

APPENDIX: RULES FOR ONLINE SESSIONS.

The rules for behaviour in online classes and their corresponding sanctions are an adaptation to the new scenario of distance learning of the already existing rules and sanctions.

All rules are applicable except in the case of technical problems that prevent the student from accessing the online classes, in which case the student must send an email to both his/her tutor and the teacher in whose class he or she has experienced such technical problems .

Inappropriate behavior that will result in 1 “NEGATIVO”.

Inappropriate Behaviour
Not connecting to online sessions on time without technical justification.
Failure to connect from a safe and appropriate location where there are no visible personal objects or information.
Dress inappropriately.
Failing to attend a videoconference session without justification.
Talking without permission during online classes or using the chat inappropriately
Showing lack of respect towards others.
Interrupting and/or distracting other students and teachers.
Taking part in inappropriate behaviour with others.
Eating, drinking or chewing gum during the videoconference session.
Not handing in work requested by the teachers or handing in poorly presented work.

Minor misconduct that will result in 1 “PARTE”

Minor misconduct
Four “negativos” will result in the pupil being put on report.
Leaving the videoconference session without authorization by the teacher.
Not following the instructions of the teacher during the videoconference session (such as connecting the camera, microphone, carrying out the activities as indicated...)
Writing in the chat during the videoconference or using alternative apps with the intention of distracting the rest of the students and/or teachers.
Using electronic devices in the online sessions for purposes other than participating in the class.
Disrupting the online session.
Displaying a consistent lack of respect and consideration due to fellow students and/or teachers.
Covering up and/or collaborating in minor misconduct by others.
Failing to carry out the task entrusted to him/her or the consequence/sanction imposed.

Serious misconduct
Having 4 “PARTE”.
Acts of indiscipline, insult or serious offense towards students and/or teachers.
Demonstrations against human rights.
Serious moral aggression towards students and/or teachers.
Repeated disruption during the online session
Concealing and/or collaborating in serious misconduct by others.
Recording or photographing an online session, or part of a session.
Disseminating a photograph or recording of the online session.
Acting in a way that is harmful to the health and safety of members of the school community or inciting others to do so.
The consumption of prohibited substances.

Doing exercises for another pupil or having somebody else do them for the pupil.

Slandering the school.

Any form of cyberbullying towards any member of the school community.

Failure to comply with any consequences/sanctions imposed.

Putting oneself or others in hazardous situations.

Plagiarizing or copying exercises, tests or exams.

Deliberately handing in exams or exercises to mark late.

Deliberately concealing the handing in of exams or exercises late.

Gross misconduct

Reiteration of behaviour that is seriously detrimental to harmony in the centre.

Threats of violence against another student or staff member of the school.

Recording and broadcasting an online session or part of it.

Doing exams or tests for another pupil or having somebody else do them for the pupil.

The consequences and sanctions set out in the rules remain in force and, in addition, they are adapted to the current circumstances.

Consequences and sanctions
Inappropriate behaviour: The teacher may have to stop the session immediately.
The type of sanction applied will depend on the number of times the pupil has been put on report and the seriousness of the misconduct. The numbers below refer to the number of "PARTE".
1"PARTE". Immediate exclusion from the online session. Reflection and reparation.
2 "PARTE". Exclusion from 1 online session in the subject where the behaviour has occurred. Reflection and reparation.
3 "PARTE". Exclusion for one week from online sessions in the subject where the conducts have taken place.
4 "PARTE". or being on report once for serious misconduct. Research work on a topic commissioned by the teacher that will benefit the Educational Community.
5 "PARTE". Exclusion for one day from online sessions in all subjects.
6 "PARTE". Exclusion for two days from online sessions in all subjects.
7 "PARTE". Three days' exclusion from online sessions in all subjects.
8 "PARTE" or being on report twice for serious misconduct = Four days' expulsion from online sessions in all subjects.
9 "PARTE". Five days' exclusion from online sessions in all subjects.
10 "PARTE". Six days' exclusion from online sessions in all subjects.
11 "PARTE". Seven days' exclusion from online sessions in all subjects.
12 "PARTE". or being on report 3 times for gross misconduct. Eight days' exclusion from online sessions in all subjects

In the case of a student who has been on report more times than those stipulated here, it will be the Head of Studies who will determine, in each case, the corresponding sanction given the reiteration of the conduct.

The Head of Studies will study the sanctions corresponding to the serious and very serious misconducts as established in the current rules of coexistence.

The "PARTE" for conducts are cumulative throughout the academic year.