

Center Moriches Schools Live Session Rules & Expectations

When participating in a live session, all of the classroom, school, and district code of conduct rules are in effect. Students must conduct themselves according to the same expectations we have at school, as these sessions are simply online versions of classroom discussions and activities.

The following is a list of rules and expectations when participating in a virtual class session or remote school activity.

Attendance

1. Daily attendance is required. If you are going to be absent from a session or a full day, please follow the normal protocol of calling the attendance office. These absences will be recorded.
2. Be on time! Class will begin promptly at the time indicated.
3. All user names, photo icons, and posts must be appropriate.
4. You must participate for the entire duration of the session, as instructed by your teacher. If you leave a session before its completion, you will be marked absent.
5. The camera must remain on and your face in the field of view, unless you have permission from the teacher to do otherwise. If you must move away from the screen at any point during a meeting, it should be infrequent and brief and just be noted in the chat to the teacher.
6. Be dressed and presentable as you would be in school. Clothing should adhere to the school dress code.
7. Adults who may be needed to assist students with remote learning should not participate and/or interject in the session unless requested by the teacher.
8. If a student is absent from an in-person class, they may join the virtual session while home, but the student will be marked "present distant learning" if they participate for the entire duration of the session and have called in the in-person absence as required.

Preparation

1. Students should be ready prior to the start of each session.
2. Log in using your Google account.
3. Be sure to have your code/link ready with ample time to troubleshoot, should a problem arise.
4. Make sure your video and audio are enabled and working and that your video is on for the start of class.
5. Prepare your questions in advance. Have the necessary work and assignments open on separate tabs.
6. Have all material available- including a pen/pencil and paper. You should not have to retrieve items during a session.
7. Devices are to be placed on flat surfaces (i.e. desk or table) to ensure sound isn't muffled and video remains steady.
8. If headphones are used, check that they are connected correctly.
9. Devices need to be fully charged and/or plugged in during all sessions.
10. Think carefully about your location. Choose an appropriate space at home for your session- free from distractions and background noise.
11. Work from a location where the Wifi signal is as strong as possible.

Participation/Behavior

1. Be your “best self” as a student as you would be in the classroom. This means choosing an appropriate seat, paying attention, following teacher directions, taking turns participating, and being respectful at all times.
2. Be an active participant like you would be in the classroom. Follow teacher direction regarding how to participate.
3. Keep your microphone muted until the teacher gives you permission and “calls on you” to speak. Mute yourself again when you’re finished speaking.
4. Use the chat feature appropriately and as instructed by your teacher. Please do not introduce irrelevant topics or conversations that can be disruptive.
5. As in the classroom, do not eat during a session unless you have permission from the teacher. Students are encouraged to have a drink accessible.
6. Toys, games, cell phones, televisions, family members, pets, and other possible distractions should not be present in sessions unless requested by the teacher.
7. Complete your work independently. You are expected to analyze, think critically, draw conclusions, and produce your own work/ideas unless your teacher has asked you to work to collaboratively or to use outside sources.
8. If in breakout rooms, all of the above rules apply.

Recording

1. Recording, taking photos or taking a screenshot(s) of a person, videoconference session or any content presented in any form during remote learning or remote school activities by you or a family member is strictly prohibited.
2. Altering, sharing, posting, or otherwise distributing by you or a family member, in any manner, either physically or electronically, any such content is also strictly prohibited.

PLEASE NOTE THAT TEACHERS WILL POST DAILY CONTENT FROM LIVE SESSIONS ON GOOGLE CLASSROOM TO ENSURE STUDENTS DO NOT MISS INFORMATION DURING THEIR VIRTUAL INSTRUCTION.

Due to the importance of providing all students with a safe learning environment and in order to protect all members of our school community, the Center Moriches School District will strictly monitor and enforce these rules and expectations.

Potential Consequences For Breaking Any Rules & Expectations:

1. Teachers may mute your microphone.
2. Teachers may remove you from a session and write a referral.
3. Teachers may contact your parents/guardians.
4. Teachers may refer you to an administrator.
5. Administration may impose disciplinary action including, but not limited to, in school detention, suspension up to 5 days or a Superintendent’s hearing that may result in a suspension significantly longer than 5 days.
6. Legal action may be pursued in any violation that warrants legal intervention.

Parent/Guardian:

Please maintain contact with your child's teacher(s) regarding questions or concerns with their learning experience. All communications should be made to the teacher by email or phone and must not occur during virtual sessions. Parents/Guardians are expected to ensure their children completes all sessions in their entirety during virtual instruction. Acceptable Use- Remote Learning expectations apply to all individuals, including students, their parents/guardians, and their family members. It prohibits recording, taking photos or taking a screenshot(s) of a video conference session or any content presented in any form during remote learning or remote school activities. Altering, sharing, posting or otherwise distributing, in any manner, either physically or electronically, any such content is also prohibited.

By participating in a live session conducted by Center Moriches School District, the parents/guardians and students agree that they will abide by this regulation.

By checking this box and submitting this survey, I acknowledge that I have read and am aware of the rules and expectations.