



Student Remote Learning Technology Guidelines

During Remote Learning, students and teachers will rely on video conferencing/recording tools such as Google Meet and Zoom. With the awareness that video is a powerful tool, we want to be mindful of precautionary steps and practices when using technology to protect all students and staff and to help ensure safety and security. Violations of these guidelines will result in disciplinary consequences as appropriate.

Student Conduct

- You are expected to adhere to the [LGSUHS Student Acceptable Use Agreement](#).
- You must use district G Suite, Canvas and other school issued technology accounts for all classes, meetings, and check-ins.
- You are expected to treat video-conference class meetings as if they were attending class on site, which includes behaving appropriately, treating others with courtesy and respect, refraining from use of profanity or socially offensive language, or using “screen sharing” to show inappropriate images or video.
- You should not invite or accept requests from teachers on personal social networking sites or other social media platforms.
- Check your audio and video settings before joining any video conference. Are you on mute? Is your camera on? You can adjust both of these settings by clicking on the “mute” and “video” icons on the bottom left corner in Zoom or bottom in Google Meet. See images below.
- Find a quiet place in your house. Try to minimize noises from your house, and ask for help with a quiet time during your conference time. Pick a good background: you don’t want objects or other people in the video. Put your back against a wall or use a virtual background and ensure your Profile picture is appropriate.
- You are expected to be engaged in video conferences, You will feel more connected with your teacher and classmates if your video camera is on. There are times when it makes sense for you to have your video camera off such as a restroom break, for privacy concerns or bandwidth issues. However, your teacher has the right to ask you to turn your camera back on for attendance purposes, a class check-in, an activity etc.
- You are expected to continue following school dress codes by dressing appropriately. Remember that you are live on camera and your teacher and peers can see what you are wearing. Also, avoid inappropriate surroundings.

- You are not anonymous. Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.
- If you are posting a name to represent you during remote learning, it needs to be your name. If you are posting an image to represent you, it should be an image of you, not a photo or image of someone else; no misappropriation of other images may be used to represent you. You need to represent yourself as you are, not as anyone else.
- Follow the same classroom rules that you would follow in real life. Listen to the teacher. Take turns to speak. Be kind and considerate.
- Think before you speak. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom.
- Be a good listener. Take the time to listen to what people are saying. Don't interrupt others.
- Think before you type. If your teacher enables the Chat feature you may be able to participate by typing in chat. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood. Don't type in all caps. Chats can be kept and archived for reference later.
- Take it slow. Remote learning is probably a new experience for you. Resist the impulse to be silly or to say or type the first thing that comes into your mind.

Recording Video Conferencing:

- You may not record teachers or your classmates without their prior consent, per Education Code 51512.
- You should not distribute publicly any recordings or partial recordings of classes; you also may not alter, copy or share any recordings or partial recordings of classes or instructional videos your teacher post to Canvas classes. Doing so is a [FERPA](#) violation.
- Please know that video conferences with classes and small groups may be recorded at the teacher's discretion; teachers may post recorded lessons in the district-approved learning management system (Canvas) for you to access later.
- If you have an individual video conference with one of your teachers, it may be recorded to ensure security and safety.
- Before recording, teachers will notify you and allow you to turn off video and/or audio. You must leave the meeting when the session is over.

One-on-One Video Conferencing with Teachers

- Individual academic consultations with teachers may be recorded by the teacher and saved for security and safety purposes. Please ask a parent/guardian to be available if needed.
- Meetings should be held during regular school hours for legitimate educational

purposes.

- Inform your parent, guardian or an administrator immediately if you have any concerns regarding past or current 1:1 academic consultations.

Parent Notification Regarding the Use of Video Conferencing

Your students' teachers will be utilizing video conferencing software to communicate with students for remote learning. Parents may opt out of having your student(s) participate in video conferencing if you do not want them to participate. By allowing your students to log in, you are providing consent of communication and recording for instructional purposes. Teachers may record any video conference. Teachers all have email addresses and can answer questions through email if your student(s) has questions about assignments and does not want to participate in a video conference.

Video conferences are just like the classroom in that all classroom behavioral expectations are still expected. Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will be subject to appropriate discipline. Students may not record or take pictures of video conferences without teacher permission just like in the classroom based on our acceptable use policies.

Video conferences are also occurring in multiple student homes, so there is no expectation of privacy. Siblings and other family members may be listening or viewing the video conferences. It is the parents' responsibility to monitor their student's use of the Internet and of school devices especially when students are involved in classroom discussions or video conferences.

Technical Guidelines

For any video conferencing/recording tools, you will need:

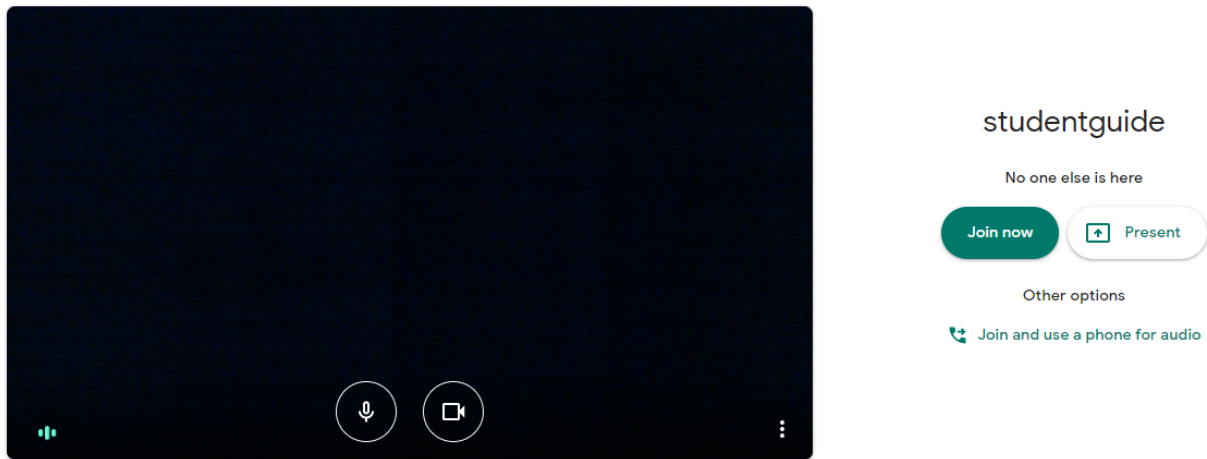
- A computer, laptop, device, or cellphone
- An internet connection - wired or wireless
- Headset/earbuds with microphone (helpful in busy households)
- Webcam - built-in or a USB plug-in camera. Cover your camera when not online as a best practice for cybersecurity threats.
- Meeting ID number or URL of the meeting from your teacher only

Google Meet Video Conferencing How-To:

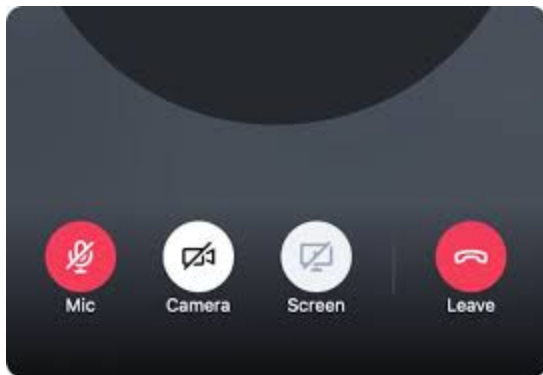
Google Meet is included with G Suite and is an all-in-one platform with built-in video conferencing. In addition to video and messaging, G Suite apps like Gmail and Google Drive are integrated making collaboration seamless.

If you do not have a reliable internet, call in for audio-only. Ask your teacher to describe events in video if pertinent to understanding the content.

You can join Google Meet from a browser or the Google Meet app for cell phones/devices. If your mobile device can access G Suite, you can use that device to [join a class video meeting](#):



Upon joining a Google Meet, Please 'mute' yourself when entering the meeting turn off your microphone. Turning off your video feed will help if you have a slow internet. You can unmute yourself at any time by clicking the microphone or video icon at the bottom of your screen.



Once done in a Google Meet, please leave and do not attempt to re-enter unless you are asked by your teacher.

NEW: [Guardian's Guide to Privacy & Security](#) [Guardian's Guide to Accessibility](#) [Google Meet accessibility for students with accommodations](#)

Zoom Video Conferencing How-To:

Zoom is a cloud-based video conferencing platform. Families that are concerned about downloading an additional app onto their computer or phone are being encouraged to [access Zoom meetings on a browser only](#). Our preferred browser for the school district is Chrome. This is a preferred security for working from home. If you want to use the Zoom app, Download and Launch: https://www.youtube.com/watch?v=K8l4l_39MFA

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't

see the menu bar, hover and the bar will appear. *(The bar disappears after a few seconds when in full-screen mode.)*



Switching between Views (Share Screen and Video):

As a participant, you may be asked to share your desktop or an application by your teacher. During a Zoom meeting, you can switch back and forth between sharing your screen and sharing your video as requested by your teacher. If you are in video mode, switch to screen share by clicking “Share Screen” in the menu bar as shown: A window showing all possible options to share displays will appear -- see below. Click on the item you want to display, which will be highlighted in green, then click “OK.” See sample below:

