

## Charter of good conduct during a secondary school videoconference session

The videoconference sessions are full-fledged school sessions. They are acclaimed by students and families. In order for them to continue to take place in good conditions, it is advisable to adopt a behavior identical to that to be held at school.

1. The tool and the working methods are chosen by the teacher according to the needs of the session.
2. Everyone should teach their child (if he is able to) how to open and mute their microphone and camera. It is also advisable to use the helmet if you have one.
3. As in school, attendance and punctuality must be respected by everyone. The videoconference sessions scheduled by the teachers are compulsory. The teacher schedules it on PRONOTE where and when it will take place. Each pupil should have the equipment requested in advance by the teacher.
4. After checking the technical aspects of the connection (camera, microphone, sound), parents (mostly those that have a child in 6ème, 5ème) are invited to leave their child alone with their teacher at the start of the session and should not interfere in the educational relationship between the teacher and his students (unless the teacher requests it).
5. The teacher distributes the voice, the student must signal himself to speak and wait for the teacher to give him the voice. Everyone should open their microphone when speaking and mute their microphone when speaking. Interference noise should be avoided.
6. Participants / students must remain attentive to what takes place during the videoconference session and participate if necessary while respecting the distribution of speech and mutual listening.
7. Personal conversations, inappropriate comments or chatting in parallel with the teacher's intervention are prohibited. If a participant / student makes it difficult to manage the videoconference session, they may be excluded from the group.
8. No person outside the invited group can join the videoconference without the organizer's invitation. In such a case, this person will be excluded from the group.
9. During a videoconference session, participants / students can share their camera if they wish. If a participant / student chooses to share their camera, they must sit and appear in correct clothes. Eating or drinking during a videoconference is not allowed.
10. Only the organizer, if he deems it useful, can film the session by videoconference while respecting the image rights of the participants. Parents and pupils are allowed neither to film those sessions nor to take screenshot during videoconferencing.
11. Any question of a personal and / or confidential nature must be the subject of a request for a later appointment with the teacher via PRONOTE.
12. Failure to comply with this charter, should be subject to sanctions in accordance with our rules of procedures.

Sylvie Dupeyron, The Principal