



# Norms for Remote Learning

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FALL 2020

# The Virtual Classroom

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The virtual classroom is an extension of the White Plains City School District, and as such, all rules and procedures in the Code of Conduct apply to remote interactions and learning.

# The Home Learning Environment

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- Students must be dressed appropriately in school attire for remote learning.
- Suggested attributes to support remote student learning:
  - Quiet space
  - Little or no background noise (no music)
  - Students should have their back to a wall so there is no movement behind the student visible on screen.
    - Appropriate virtual background is acceptable.
  - Headphones are recommended.

# Preparation for Learning

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- Students must be prepared for learning
  - Devices must be charged, and a charger available in case of heavy or continuous use of the technology.
  - Paper, pencil and other learning supplies should be at hand before class starts.
  - Lesson materials provided by the teacher in advance should be open on screen or printed out before class begins.

# Remote Attendance

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- Use your full name to log into Schoology and Zoom so the teacher knows who you are.
- Students must be visible to the teacher at the start of each class for attendance.
- Attendance for each period will be based on the teacher seeing the student's face on screen.
- If a student is not present during attendance but joins the class while it is still in session, s/he must be seen on screen by the teacher as soon as s/he arrives. The student will be marked tardy.
- If you are unable to connect due to technology issues, your parent or guardian must contact the school to explain the reason for your absence from class. Follow building guidance on how to inform the school.

# Respect for Privacy

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- Be respectful of the privacy of other students and their families as well as staff members.
- Taking photographs, creating transcriptions, video or recordings of students or staff members engaged in live instruction or virtual learning is not allowed.
- Posting inappropriate content or linking/sharing inappropriate websites, as well as the use of profanity or inappropriate language, is strictly prohibited.
- Only the student should be interacting with the teacher and other students during live instruction.
- If a parent or guardian has a question or comment, s/he should contact the child's teacher outside of class time.

# During the Lesson

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- Be on time to class and stay engaged throughout each lesson.
- When you're in the class, participate and follow class norms.
- Mute yourself to eliminate background noise
- Be on time! If you are in a breakout room working on an activity, come back at the appointed time. Set a timer.

# Class Participation

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- Use silent "reactions" to show agreement (thumbs-up) or approval (silent clapping). Use the hand-raise button if you want to ask/answer a question or make a comment.
- Use the chat area to post questions and comments; however, be respectful of all in voicing your opinion.
- If you need help using an application or accessing materials during class, contact the teacher.



# Monitoring Progress

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Parents and students should regularly access the portals in both Schoology and Infinite Campus to monitor progress.