

Live Session Rules & Expectations

When participating in a live session, all of the classroom, school, and district rules are in effect. Students must conduct themselves according to the same expectations we have at school - as these sessions are simply online versions of classroom discussions and activities. The CSH Code of Conduct and Acceptable use Policy applies to all aspects of digital learning.

The following is a list of rules and expectations to remember when participating in a virtual class session:

Attendance

1. If you are going to be absent from a session or a full day, please follow the normal protocol of calling the attendance office. These absences will be recorded.
2. Be aware of start and end times of sessions.
3. Be on time! Class will begin promptly at the time indicated.
4. You must stay for the entire duration of the session.
5. The camera must remain on and your face in the field of view. If you must move away from the screen at some point during a meeting, it should be infrequent and brief.
6. Be dressed and presentable as you would be in school. We can see you! Clothing should adhere to the school dress code.
7. For younger students: An adult should be available to assist as necessary, but should not be present for the session unless requested by the teacher.

Preparation

1. It is recommended that you start getting ready 10 minutes prior to your session.
2. Be sure to have your code/link ready with ample time to troubleshoot, should a problem arise.
3. Check to ensure that the video and audio are working.
4. Log in using your first and last name (so your first and last name appear on the screen).
5. Prepare your questions in advance. Have the necessary work and assignments open on separate tabs.
6. Have all materials available - including a pen/pencil and paper. You should not have to retrieve items during a session.
7. Devices are to be placed on flat surfaces (ie. desk or table) to ensure sound isn't muffled and video remains steady.
8. If headphones are used, check that they are connected correctly. Do not play with the wire.
9. Devices need to be fully charged and/or plugged in during all sessions.
10. Think carefully about your location! Choose an appropriate space at home for your session - free from distractions and background noise (we can see and hear everything going on behind you).
11. Be sure you have a strong wifi signal in your space.
12. If you are in a household where more than one meeting is occurring at the same time, find separate rooms or spaces that you can work in.

Participation/Behavior

1. Be your "best self" as a student, as you would in the classroom. This means choosing an appropriate seat, paying attention, following teacher directions, and taking turns speaking.
2. Be an active participant like you would be in the classroom. Ask questions by raising your hand or writing in the chat.
3. Turn your microphone ON when the teacher gives you permission and "calls on you" to speak. Turn it OFF again when you're finished.
4. Use the chat feature appropriately and as instructed by your teacher. Don't introduce irrelevant topics or conversations that can be distracting.
5. As in the classroom, do not eat during a session. Have a drink accessible.
6. Toys, games, cell phones, family members, and pets should not be present in sessions unless requested by the teacher.
7. Complete your work independently. You are expected to analyze, think critically, draw conclusions, and produce your own ideas unless your teacher has asked you to collaborate or to use outside sources.
8. When in breakout rooms, the same rules apply.

NOTE: If these expectations are not followed, teachers will: mute your microphone, temporarily put you in the waiting room, remove you from the session, contact your parents, and/or refer you to an administrator. Inappropriate behavior can negatively impact your grades and result in the removal from instructional sessions in the future.

Parent/Guardian

Please maintain contact with your child's teacher(s) regarding questions or concerns with their learning experience. All communications should be made to the teacher by email or phone and must not occur during virtual lessons. Teacher lessons are not to be recorded by a parent/guardian or student.

Student Signature Date Building

Parent Signature Date

Zoom Etiquette

Mute yourself!



Be on time!



Turn on video!



Come prepared!



Sit still!



Be respectful!



Find a quiet place!



Raise hand to speak!



No eating!

