



Online
Learning:
Code of
Conduct

STUDENT HANDBOOK

For online classes



St. Xavier's College
(Autonomous)
Kolkata

Dear Xaverians,

There may be many changes in this new semester, but our commitment to academic integrity remains unchanged. The college expects you, as always, to continue to show utmost regard for our institutional rules, and take pride in maintaining exemplary levels of online academic discipline.

Your classroom will now be virtual, but we will observe the same standards of behaviour as we do on campus.

This Code of Conduct handbook will help you understand the nuances of online etiquette that you are required to follow.

Preparation

First, you need to know when to log in to your class. Click on your TEAMS calendar and the right class to Join. Now you're ready to enter class. It is important you have all of your materials – texts, notepads, pen, paper – ready to go.

Punctuality

Ensure that you enter class on time. You are to 'Join' a class meeting 10 minutes before it is due to start. Just go in and wait for your teacher. You finally have no excuse to be late! Please do not waste the teacher's time by attempting to enter a class late. A maximum 5 minute grace period is permitted when you will wait in the virtual lobby until the professor lets you in. Subsequently, he may not permit entry and you may miss out on attendance.

Remain muted during class

When you are attending a live class, you must mute your microphone (or allow your teacher to keep you muted) so that no background noise interferes with the classroom environment. However, the teacher may ask you to speak during class. Please ensure you have a working microphone. For better audio performance, use headphones or earphones instead of using your laptop or smart phone internal speaker. This will help block out the other sound distractions and help you focus.

Always keep your video on

Unless your teacher turns off your video feed or asks you to switch off your video, your video needs to remain ON to promote focus. Please maintain eye contact and make sure you are well lit.

No virtual backgrounds

Please refrain from turning on virtual backgrounds. Sit in a relatively undisturbed spot with minimum activity in your background.

Choose one spot

Sit at a desk or table and do not move around with your device during the class. Remember, you are in class so you are required to maintain classroom etiquette.

Profile pictures

Students must use a profile pictures that is appropriate to an educational environment. We expect you to use a simple head-shot without others in the photo. The faculty & administration reserve the right to determine if a profile picture or video feed background is inappropriate.

Dress the part

Please come to a session properly groomed and dressed for class. Think about what you would wear to college and dress accordingly.

Use appropriate language

This is a formal environment. Students should not use any slang, abbreviations, emojis etc on chat. Students must communicate with teachers in complete sentences. The tone of emails and other correspondences too must be formal and respectful. Use of any obscene, profane, threatening, or disrespectful language or images in any communications will invite appropriate disciplinary action.

Academic Integrity

The integrity and authenticity of student work is something that we take very seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy your work and/or misusing content from the Internet, and any kind of unacknowledged plagiarism will be treated as academic misconduct. We remind you that St. Xavier's College encourages and seeks to inspire originality and creativity of thinking, and of research.

Attendance

Attendance continues to be an important and integral aspect of your education at St. Xavier's College, even if your classes are online. Please follow the instructions given by your teachers carefully as your online attendance at the end of this semester will count.

Entering a classroom

Unauthorised Classroom entry is prohibited. You may not enter a classroom that is not part of your schedule. Please remember, your roll number will be on our class monitoring system, so please don't attempt this. If you find you are not getting an invitation to a meeting/class you are a part of, please directly inform your Vice Principal. As a student, please note, you are not allowed to INVITE anyone into a meeting or a team under any circumstances. Should you get such a request, please forward it to your Vice Principal.

Intellectual Property

You are not allowed to copy, record or distribute any course material, e-resources or handouts, etc., unless you have explicit permission from your professor. Taking screenshots or screen recordings of virtual classrooms, your teachers, your classmates or of any materials used within the course without the teacher's explicit permission is absolutely unacceptable. You may not share any lectures or study materials with any third party or individuals outside of your own class. The teacher may, however, choose to record sessions for students to watch later.

Responsibility for your ID

You are entirely responsible and accountable for activity undertaken through your account. You are not allowed to share your login information with anyone as it can have serious implications and consequences. However please do not make a habit of forgetting your password. Repeated requests for password change cannot be accepted.

Check your virtual notice board

The college website along with your class group email (for Arts & Science UG/PG and B.Ed) / StudyZapp (for Commerce - UG/PG and BMS) is now your digital Notice Board. Make sure to check these every single day for announcements and updates just as you would on campus. In these fluid and uncertain times it is important to remain updated. You are responsible for staying informed about important updates or information from your teachers or administration.

Your Microsoft Teams Account

Please remember your College Microsoft Teams ID is not a personal ID. It is your official student account. So all meetings, correspondences and content related to the St. Xavier's College Platform on Microsoft Teams must be limited to college activities only. All Extracurricular meetings **MUST** be organised according to existing permission rules. If you are permitted to host a meeting, it is **MANDATORY** to invite The Principal and your respective Vice Principal as Attendees. **ALL MEETINGS YOU HOST MUST BE RECORDED.**

Disciplinary Action

You are not permitted to violate the rules of the virtual classroom or disrupt the atmosphere of class under any circumstance. Please note, the disciplinary committee reserves the right to decide if any other disorderly activity / conduct not listed above is a violation of the integrity and discipline of online classes.

These very basic expectations aside, we hope you enjoy and engage in your online classes and treat this new platform as your new campus. As we move forward in our digital learning adventure, we look forward to the opportunity to help you achieve your academic goals despite the immense challenges we are all facing. Now, more than ever, it is time to show resilience and motivation and drive. We believe, you will put in your best, support others and step up to do your part to ensure that St. Xavier's remains a place of academic pride and indomitable spirit.

GOOD LUCK!

Fr Dominic Savio, SJ
Principal
St. Xavier's College (Autonomous),
Kolkata.

FOR GENERAL QUERIES REGARDING ONLINE CLASSES

Your Head of Department (For Arts & Science - UG & PG)
The Vice Principal and Dean of Commerce (For Commerce, BMS & M.Com)
The Vice Principal (For B.ED)

MICROSOFT TEAMS RELATED QUERIES

Father Dejus
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Prof. R. Beed
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Prof. K. Goswami
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