

Guidelines for Using Video Conferencing During Remote Learning

While schools are closed your teachers/educators will provide virtual class meetings via, Zoom, Google Meets or other video conferencing tools. **Participating in video conferences is mandatory as this is the way you will receive credit for attending school remotely.** When learning remotely, it is important for you to follow these rules and guidelines.

NOTE: only educators can initiate video conferences or remote learning meetings

Be present. Video conferencing is mandatory as this is the way you will receive credit for attending school remotely. All students must be present and visible for the entire time of their scheduled classes to receive credit.

Remember that you are on camera and live. Your teacher and fellow students can see what you are wearing and your facial expression. Find a quiet appropriate place in your house. *Dress appropriately*, following school dress codes.

You are not anonymous. Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.

Follow the same classroom rules that you would follow in real life. Listen to the teacher. Take turns to speak. Be kind and considerate. All students should treat each conference as if they are sitting in the classroom. Regular classroom rules and procedures will apply.

Think before you speak. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom. As you enter a video conference, teachers will have your microphones muted. As he/she moves through the class, they may unmute you to ask a question, respond to a question, or for a general comment. Please use the 'Raise Hand' feature if you need to get your teacher's attention.

Be a good listener. Take the time to listen to what people are saying. Don't interrupt others.

Think before you type. If your teacher enables the Chat feature you may be able to participate by typing into a chat box. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood. Don't type in all caps.

Recording the Meeting – Teachers may be recording video conference class meetings in order to utilize later. Please note you will see that the meeting is being recorded by the message that shows up on your screen.

Please note: *Students are NOT permitted to record or take pictures of any video conferencing lessons or materials. Any recordings will subject the student to disciplinary action.*

Final Notes -- Anything that is viewed or heard by teachers while video conferencing with students (clothing, items in the background, inappropriate comments, etc.) that is not school appropriate will be reported to Mr. Alberta. Additionally, those students who do not follow the guidelines may be subject to disciplinary action.

Video conferencing is a privilege. If you cannot use it responsibly your access to school managed video conferencing tools will be removed.