

Student Guide for Using Video Chat in Remote Learning for Grades 6-8

HAVE AN APPROPRIATE SCREEN NAME/IMAGE – NO ALIASES!

- **Please use your real name.** It gets confusing for teachers if you use some sort of alias.
- **Please create a unique school email account.** This is what most adults do – one personal email; one work email.
- **Label it with your name.** It doesn't have to displace your persona email on your phone, you can set your phone to handle both your personal and school emails.

SHOW UP ON TIME

- **Log in by the assigned time every morning.** When we begin to use a Remote Learning Platform, Middle School students will be expected to log in to see their schedule for the day and get instructions.
- **Have your materials prepared and be ready to learn.** Teachers will be taking attendance and will mark down who is late.

MUTE YOURSELF RIGHT AWAY

- **As soon as you log on, mute yourself.** This will avoid any excess background noise like your dog barking. Use headphones for audio, as speakers often cause echoey feedback!

REMEMBER THAT WE SEE YOU!

- **Wear appropriate clothing.** You should be dressed like you're at school, not in PJs.
- **Turn off all other devices while you're on the video chat.** Your teacher can see if you're staring at your phone.
- **Do not bring your laptop to the bathroom or other inappropriate settings.** (This seems obvious, but you never know!)

FOCUS AND ENGAGE!

- **Remember, this is class!** It's easy to get distracted on your computer.
- **You are responsible for the material presented in class.** Do not navigate to other tabs or websites unless directed by your teacher.
- **If you have a question, type “question” in the chat feature.** Your teacher will call on you, just like in class.
- **When they call on you, there are two choices:**
 - unmute yourself, ask your question, and then re-mute.
 - type your question directly into the chat feature.

RESPECT

- **Don’t make fun of others’ or your own appearance onscreen.** Seeing ourselves on a screen can make us shy and bring up vulnerabilities.
- **Don’t hide behind a hoodie** – we need to see your face in order to feel as if you’re “present.”
- **IMPORTANT: DO NOT take a screenshot, picture, snapchat, etc. of your teacher or fellow students.**
- **Do not make any recordings.** These behaviors are in violation of our Social Media Policy and will be taken very seriously.
- **Be respectful and attentive**, even if it feels a little awkward at first. Please do all you can to support this process of being together online!
- **Remember: you are responsible for your work and learning** just as you would be if we were together in school.
- **Your end of year reports will consider your work and behavior online!**