

Welcome to the course 2023-2024 at Centre de Formació de Persones Adultes Barceloneta

Classes start: Monday, 18th September 2023

Classes finish: Friday, 14th June 2024

Public holidays:

First term

- ▶ Monday, 25th September 2023, La Mercè, Patron Saint of Barcelona, official city holiday
- ▶ Thursday, 12th October 2023, Columbus day
- ▶ Friday, 13th October 2023, public holiday chosen by the school
- ▶ Wednesday, 1st November 2023, All Saints' Day
- ▶ Wednesday, 6th December 2023, Constitution Day
- ▶ Thursday, 7th December 2023, public holiday chosen by the school
- ▶ Friday, 8th December 2023, Immaculate Conception Day

▶ **Christmas Holidays**

From Thursday, 21st December 2023, to Sunday, 7th January 2024 inclusive

Second term

- ▶ Monday, 12th February 2024, public holiday chosen by the school
- ▶ Tuesday, 13th March 2024, public holiday chosen by the school

▶ **Easter Holidays**

From Saturday, 23rd April, to Monday, 1st April 2024 inclusive

Third term

- ▶ Wednesday, 1st May 2024, Labour Day
- ▶ Monday, 20th May 2024, Whit Monday or Pentecost Monday (also known as Monday of the Holy Spirit), public holiday in the city of Barcelona

General regulations:

- At the beginning of the course the student's card will be delivered to all students.
- Your teacher will decide if you pass the course, taking into account attendance, class participation, test results and the level of achievement of the learning objectives and course contents.
- The tutor will have a meeting with each student and notify the results of your assessment once a term. Attending this meeting is compulsory.
- At the end of the course and as long as the overall assessment is positive, the student will receive a certificate corresponding to the course and level they have completed.
- Class attendance, therefore, is compulsory.
- When classes take place on a daily basis, an accumulation of ten unexcused absences in a row will lead to a student being withdrawn from his/her program of study.
- When classes take place once or twice a week, not attending class for 2 weeks in a row, without the student validating his/her absences by presenting or submitting acceptable documentation or contacting his/her teacher, will lead to a student being withdrawn from his/her program of study.
- Students must arrive on time. The decision to allow access to the classroom when the class has begun depends on the teacher.
- Smoking is not allowed on the school premises.
- Students should demonstrate care of equipment and respect for the school facilities.
- Students have the right to participate in the running and life of the School. Therefore, each class should choose a classroom representative who will be the person responsible for communicating any problem or suggestion to their tutor and will represent the class in front of their peers and the school management team. You will also be able to coordinate with the students' representatives at the School Council meetings.
- Each group is assigned a teacher/tutor. The schedule of tutorships, as well as the school management team's schedule of attention to the public, will be displayed in the secretary office (2nd floor) and in the staff room (3rd floor).
- It is essential to show respect for all members of the school community. The school management team reserves the right to apply sanctions against students who display a personal behaviour which is incompatible with the school or the rest of the students.
- According to regulations of the Department d'Ensenyament de la Generalitat de Catalunya each student is allowed to take the same course twice. If a student is unsuccessful in passing the course the second time they will not be allowed to register for the same course again, except for the Spanish and Catalan courses.
- If you have any input or suggestions, you can count on the student council classroom representatives at the School Council meetings.

- Registration: Under no circumstances is considered registered any student who has not submitted all the required documentation in order to be properly registered.
- The school provides students with a virtual learning environment (VLE), Google Classroom or Moodle, and a domain of their own (_@cfabaroneta.cat). Virtual learning environments are a complement to the teaching and learning process, to provide complementary processes to those carried out in the classroom and to favour the achievement of students' digital competence. In reference to the VLE, the following considerations are made:
 - a) Each student will have individual and personal access to the virtual learning environment and the courses in which he/she has enrolled. Access is unipersonal and exclusive to each student.
 - b) Each student will have the right to a personal email address with the domain @cfabaroneta.cat. This corporate email address may only be used for academic purposes. As soon as the student ceases to be a student, it will cease to be active.
 - c) In order to access the VLE it will be necessary to provide a personal email address.
 - d) The centre has a Wi-Fi™ network for educational use. Students will be informed of the password to access the school's Wi-Fi™ to be used as a teaching tool.
- Considering new technologies as a transversal axis of learning and in order to reduce the digital divide among the students of the centre, there is the possibility for students to access the Open Classroom, which is governed by the following regulations for use:
 - a) The classroom is available to students from 9.00 am to 8.30 pm.
 - b) Users must sign in and out on a sign-in and sign-out sheet.
 - c) The time spent in the classroom shall not exceed one hour if there are students waiting. However, this one-hour limit does not apply if there are no students waiting.
 - d) Students are not allowed to bring drinks and/or food into the classroom.
 - e) Students are recommended to use the Drive as the best working option.
 - f) If a student's attitude is not correct in relation to the use of digital devices in the Open Classroom, the student's access may be restricted or other measures may be imposed as agreed by the Coexistence Committee.
- Considerations regarding the use of digital devices (computers, mobile phones and Chromebooks):
 - a) The devices, at school, are a work tool and must be used as instructed by teachers.
 - b) The purpose of the use of the devices on school premises is always educational and aims to be educational in nature.
 - c) The devices are intended for academic work. Therefore, they shall not be used to disseminate discriminatory or defamatory material or messages against members of the educational community, nor shall they be used to share offensive images or participate in any illicit activity, especially if it violates the school's rules of coexistence or does not respect the educational project.

- d) The desktop background and screen saver of the devices are the default ones and cannot be changed.
 - e) Material protected by copyright may not be shared.
 - f) Only educational applications and programs that have been requested by the centre at the beginning of the school year are installed on the centre's devices. There is the possibility of revising, updating and installing the appropriate applications and programs according to the educational and pedagogical needs of the different groups in advance.
 - g) Portable devices are protected with a username and password.
 - h) It must be ensured that the devices are properly shut down at the end of the lessons and recharged in case it is needed.
- With regard to the misuse of the school's digital devices, the following should be taken into account:
 - a) It is compulsory to return the device at the end of the lesson.
 - b) Mobile phones must be silenced during lessons, except when an educational activity is taking place.
 - c) It is recommended not to share data or passwords that could be misused. The school cannot be held responsible if students do not protect their personal data.
 - d) According to Organic Law 3/2018, of 5 December, on the protection of personal data and the guarantee of digital rights, and Organic Law 1/1982, of 5 May, on the civil protection of the right to honour, personal and family privacy and one's own image, it is restricted to record images or audios within the school, except in learning situations that require it and with the prior permission of the students and/or teaching staff. The use of images of teachers and students without the corresponding authorisation is a criminal offence punishable by law.
 - e) Impersonation, hacking and unauthorised access to any of the school's devices is prohibited.
 - f) Attacking the school's Wi-Fi™ network or devices by students will be sanctioned.
 - g) All of the above will be considered serious or very serious misconduct with the appropriate consequences.
 - **Digital devices**
 - a) According to article 38 of the LEC, which corresponds to Responsibility for damage: "Students who, intentionally or through negligence, cause damage to the installations or material of the centre or steal material must repair the damage or return the material they have stolen, without prejudice to the civil responsibility that corresponds to them under the terms determined by current legislation". This will be considered a serious or very serious offence, with the corresponding consequences.
 - b) For this reason, the student or his/her legal guardian may be asked to pay an economic amount if they have been responsible for the damage due to inappropriate

use of the computer device. This charge should be proportionate to the damage caused. By way of example, some of the damages to be considered could be:

- Broken screen
 - Broken keyboard
 - Bump or damage to the structure (hinge, rear casing, cover...), but the equipment is still operative.
 - Blow to the structure, the equipment is no longer operative (change of board)
 - Theft of the mouse or connection cables
- c) In the event that several students are responsible for the damage, payment and responsibility can be shared between the students involved and their respective legal guardians in case they are under age.