



146 Belmont Circular Road, Port of Spain, Trinidad, West Indies
Telephone: (868) 624 1429 Email: providencegirls123@gmail.com Website: www.pgcs.edu.tt

ONLINE SCHOOL POLICY

VISION:

To be a leading Catholic school in Trinidad and Tobago forming quality, Christ-centred, socially responsible individuals who have the ability to cope with and contribute positively towards a radically changing society.

MISSION:

To provide a holistic education to students of Providence Girls' Catholic School by developing Catholic moral and spiritual values together with a solid academic base to the fulfilment of each student's potential in a dynamic learning environment.

In keeping with our vision and mission, we believe that the school must provide an environment that ensures the safety and well-being of students. For this reason, it is important that the school provides clear expectations and guidelines for students.

It is our goal to work with parents to instil respect and responsibility in each student. An important objective is to provide an educational climate which assists students in presenting themselves in a manner that promotes a positive and productive online school environment, personal pride, and academic success.

Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following simple rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language, or any other forms of bullying.
- Students must abide by rules, policies, and procedures established by their form and subject teachers.
- Students must be on time for their classes and wait to be admitted if needed.
- Students must mute their microphones unless invited to speak by the teacher.
- Students should keep their video on during the class unless experiencing technical or other difficulties. These should be communicated to the teacher at the beginning of the session.



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- Students should dress appropriately for each synchronous session. The wearing of the school PE or House t-shirt is encouraged. A solid t-shirt or shirt, with no print, should be worn if school t-shirts are not available.
- Students should use the 'raise hand' feature if have a question or response and should wait to be acknowledged by the teacher before responding.
- Students should avoid talking over/at the same time as other participants

Students who violate the virtual classroom rules of conduct will be warned by their teacher to correct the behaviour and/or may be prohibited from communication with classmates for the rest of the session and/or longer depending on the infraction.

If a student has been repeatedly disciplined in a virtual classroom, the student may receive read-only privileges in the virtual classroom until the instructor deems it appropriate to restore privileges to the student. While students are in synchronous teacher-led lessons, all chat and audio student interactions are considered "privileges".

Academic Honesty

PGCS does not tolerate academic dishonesty. Cheating (giving or receiving information) and plagiarism on class work may result in a zero grade for the assignment. If students or parents/guardians have any questions concerning plagiarism, they are encouraged to communicate with the subject teacher.