

Hello Everyone!

We hope that this message finds you and your family in good spirits and in good health. Additionally, we hope you and your learner(s) are all having a great experience with the amazing Distance Learning program that teachers have put into place.

Given recent directives from the Rhode Island Department of Education (RIDE) that suggest Distance Learning plans provide “opportunities for synchronous learning”, your learner(s) may soon be asked to participate in video conferences with their teachers and classmates. These opportunities will be provided at the discretion of teachers across the district, K-12.

While it would be impossible to present an exhaustive list, video conferencing may be used for one or more of the following reasons throughout Distance Learning: To meet with a classroom teacher, to learn in a virtual classroom setting, to facilitate educational conversation with classmates, and/or to communicate with building administrators.

To facilitate these conversations, we will be utilizing the following platforms: Google Meet, Google Hangouts, and Zoom. While participating in these virtual, Distance Learning conversations, students will be expected to adhere to all of the policies, rules, and regulations that have been previously established in their school buildings and related student handbooks.

In addition to existing school rules and district policies, please read and share these additional guidelines with your learner(s):

Students are expected to...

- Come to your virtual classes prepared. Items that you might want include: a notebook, a pen/pencil, class specific items, headphones/earbuds (suggested for sound quality).
- Be dressed as you would for school. If you can't wear it in school, please don't wear it in the virtual classroom.
- Turn off your camera if eating. Eating during a video chat can be distracting to others
- Video in a “shared” area of your home such as a dining area, living room, or home office. Video chatting from a bedroom or bathroom is not allowed at any time!
- Try to arrive in the video chat 5-10 minutes before it is set to start. This will allow you to:
 - Test the microphone and camera on your computer
 - Make sure that your speakers are turned “on” and are working
 - Make sure the lighting at your workstation is not too bright/dark
- You should start all classes with your microphone set to the “off” position. This avoids too much noise and confusion as others enter the virtual classroom.
- Be respectful of others by remaining quiet when they are talking. If you would like to say something, signal to your teacher by raising your hand.
- During class, turn your microphone “off” if there's a sudden interruption like a dog barking or someone talking loudly in the background

- If you must get up to leave the room for a minute, please turn your camera/video off before leaving your seat. Watching others get up and down is distracting to the group.
- Use the chat room appropriately. It is there for you to ask questions, ask for more detail, or make appropriate comments. It is *not* to be used for off task conversation.
- Do not share your screen unless you are asked to do so by your teacher.
- RECORDING AND SCREEN SHARING IS STRICTLY PROHIBITED. There may be legal ramifications to recording or photographing students and sharing chats on the Internet or *any* form of social media.
- Refrain from editing the work of your classmates without prior permission from a teacher
- Submit original work and adhere to all expectations for Academic Integrity set forth by the East Greenwich School District
- You are expected to exit the chat immediately once the session has concluded.

Families are expected to...

- Be available to support your learner(s) to the best of your ability as they work through their online coursework.
- Be sure that the area being captured in your learner(s) video does not capture any personal information, such as your address or personal pictures that would not be displayed on their desk in school.
- Ensure the background of the video is appropriate at all times.
- Assist your learner(s) to the best of your ability with technical considerations such as:
 - Testing the microphone and camera on their computer
 - Making sure that their speakers are turned “on” and are working
 - Making sure the lighting at their workstation is not too bright/dark
- Encourage your learner(s) to use online chat rooms appropriately. It is there for learners to ask questions, ask for more detail, or make appropriate comments. It is *not* to be used for off task conversation.
- RECORDING AND SCREEN SHARING IS STRICTLY PROHIBITED. There may be legal ramifications to recording or photographing students and sharing chats on the Internet or *any* form of social media.
- Keep the lines of communication open via telephone, email, virtual chats with your learner(s) teachers and administrators.

If you have any questions or concerns about these guidelines, please feel free to reach out to your building Principal via email for more information. While we understand that no plan is perfect, we are confident that with your help, we can continue to deliver top-notch instruction to our learners during these unprecedented times. Thanks for all of your continued hard work and best of luck to you all as we collectively embark on this new-found adventure.

Yours in partnership,
East Greenwich School District