

參與直播課堂注意事項 Notes for participating real-time online teaching lessons

- 學校將透過 eClass 發放有關參加直播課堂資料 (ID 及密碼)
Information of real-time online lessons including login ID and password will be issued via eClass.
- 登入 (姓名) – 當登入 Zoom 時須輸入你的班別、學號及英文姓名，如：5C 27 Wong Siu Ming
Log in (Name) – When you log in to Zoom you will be asked to add your name. Please use your class, class number and your English name, e.g.5C 27 Wong Siu Ming.
- 登入 (時間) – 請於不早於上課時間前 5 分鐘登入等候上課
Log in (Time) – Please log in the meeting 5 minutes before the scheduled lesson time.
- 地點 – 請確保在寧靜的地方上課
Location – Please make sure your child is in a quiet area.
- 背景 – 為保障學生的私隱，請確保攝入鏡頭內的背景整潔或使用虛擬背景
Background – Please ensure the background behind the student is clear from any items that may be private, or you can use the virtual background.
- 服飾 – 學生可穿着整齊校服、體育服或整潔便服
Dress appropriately – Students wear school uniform, PE uniform or tidy casual wear.
- 禮貌 – 上網課時不准飲食
Manner – No eating or drinking in the lesson
- 聽眾 – 學校明白在家裏有其他家庭成員，但在上課期間請家長只讓學生一人在電腦鏡頭前上課。在任何情況下，切勿透露「會議 ID」和「會議網址」予第三者
Audience – The school understands there may be other family members present but this lesson is for the invited students only and only they should be on camera. Under no circumstance, should the meeting ID and meeting link be disclosed to third parties.
- 測試 – 請在上課 15 分鐘前，進入網站 ‘zoom.us/test’ 測試相關器材的視訊及音訊是否連接正常
Testing – To make sure the lesson goes smoothly, go to ‘zoom.us/test’ at least 15 minutes before your lessons to test your video and audio connection.
- 技術 – 如遇上 Zoom 網課電腦技術問題，請耐心等待，或致電學校，我們會嘗試盡快修復
Technology – As the Zoom platform is new to us, there may be some technical difficulties, please be patient and we will try our best to solve any issues as quickly as possible.
- 錄影 – (1) 未得老師同意，不應攝錄；否則，不但違反學校指引，更可能侵犯他人私隱。一經證實，校方會嚴肅處理；
(2) 如有需要，教師會攝錄課堂，放上學習平台，供學生重複溫習
Recording – (1) It should not be recorded without the teacher's consent; otherwise, it will not only violate school guidelines, but may also violate the privacy of others. Once confirmed, the school will deal with it seriously;(2) If necessary, teachers will record the lesson and put it on the learning platform for students to review.
- 不可截取和分享 ZOOM MEETING 的截圖，因截圖中能看到會議 ID，有機會使密碼外泄。
Capturing and sharing screenshots of Zoom meetings, as the meeting ID can be seen in the screenshots, is not allowed as there is an opportunity to disclose the password.
- 學生須出席直播課堂，課堂開始 5 分鐘前點名。Students must attend real-time online lessons. Taking attendance is conducted 5 minutes before the lesson starts.