

Willard Zoom Rules and Expectations For Distance Learning 2020/21

In a virtual classroom just like in a real classroom, we expect all our Willard students to follow the 4 B's. Be safe, Be respectful, Be responsible, Be kind. Here is what that looks like while on Zoom.

1. Be Safe on Zoom:

- a. We encourage all students to have their video on, but it is not required. You may use audio only if that makes you feel more comfortable.
- b. Students can only have pictures of themselves as their Zoom profile picture and it must be school appropriate (i.e. no inappropriate language or symbols on clothing and no provocative poses)
- c. Use school appropriate language at all times, both verbally and in the chat
- d. To enter class students must use their rostered name or an alternative that has been pre-approved by the teacher. Unknown names will not be admitted.

2. Be Respectful on Zoom:

- a. Keep yourself muted unless it is your turn to speak.
- b. Listen to others or work quietly (on mute) until it's your turn
- c. Keep comments about others to yourself
- d. No student recording or filming of Willard zoom sessions

3. Be Responsible on Zoom:

- a. Show up to your teachers' scheduled office hours per their directions
- b. Have questions and discussion responses ready per teacher directions
- c. Be focused on your class. Do not browse the internet or use other devices during class time unless directly instructed to by your teacher

4. Be Kind on Zoom:

- a. Be kind, understanding, supportive and encouraging to both your classmates and your teachers.
- b. Check in and let your teacher and classmates know how you're doing.
- c. Keep all language appropriate and thoughtful. Try to spread kindness.

While you are using this platform for school you must follow our Willard rules and guidelines. If you have questions or need support with using ZOOM, please email your teacher(s) or grade level counselor directly.