

Your learning matters! While we know this is a new environment for all of us, helping you learn and grow as students and citizens during this period of digital learning is as important as ever.

EXPECTATIONS FOR STUDENTS

- Check **Google Classroom** and your school email daily. Turn notification “on” in Google Classroom.
- Check-in class via Google Classroom as you would normally attend that day.
- Complete lessons, including any daily attendance assignments.
- Attendance will be taken each day on Google Classroom. Students will have 5 minutes to complete the Daily Attendance assignment, so please be prompt!
- Lessons will be conducted during normally scheduled classes.
- Students are responsible for contacting teachers if they need additional assistance to successfully complete digital lessons.
- Students will follow the behavior expectations and norms outlined in our Student Handbook and established in this classroom.

Creating a Safe and Effective Virtual Meeting Environment

Before the Meeting:

- Make sure your device has a camera, speakers, and microphone.
- Check that your virtual meeting application can access audio and video on your device.
- Check your Internet speed. Use noise-canceling headphones to optimize audio quality.
- Choose a neutral background: A blank wall, books, office space.
- Bright lights behind you will cause you to be backlit. Lights should be in front of you, not behind.
- Check your appearance: Look directly into the camera, but don’t get too close

Be Aware of Your Surroundings: Use Meeting Etiquette

As a reminder, live session etiquette should mirror behavior in the physical meeting space. The following expectations allow for the best possible live session experience, and participants are held accountable for upholding these classroom standards:

- **Be on time.** Log into the session early enough to have your audio and camera set up. Be ready to work when the class begins.
- **Internet Connection** - Zoom live sessions use a considerable amount of bandwidth, so ensure that you have a strong and stable internet connection prior to class. If possible, WiFi can be spotty, so hardwire your internet for a more reliable connection.

During the Meeting:

- Wear appropriate clothing. Be appropriately dressed—comfortable clothing is acceptable, but you should not attend class in pajamas or beachwear.
- Close the door and eliminate, as much as possible, any distractions, including other people

who may be in the (physical) room with you. *Let others in your home know that they need to respect the meeting space.

- Remember: The video camera is on. Behave as if all meeting participants are actually in the room with you.

- Mute yourself when others are talking.
- Give others a chance to speak. Share your thoughts via chat.
- Thinking of multitasking? Save it for after the meeting and focus on the speaker.
- Silence your message notifications on your devices.
- Eating? Wait until break times, or if you really must eat, for a few minutes and come right back.