

# Rocky Hill Public Schools

2020-21 School Year



## Protocols and Expectations for Students (Remote Learning)

### **Digital Platforms Supported**

Google Classroom is the district's standard platform for delivering instruction in grades 2-12. SeeSaw is the district's standard platform in grades prek - 1. Students may be utilizing district-approved apps such as Flipgrid and Screencastify which allow them to record and submit video responses.

Teachers will be using Google Classroom and Google Meet for live streaming sessions. Teachers will be using Google Meet to conduct live interactions with students. Parents and students are prohibited from recording or taking pictures of live remote learning.

### **Protocols for Engaging in Learning (Grades PreK - 5)**

#### **1. Be Respectful**

- Be respectful of classmates and adults at all times.
- Listen, just like when you are at school.
- Treat others the way you want to be treated.

#### **2. Do Your Best**

- Check your work before you turn it in.
- If you have questions about something, ask your teacher.

#### **3. Be a Good Digital Citizen**

- Your Chromebook or iPad is an extension of your school classroom. Ask yourself, "Would I write, share, or say this in school?" If the answer is "no," most likely it is not appropriate for your online classroom, either.
- When you post online, it stays online forever. So, make sure you are proud of what you share. It will always be there! Once a message is sent to the group there is no taking it back.



## Protocols for Engaging in Learning (Grades 6-12)

### 1. Conduct yourself respectfully to anyone in the remote learning platform.

- It is important to remember that your classmates and your teacher are real people who are affected by your words (e.g., written, spoken, posted).
- Be considerate of your classmates' feelings and opinions, even if the opinions differ from your own.
- It is critical to think about the language you choose to use and the messaging that is related to those words.
- Ask yourself a question first: Would I say this if we were face-to-face?
- Remember that when you are connecting with others on video, it is much different than when in our classrooms. You are seeing your classmates in their homes, which is much more personal. Be especially mindful of how you treat others.
- Just as if you were in class, taking video or pictures of any class interactions, classmates, or the teacher is prohibited. The sharing or posting of any such videos or pictures is prohibited as well.

### 2. Be patient with yourself and others.

- Remember this experience is still new and there will be a learning curve as we navigate using an online classroom. There will also be memorable highlights!
- It is very different from talking to a person face-to-face. Listen to each person and use the chat area to post your thoughts or questions as you wait.

### 3. All your communication should be for educational purposes and focused on the task at hand.

- It is easy for written text to be misread or misunderstood. Choose your words carefully. Nothing is truly private online.
- What you share in the learning platform has a digital footprint and cannot be undone: be mindful of what you share.
- Off-topic banter is not appropriate during live interactions.

**TIP:** Read everything out loud before you send it and remember no one can see your facial expression or hear the tone of your voice.

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### **Expectations When Using Google Meet**

1. Wear clothing appropriate for school.
2. Sit at a table, desk, or learning space.
3. Sit in a well-lighted space.
4. Position your Chromebook (or iPad) so that the camera is about eye level.
5. Mute the microphone until your teacher calls on you to speak. This eliminates background noise for all.
6. When you have a question, use the chat feature and wait for your teacher to call on you.
7. Stay attentive. Look into the camera. This will show you are engaged and participating. Remember that your expressions, speaking tone, and words are viewed by everyone participating in the conference.
8. Listen to the teachers. Be kind and considerate. Follow the same classroom rules that you follow when you are in.
9. Exit the Meet session when it is over.

***When participating in the online classroom, students are expected to follow the same rules that apply when at school. Misconduct may result in disciplinary action as appropriate.***