

Student Guidelines for Remote Learning Participation

Welcome to our new remote learning environment! We are excited to be using a variety of online tools to support learning, specifically Microsoft Office 365 and Microsoft Teams. All classrooms have rules and procedures in place to make sure that everyone has safe, comfortable and productive learning experiences. Our online learning spaces are no exception.

Guiding Principles:

No matter what online environment you are working in, the following guiding principles are important to remember:

- **Our virtual classrooms are safe spaces:** disrespectful language and inappropriate behaviour are not allowed. All participants in a classroom, physical or virtual, have the right to learn in a respectful environment.
- **An online learning environment is not a social media site:** Keep comments and conversations focused on the lesson and learning materials currently being discussed, or questions about previous learning.
- **The District and School [Codes of Conduct](#) apply**

Getting Ready to Participate in the Virtual Classroom:

- Be punctual. Your teacher will send you an invitation to join a meeting or lesson at a specific time.
- Make sure that your computer or device is functional, charged or connected to a charger, and that your computer speaker is on.
- Work in a room with no distractions. Turn off the TV, other computers, music or anything else that might distract you or your classmates.
- Put your cell phone away.
- Parents are welcome to join in any virtual meeting or activity.

Video Conferencing Expectations:

Microsoft Teams has video conferencing features. We see the value and importance of using video conferencing to connect with our students and support them in their learning. However, to ensure student safety and privacy please adhere to these expectations:

- When you first enter the virtual meeting/classroom, please mute your mic and turn off your camera.
- Your teacher will give you instructions of how to use specific tools when you first begin the meeting.
- Your teacher will let you know if the camera may be used. If you are invited to use the camera, it is still your choice to have it on or off.
- Be aware of your surroundings if using your camera. What you wear or have in the background can be seen by others. Consider blurring your background.
- Keep your mic muted. Only unmute when your teacher asks you to do so, and mute yourself again immediately after speaking. This will prevent background noise.
- Do not enter a meeting and say 'hello'. The teacher can see who is joining the meeting and will acknowledge you.
- When wanting to speak or ask a question, do not simply click your audio un-mute button and start speaking. Instead, use the Chat or Raise your hand features of the Meeting
 - If you wish to ask a question, type in **"QUESTION?"** in the chat bar and click 'return'
 - Your teacher will see that you have a question and will call on you as soon as possible.
 - Unmute yourself when your teacher asks you to, and re-mute right after speaking.

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- Your teacher will share their screen to show you online lessons or activities. Students should only share their screen if asked to do so by the teacher in order to look at an assignment and to give feedback.
- Do not record anything. All participants in a discussion or lesson will be automatically notified if the recording function is engaged. Recording or taking a picture of anything in the virtual classroom and sharing it with others, especially online, is a violation of the privacy of others and against the law.
- Do not invite other students or participants that were not initially invited by your teacher.
- There are options to use **automatic closed captioning**. This is a great option if your WIFI and bandwidth isn't strong and the sound gets regularly cut. You will still be able to read what is going on.

If you have any other questions or concerns, please contact your teacher directly.