

PAUSD Zoom Guidelines & Norms - Students

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Zoom will be used as PAUSD's official video conferencing and live streaming video service. Many of your teachers might start using Zoom for class meetings, activities, and events. Please review this document carefully to make sure you are a positive and polite online participant.

IMPORTANT CONSIDERATIONS FOR STUDENTS USING ZOOM:

1. Students and their families are prohibited from using any device or mechanism to record, capture, and/or distribute any online educational activities (voice and/or image), including Zoom and Schoology. Teachers may use Zoom to record instruction for posting in Schoology for asynchronous learning.
2. All school rules also apply online. Make sure you follow school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally.
3. When you join a meeting, mute your microphone to reduce distracting noise for others.
4. Wear school appropriate clothes when visible on video.
5. Practice good social skills online. Greet people as the meeting begins and say thank you/goodbye when the meeting ends, or send a quick greeting in the chat box. Be as polite and respectful towards others as you would in a face to face meeting.
6. Your teacher might assign a moderator, time keeper, and/or note taker for online meetings. This can help record important content and build notes for future review.
7. Keep the Chat box open during the meeting. This can be used to ask questions or clarifications, which may be especially important for your teacher to see. The chat box can get overwhelming if too many people use it at one time, be considerate with what you post, but always ask questions if you have them.
8. In meetings with many people, digitally raise your hand to be called on by the moderator or your teacher before speaking. This can be done by clicking on the "participants" box, which will then open up a list of everyone in the meeting. Find your name and hover to the right, you will see the hand icon there.
9. Be mindful of the surrounding environment. Don't include items in the background that are not appropriate to be seen by others during school. Your background can be distracting to others, have a clean, uninteresting background to ensure everyone can remain focused on the meeting.
10. Camera angles and lighting. Consider the angle of your camera when you are on video. Avoid "up the nose" angles or other unflattering camera positions. Be considerate of the light in your surrounding so you do not appear too dark or too bright.

11. Enabling your camera on Zoom - Your teacher will provide guidance on using your camera or not when on a Zoom meeting.
12. If you have computer headphones, earbuds, or airpods, it is a good idea to use them during Zoom meetings, this will help you hear better and be less distracted by things that might be going on around you.
13. Join Zoom meetings from inside your home. Being outside during a Zoom meeting can cause wind and background noise from your device's microphone and make it hard for others to hear you.
14. Don't have several programs running while using Zoom. Close all unnecessary applications during your Zoom meeting so all processing power can be used to maximize the quality of your Zoom session. Additionally, closing other programs and tabs will eliminate the temptation to multitask, and keep you focused on the meeting at hand.
15. Avoid moving your head too much or "talking with your hands." Too much movement can cause the video to pixelate and degrade.
16. Keep an open line of communication with your teachers about online learning. If you have suggestions for ways to improve Zoom meetings or online learning experiences, please send a private message to your teacher through email or Schoology. Teachers appreciate knowing how to best support students.