

**TECHNOLOGICAL UNIVERSITY OF THE PHILIPPINES
MANILA**

**ACKNOWLEDGEMENT OF CLASS POLICIES ON SYNCHRONOUS &
ASYNCHRONOUS CLASS SESSIONS**

**LIVING IN THE IT ERA
(First Semester, 2022-2023)**

1. The official synchronous session platforms of my class is MS Teams.
2. Log-in in the MSTeams in the synchronous class' schedule.
3. Use your official email account. Students who will use personal email accounts will not be accepted during synchronous sessions.
4. Follow the required dress code of the University.
5. Please turn on your microphone and webcam only when prompted. The faculty can mute and unmute participants during synchronous sessions.
6. Find a study space that is well-ventilated, clean, and orderly. This study space will ensure the conduciveness and confidentiality of the synchronous sessions being attended.
7. Wear your headsets or earphones, or any similar devices during synchronous sessions to ensure sound quality and guarantee security and confidentiality of all information discussed.
8. Should you have questions or concerns during the discussion, you may type the question or send a message of request to be acknowledged on the chat box. If your video is on, you may simply raise your hand to be prompted to speak.
9. If you are experiencing technical issues with your device or internet access, notify your faculty as soon as possible.
10. Schedule of synchronous sessions are indicated in your class schedule.
11. Attendance in synchronous sessions is recorded for monitoring purposes and 10% of the SW in the grading system.
12. Synchronous sessions will be recorded by the faculty so that those who missed the session can catch up. Recorded sessions also give all students the chance to

review the session. The recordings will be deleted at the end of the term or if all students have accessed the lecture already. However, personal recording or "screen shooting" anything from the synchronous classes is prohibited. Unauthorized recording or use of screenshot is considered an offense under the Data Privacy Act of 2012 (R.A. 10173) and Anti Cyber-Bullying Act of 2015 (RA 10627). A written consent must be secured from the faculty and each one from the class before recording of any form.

13. All modules and materials provided by or obtained from the course including the recordings should only be used for academic purposes of the student enrolled. Such materials should not be reproduced, shared, or disclosed to any entity outside the class and the University.
14. Synchronous classes are automatically suspended during national holidays, typhoon, or any *force majeure* events that could hamper internet connectivity, safety, and well-being.
15. It is recommended to close all other browser windows and applications so that your focus can be on the session.
16. Digitally forged signatures, unauthorized electronic responses, or any form of dishonesty and forgery will be dealt accordingly.
17. All students should be familiar with the Student Handbook and the Online Distance Learning guidelines set by the University.

I hereby acknowledge that I have carefully read, understood, and agree to be bound by said Acknowledgement of class policies on Synchronous and Asynchronous Class Session.

Name:

John A. Lappay

Section:

BSIT-4D NS

Signature:

