

Protocols for Engaging in Appropriate Remote Learning

1. Conduct yourself respectfully to anyone in the remote learning platform.
 - It is important to remember that your classmates and your teacher are real people who are
 - affected by your words (e.g., written, spoken, posted).
 - It is essential to keep in mind the feelings and opinions of others, even if the opinions differ from
 - your own.
 - It is critical to think about the language you choose to use and the messaging that is related to
 - those words.
 - Ask yourself a question first: Would I say this if we were face to face?
Remember that when we are connecting with each other on video, it is much different than
 - when in our classrooms. We are seeing each other in our homes, which is much more personal.
 - Be especially mindful of how you treat each other.
 - Just as if you were in class, taking video or pictures of any class interactions, classmates, or the
 - teacher is prohibited. Obviously then, the sharing or posting of any such videos or pictures is,
 - too. It may actually be illegal to do so, because it is a violation of educational privacy laws.
2. Be patient with yourself and others.
 - Remember this experience is new to everyone and there will be a learning curve as we navigate
 - remote learning. There will also be memorable highlights!
 - It is very different from simply talking to a person face-to-face. Listen to each person and use
 - the chat area to put your thoughts or questions as you wait.
3. All your communication should be for educational purposes and focused on the task at hand.
 - It is easy for written text to be misread or misunderstood. Choose your words carefully- nothing
 - is truly private online.
 - ■ Tip: Read everything out loud before you send it and remember no one can see your facial expression or hear the tone of your voice.
 - What you share in the remote learning platform has a digital footprint and cannot be undone: be
 - mindful of what you share.
 - Off-topic banter is not appropriate during remote learning.
 - Guidelines for Remote Learning Platforms
 - When you enter the Meet/Zoom, mute yourself (If you are already not muted).
 - When you have a question, use the chat feature and wait for your teacher to call on you.

- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.
- Wait for the teacher to call on you to unmute yourself.
- Only one student should contribute/talk at a time.
- Stay attentive. Pay attention to your teacher or other students who are speaking.
- School rules apply