



MANHASSET PUBLIC SCHOOLS

Remote Expectations

Expectations for students during remote-only instruction are as follows:

- If it is necessary for our buildings to close for onsite instruction students will follow the same class schedule as they do when engaging in person. Students will sign into their teacher's Canvas page to access Zoom via your teacher's Canvas homepage.
 - Elementary students will sign in at the start of the school day and follow the schedule provided by their classroom teacher.
 - Secondary students will sign in at the start of each class period. Students are expected to "arrive online" at the scheduled time. Lateness to class in excess of 15 minutes will be recorded as an unexcused absence from the class.
- **Attendance in remote instruction is required on each scheduled school day.** Teachers will record student attendance on eSchool. Should your child need to be absent during remote instruction please contact your school's attendance office. Only students with excused absences will be permitted to make up assignments.
- Cameras should be ON when students "arrive" to class and remain on at the teacher's discretion. Blank walls, students appropriately dressed, in view of the camera and in a neutral area of the home are encouraged.
- Students should enter their Zoom sessions on mute. Select and click on the "microphone" to mute. Your mic is off when it is red. Students should mute their microphone when not speaking during instruction.
- Please be sure to provide your child with a quiet, yet supervised space in a distraction-free location if available. Use headphones or earbuds if possible to reduce distractions.
- Students can raise their hand electronically and participate verbally or in writing. If students need to see their Zoom window while working on something on the computer, they should have Zoom running side by side with Google Chrome.
- **Behavioral Expectations:** The following rules of conduct apply when students and teachers are engaged in remote learning. In the unlikely event that inappropriate behavior occurs the teacher will end that session and follow up accordingly. Violation of these rules will result in disciplinary action:
 - Students are prohibited from recording a Zoom session in any form.
 - Students are prohibited from altering any content presented during remote instruction.
 - Students are prohibited from distributing in any manner any altered content, in the event altered content is received.

- Students may not use platforms for any purposes other than their intended use as directed by their teacher.
 - Adults must not record, alter, or distribute a videoconference session in any form.
 - Adults/siblings should not be present or interrupt any live session unless younger children need technological assistance. If you have questions for your child's teacher, please send an email and the teacher will get back to you during school hours.
- **Technical Difficulties:** If you are experiencing technical difficulties please do the following:
 - Email your teacher to report the technical difficulty.
 - Email our technology support team at MPSITHELP@ManhassetSchools.org.
 - Review our technology department's [FAQ page](#).

If your teacher is having technical difficulties he/she will communicate those difficulties via the announcements section of their Canvas page.