

**BURNET MIDDLE SCHOOL  
PROTOCOLS FOR VIDEO CONFERENCING  
FOR STUDENTS AND PARENTS**

Below are protocols and expectations for virtual classroom meetings. Please discuss these with your children. Teachers will upload a copy of these guidelines to their individual pages. Each teacher will discuss these guidelines with students at the start of the 20-21 academic year.

**Learning Space**

- Create a consistent space that is conducive to learning
- Lying/lounging in bed is not acceptable as a learning space
- Please turn off cell phones, televisions, and other sources of noise and distraction during live sessions
- Eating is not permitted during a Zoom session unless authorized by a physician's note
- Position yourself so that most of the light is coming from in front of you (behind your monitor), instead of behind you
  - Tip: If you have a window behind you, shut the blinds/shade/curtains
- Your surroundings will be visible to everyone so be sure your background (posters, etc.) is school-appropriate

**Dress**

- If you wouldn't wear it to school, don't wear it on video
- Make sure you are fully dressed
- Wear appropriate clothes (no offensive graphics, words, pajamas, etc.)

**Attendance**

- In order to be marked present, you must be on time to your scheduled Zoom session
  - Tip: Be a few minutes early to your scheduled meeting (just like class)
- Your camera must be turned on
- Your real name must be used upon entering a Zoom session
- Pay attention to the discussions, focus on your work, and be ready to participate
- Your video session is your class. Just like the physical classroom, you need to be present to learn. If you have an emergency and cannot attend class, please contact your teacher by Email.

**Communication**

- Communication between staff and students must be through the district's email system or district-managed platforms
- Both written and verbal language should be appropriate for school
- Identify yourself before you speak
- If you are not speaking, mute yourself to prevent background noise
- Please do not interrupt others; be respectful and wait for a pause in the discussion to contribute

- Please note that a teacher has the ability to mute everyone
- Speak clearly and in a normal voice; speak more loudly/slowly as requested

### **Student Conduct**

- Respectful, appropriate behavior is expected during all Zoom sessions. Consequences can result from not adhering to the video conferencing protocols and expectations.

### **No Recording of Video or Audio**

- Students or parents/guardians/others in home are not allowed to record audio or video during live sessions; similarly, taking still pictures is prohibited
- During all Zoom sessions, students must have cell phones away (just like in school)

### **Video and Audio Reminders**

- It's a good idea to let your household know you are doing a live session so they respect your need to be attentive (use of headphones will reduce household interruptions)
- Look at the camera when speaking
- Staff have the flexibility of using both Google Hangouts Meet and Zoom
- Staff will work with our students to help them understand how the virtual environment will look in each class
- Teachers have the right to mute or remove any student who is disruptive of the online environment
- Test your video and audio prior to your meeting
- Turn on video and audio if not set to do so automatically
- Remote learning is a part of your digital footprint, so behave just as you would in a class in school. You are responsible for all activity associated with your username, so act accordingly.; Your personal contact information (address, phone #, etc.) is personal. Please never post this information.

### **Greetings**

- Be sure to practice respectful greetings with your teacher and classmates; teachers will model this behavior.
- Establish and model protocols for positive greetings in the school community is one goal of the Responsive Community mental health subcommittee.
- Greeting Example
  - Establish and model...Let's begin the day with a proper greeting. Teacher: "Good morning ladies and gentlemen." Student: "Good morning Mr./Ms./Mrs...." Please remember to greet your teachers and your fellow classmates.