



## KENYA SCHOOL OF LAW

### THE KENYA SCHOOL OF LAW VIRTUAL CLASSES (STUDENTS) REGULATIONS, 2021

#### PART 1-PRELIMINARY

1. These Regulations may be cited as the Kenya School of Law Virtual Classes (Students) Regulations, 2021.
2. In these Regulations, unless the context otherwise requires-

**“Class”** means an aggregation of students into streams for learning purposes as the Director of the School shall determine from time to time.

**“Firm”** means aggregation of students into smaller study groups.

**“Lecturer”** means any person authorized and approved by the School to take charge of a class, a particular class session and teach.

**“Live image”** is a real time video image.

**“Platform”** means such virtual classroom software as the Director of the School shall determine from time to time for use in eLearning.

**“Presenter”** means a lecturer or any other person authorized by a lecturer to speak to students during a session.

**“Session”** includes an online lecture, firm meeting, moot court, simulation, pupillage supervision, class supervision meeting, a legal aid clinic and such other online engagement as may be necessary for the attainment of the School’s objective.

**“Session Administrator”** is such person as the School will appoint from time to time to have administrative rights over a Class session.

**“Student”** means a person admitted and registered at the School to undertake a course of study.

**“Virtual Class”** means classes conducted online through videoconferencing software and such other online capabilities.

**“Virtual Notice Board”** means any of the School’s official social media account(s).

3. These Regulations shall apply to any person who has applied to be admitted as a student to the School or to a person who is a student at the School.
4. All existing Kenya School of Law rules and regulations remain in force, which include but not limited to minimum class attendance rates, punctuality, decent language and respectable dress code.

## PART II - CONDUCT OF CLASSES

5. The Director of the School shall determine from time to time which of the virtual platforms and Learning Management Systems the School shall use, which determination will be communicated to all students at least Twenty-Four (24) hours before commencement of classes.
6. Notice to students shall be sent out to their last known email address and or posted on any of the School's official social media account(s).
7. A student shall sign onto the platform with any or all of the following credentials as shall be configured on the platform:-
  - a) Official School email accounts;
  - b) Student Admission Number; and
  - c) Official name as it appears in the School register.
8. A Student may not be admitted into class eight (8) minutes after commencement of a session, save for a readmission.
9. A student will not be deemed to have attended class if they do not use official login credentials.
10. Student avatars shall have in person, live image when the student speaks or their name is called out. Still photos or any other still image when the student speaks in class is prohibited.
11. If a student's avatar does not have a live image of the student the lecturer and or Presenter may remind the student to put on the avatar the live image of the student.
12. If a student does not put on the avatar their live image while speaking and or on request by the Lecturer and or Presenter, then the student will be deemed to be absent from class.
13. All students will wait for the lecturer and or session administrator to admit them into class at the scheduled hour.
14. The session link and password will be accessible through the e-Learning portal of the respective unit or such other place as may be communicated.
15. Students will use the "raise hand" option to ask questions and or contribute to the class.
16. Student microphones will only be activated when a student's name is called out by the lecturer or presenter as the case may be.
17. Students shall have an appropriate, decent and plain background to the avatar.
18. The chat window may be used to ask questions and perform other learning tasks as may be instructed by the lecturer and or presenter from time to time.
19. Students will not engage in other online activities during the session.
20. Eating, drinking, smoking and or chewing gum while in session is strictly forbidden.
21. Students are not allowed to record sessions without the prior written consent of the lecturer in charge of the session.

22. A student may be removed from a session if he:-

- a) shares pictures or images unconnected to the session;
- b) makes noise to such an extent as to render continuation of the class impractical;
- c) Becomes unruly;
- d) Does not unmute the microphone when called out to speak;
- e) Regularly unmutes his microphone to make noise;
- f) Displays indecent pictures on the avatar;
- g) Displays indecent pictures in the background;
- h) Writes or posts inappropriate, obscene and or unsolicited content in the chat window;
- i) Engages in disruptive conduct;
- j) Convicted by the Student Disciplinary committee for any offence;
- k) Uses abusive, insulting and or incendiary language;
- l) Eats, drinks, smokes, chews gum or such other disruptive conduct;
- m) Engages in activities not related with class;
- n) Breaches these regulations or any other regulation of the School.

23. Upon removal of a student from a session, the student will be deemed not to have attended the session the subject of removal.

### **PART III- EQUIPMENT AND ENVIRONMENT**

- 24. Students shall position their cameras directly in front of their face for clarity of image.
- 25. Students' devices' cameras shall not face a source of bright light as to blur their image.
- 26. Students will be in an environment with a strong internet connectivity and or signal.
- 27. Students shall endeavor to have uninterrupted back-up power for their device during a session.
- 28. The use of headphones and or earphones is recommended.
- 29. These rules will apply to classes and all School related meetings with necessary modifications as may be directed by respective Class Supervisors from time to time.



**ASSISTANT DIRECTOR, ADVOCATES TRAINING PROGRAMME**