

Distance Learning Protocols for Students and Parents/Guardians

Parents/guardians, please review the following guidelines with your student.

Students

- 1) When joining Zoom or Google Meet virtual meetings/lessons, always have your microphone on mute unless you are speaking.
- 2) If you want to speak during a discussion, raise your hand so it can be seen in the camera.
- 3) Try to only have one person speak at a time so that you do not speak over other people.
- 4) Always use appropriate language and tone.
- 5) Do not make comments about other people's houses or rooms they are in.
- 6) Remember your camera is on and other people can see you. Do not do anything you don't want other people to see.
- 7) Do not take pictures, screenshots, or use recording options on any virtual meeting applications.

Parents/Guardians

- 1) Please support your child with connecting to the virtual meeting.
- 2) Do not participate in your student's class session or meeting. Stay off camera.
- 3) 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.
- 4) Remember that things you say, even from a distance, may be heard by your student's classmates and teacher.
- 5) Do not take pictures, screenshots, or use recording options on any virtual meeting applications.
- 6) 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.

Your cooperation with these guidelines is appreciated. 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.

