

VIRTUAL MEETING/LESSON PROTOCOLS

Students

- 1) When you join the meeting, you must use your actual name.
- 2) When joining Zoom or Google Meet virtual meetings/lessons always have your video on unless your teacher has given you permission to not have it on.
- 3) When joining Zoom or Google Meet virtual meetings/lessons, always have your microphone on mute unless you are speaking.
- 4) If you want to speak during a discussion, raise your hand so it can be seen in the camera.
- 5) Try to only have one person speak at a time so that you do not speak over other people.
- 6) Always use appropriate language and tone.
- 7) If you choose a virtual background, make sure it is appropriate and is not distracting or disruptive to the virtual learning environment.
- 8) Do not make comments about other people's houses or rooms they are in.
- 9) Remember your camera is on and other people can see you. Do not do anything you do not want other people to see.
- 10) Do not take pictures, screenshots, or use recording options on any virtual meeting applications.
- 11) Do not use a google doc to chat with classmates during the meeting/lesson. Also do not privately chat with others during the meeting/lesson.
- 12) Never give out the links to the zoom meeting, google meet or google classroom.
- 13) If you are on a zoom lesson with your teacher who is with students in the classroom, you need to have your camera and microphone off. You will need to ask your teacher questions thru the chat or email.

Parents/Guardians

- 1) Please support your child with connecting to the virtual meeting.
- 2) As much as possible, monitor your child's participation in any live sessions, but do not join in the live session. Do not attempt to ask teachers questions about the lesson during the lesson or type into the chat. Email the teacher and they will respond when able.
- 3) If your child chooses a virtual background, make sure it is appropriate and is not distracting or disruptive to the virtual learning environment.
- 4) Do not participate directly in your child's class session or meeting. Stay off camera.
- 5) Try to limit background noises (dogs barking, other children playing, etc.)
Helpful tip: Earbuds/Headphones might be a great option to help keep your learner focused on the task.
- 6) Remember that things you say, even from a distance, may be heard by your child's classmates and teacher.
- 7) Do not take pictures, screenshots, or use recording options on any virtual meeting applications.
- 8) All content shared during a virtual meeting is confidential and should not be shared in any way. Teachers will post class lesson content separately following protocols they have been given.

- 9) Try to have child close to the wifi connection so connectivity is not an issue.
- 10) If your child is joining a virtual lesson with a teacher who is with students in the classroom, you may not record the lesson at all. You must be confidential about anything you observe in that lesson and talk to the teacher directly at a later time about anything you hear or see that you may have a concern about.
- 11) Your child's teacher may have to turn the camera off and mute the microphone if there is a situation in the classroom warrants doing it. You should wait for the teacher to return to give directions for next steps.

All students are required to abide by the terms in the *Technology Acceptable Use Agreement* and *Chromebook Agreements* that were signed at the beginning of the school year. Students who do not follow these protocols will be given a paper-based alternative assignment to complete.