social distancing may require you to change where you spend your time completing homework, meeting with classmates, and studying for exams. While you are away from school, seek out and maintain a space conducive for your work.

Keep track of your questions. You are accustomed to bringing up questions or concerns during face-to-face class meetings. As you attend classes online, write down any questions you may have so that you can present them in online discussion boards or in direct contact with your instructor.

Practice different ways of engaging new content. If you limit your class interactions to a screen, then it may become more challenging to remain engaged in new material and projects. Whenever possible, listen to your course content, write out your notes, or test your understanding by speaking/writing short summaries based on your memory and comprehension.

Maintain consistent communication with your team members from assigned team projects. After your lecturer communicate their expectations and guidelines, reach out to your assigned teammates to create new plans and strategies. Although your teams are likely to already incorporate online learning and file-sharing components, working completely online with your teammates will require a different approach. For example, your team may find it helpful to have a dedicated time when everyone is online live, such as your regular class time. Or give everyone a solid time to check email daily. Regular check-ins will reduce miscommunications and knowledge gaps.

Communicate with your lecturer. Your lecturers are also working through changes in course delivery. If you have any questions about utilizing online resources, completing assignments, or engaging course content, contact your lecturer according to their guidelines.