Students Studying Guidelines

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2.1 Setting up your device

To protect personal data, ensure the device is set up appropriately and keep the devices safe.

2.1.1 Online learning devices

You are free to choose among possible existing devices to run your courses. However, it would be mutually beneficial for the tutors and students to follow Academie Lab's advice.

- Tablets and Smartphones You can use tactile mobile or tablets if they are upgraded with the latest writing and drawing applications. The devices are required to capture photos and record videos and voices.

- Laptops and Office desktop computers Academie Lab strongly recommends following the previously mentioned advice for optimal online learning. The advantage of utilising laptop or desktop devices is a parallel pedagogical interface running in real-time. Having the video conference running simultaneously with learning tools such as video, whiteboard, and other tools provides seamless integration between tutors and students, which can positively impact the learning environment.

2.1.2 Keep your device safe

- Take care of cameras and microphones on devices.

- Keep your devices locked and set secure passwords.

- Keep your devices' operating system up-to-date.

- Install anti-virus software.

- Do not jailbreak or root your phone.

- Make regular backups of important personal data.

3 Managing network connection on your device

3.1 How do mobile devices connect to the Internet?

3.1.1 5G or 4G connection

5G/4G-enabled devices connect to the Internet through their providers' cellular connection. Data sent via 4G are encrypted, making 4G safer than public Wi-Fi.

3.1.2 Private Wi-Fi Connection

Private Wi-Fi connections, when properly set up, allow password-protected access and encryption to the data that are being sent and received.

3.1.3 Public Wi-Fi Connection (Not Recommended)

Academie Lab strongly recommends avoiding public wifi hotspots while running the learning sections. Public host spots are found in airports, hotels, coffee shops, libraries, etc. Public Wi-Fi is the least safe way to connect to the internet. When it comes to public Wi-Fi, there are more opportunities for attackers to exploit vulnerabilities via your connection over Wi-Fi than over 4G. As to the security of these connections, here's how they rank from the most secure to the least secure:

- Using a VPN over a cellular network or using a VPN over Wi-Fi

- Cellular only.

- Wi-Fi only.

3.1.4 Virtual Private Network (VPN)

A virtual private network (VPN) extends a private network across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network. A VPN is created by establishing a virtual point-to-point connection through the use of dedicated circuits or with tunneling protocols over existing networks.

4 Selecting and installing learning tools

Academie Lab provides online learning tools. If technical issues prevent you from using the provided tools on the website, you are allowed to use your personal tools. You need, first of all, to inform the Academie Lab admin about the problem before anything.

We suggest you have always prepared in advance the learning tools on your device as backup. Today different tools exist on the internet for similar purposes. Among all you need to choose mainly the ones that provide:

- Suitability

- Ease of Use

- Accessibility

- Required Equipment

You may want to consider if the tools serve your instructional purpose. We believe that ZOOM is one of the most reliable providers and is adapted to all devices and operating systems. The duration of a ZOOM conference might be limited, but it covers the course timing and includes all required educational tools.

In deciding whether to select a tool, be sure to evaluate the tool as a non-user. Try to determine how easy or difficult it will be for your students to achieve a level of competence with the tool such that they can use it to learn effectively and participate meaningfully.

Be sure to choose tools that are accessible as outlined by the Universal Design for Learning (UDL) principles of flexible, adaptable curriculum design to support multiple learning approaches and engagement for all students and in terms of legislative requirements for meeting the specific accessibility needs of learners with disabilities.

You may want to survey your students' access to technology when selecting tools. For example, all students may not have access to webcams or microphones, which would inhibit their ability to do web-conferencing.

> **Be an expert in learning tools of your choice.**
> **Become familiar with all assets of your tools before using them in your course. Even a single minute of your course must be wasted because of the lack of technical skills regarding your choice of learning tools.**

5   Browsing the privacy policy

Read Carefully This Section.

You are supposed to be aware of the policy of Academie Lab before starting your activities. We clarify here the main policies which must be respected by students. To understand fully how to apply each item of Academie Lab's policy you need to go to the policy page on the Academie Lab's website.

- Academical IP

- Confidentiality:

  1. Personal information of your tutors
  2. You will be banned from all services given by Academie Lab if you arrange a meeting with your tutors out of the platform. Academie Lab may charge you with a legal penalty in that case.
  3. You will be banned from all services given by Academie Lab if you arrange meeting with your tutors out of the platform. Academie Lab may charge you with legal penalty in that case.
  4. **It is strictly forbidden to ask personal questions from your tutors**

  5. **It is strictly forbidden to get into an intimate conversation with your tutors**
  6. **It is strictly forbidden to ask your tutors to solve your exercises/exams/tests given by your professors at your institution.**
  7. **Suppose you are registered in Academie Lab for supervision in research such as Final Project, Master thesis, Ph.D. For a dissertation or publishable papers, you HAVE TO respect and agree to our IP and policy (sent in advance by Academie Lab).**

- Minor students policy: If you are less than 18 years old, you may require the consent of your adult in charge of the payments and course registration.

- Payment Policy

6 Some tricks to succeed

Some may doubt their learning talents because of failing some goals in the past. Academie Lab not only provides great experienced tutors to help you, but it prepares study tools such as regular assessments, course notes, additional exercises, and learning videos. We don't only help you earn good grades but help you to build your self-esteem and developpe your creativity skills. The unique service of Academie Lab compared to all other learning platforms is that it gives you the chance to consult our specialists for free to ask them for advice in your studying journey. For a quick start toward your success, we suggest you go through the points below:

- Patience
  "Patience is not the ability to wait, but the ability to keep a good attitude while waiting."
  Not everybody has the same speed in learning. Be patient and highly optimistic. No matter how long it takes but believes that you will discover your own way of learning.

- Collaboration
  The tutor-student relationship should be viewed as a partnership. You are not there to prove to your tutor what you know; instead, Let transparently your tutor what you DO NOT KNOW. If you feel that the subject of the discussion is not yet clear enough for you, keep questioning your tutor. Don't forget that your tutor is not there to judge you but help you.

- Good listener
  Learn to pick up clues in your tutor's speech that enable you to understand the critical point of the discussion. Please take note of unclear points to ask her/him at the end of her/his speech.

- Flexibility
  By flexibility, we mean being willing to adjust techniques and approaches to meet the learning styles of the tutor. It would be best if you improve your ability to learn from different people and withing different teaching styles.

- Honesty
  It helps establish rapport and trust, the two most critical elements of a successful tutoring relationship. Do your exercises independently, avoiding sources like manual solutions, the Internet, etc. Be brave to reveal your weak points to your tutors in the subject of your courses.

- Learning how to study
  Ask your tutor for advice to study with high performance.

- Being well prepared before your meeting
  Always read well in advance the feedback of your evaluations, course requirements, and your previous courses recorded available in your account by Academie Lab. Write in advance your questions.

- Contact Academie Lab for free consulting
  If you feel stressed, unsatisfied about your progress, or experiencing confusion in learning and studying your scholar materials, please contact us. Our experts will listen to you patiently and give you the best advice to ensure success.