

Remote Instruction - Live Session Expectations

When participating in a live session, all classroom, school, and District rules are in effect. Students must conduct themselves according to the same expectations we have in school - as these sessions are simply online versions of classroom discussions and activities. The Islip Code of Conduct and Acceptable use Policy applies to all aspects of digital learning.

The following is a list of rules and expectations to remember when participating in a virtual class session:

Attendance

1. Teachers will set a schedule for any synchronous (live) instruction. Please be aware of start and end times of sessions.
2. If you are going to be absent from a session or a full day, please follow the normal protocol of calling the attendance office. These absences will be recorded.
3. Be on time! Class will begin promptly at the time indicated by the teacher.
4. While most classes require students to be present for the entire session, some classes will have a different length of session expectations; this is determined by the course/teacher. Please notify the teacher ahead of time if you cannot stay for an entire session if you are expected to be there the entire session.
5. The camera must remain on and your face in the field of view. If you must move away from the screen at some point during a meeting, it should be infrequent and brief.
6. Your name should be recognizable; students who cannot be identified may not be admitted into the Zoom/Teams room.
7. Be dressed and presentable as you would be in school. We can see you! Clothing should adhere to the school dress code, which can be found in your Code of Conduct.
8. For younger students: An adult should be available to assist as necessary, but it is suggested that parents not be present for the session unless requested by the teacher.

Preparation

1. It is recommended that you start getting ready prior to your session.
2. Be sure to have your meeting code/link ready with ample time to troubleshoot, should a problem arise.
3. Check to ensure that the video and audio are working. When you log into Zoom/Teams, you can test audio/video.
4. When you log in, please be sure that your full name appears in your video window; this can be edited in Zoom video settings. The teacher must be able to see your face when admitted to the Zoom/Teams room; this is to verify your identity. If you are not identifiable you may not be admitted/may be removed from the room.
5. Have the necessary work and assignments open in separate web browser tabs.
6. Have all materials available - including a pen/pencil and paper. You should not have to retrieve items during a session.
7. Devices are to be placed on flat surfaces (i.e. desk or table) to ensure sound isn't muffled and video remains steady.
8. Devices should be fully charged for all sessions. Please try to charge your device fully prior to sessions.
9. Think carefully about your location! Choose an appropriate space at home for your session - free from distractions and background noise (remember - we can see and hear everything going on behind you; lying in bed is not appropriate for a remote learning class).
10. Be sure you have a strong WiFi signal in your space.
11. If you are in a household where more than one meeting is occurring at the same time, find separate rooms or spaces that you can work in.
12. Headsets with built in microphones can often help to listen to lessons if your computer speakers are low or muffled.

Participation/Behavior

1. Be your “best self” as a student, as you would in the classroom. This means choosing an appropriate seat, paying attention, following teacher directions, and taking turns speaking.
2. Turn your microphone ON when the teacher gives you permission and “calls on you” to speak. Turn it OFF again when you’re finished. The mic may be muted by the teacher to help enhance the overall audio.
3. The teacher must be able to see your face when admitted to the Zoom room; this is to verify your identity.
4. Use the chat feature appropriately and as instructed by your teacher. Don’t introduce irrelevant topics or conversations that can be distracting.
5. As in the classroom, do not eat during a session. Have a drink accessible.
6. Toys, games, cell phones, family members, and pets should not be present in sessions unless requested by the teacher.
7. Complete your work independently. You are expected to analyze, think critically, draw conclusions, and produce your own ideas unless your teacher has asked you to collaborate or to use outside sources.
8. When in breakout rooms, the same rules apply.
9. Recording of these sessions by students is inappropriate and prohibited.
10. Many times, the teacher is actively engaging the students in their classroom and the students at home on Zoom/Teams at the same time. This means that the interactions between the student/teacher may be different if you are home than if you were in the classroom.

Prohibited Actions

(These actions will be taken very seriously by the District and will result in significant consequences.)

1. Never take pictures or videos of the session.
2. Never distribute pictures or videos of the session in the event they were distributed to you.
3. Never post inappropriate images/use inappropriate language.
4. Never share the link to the live session with anyone who isn’t in your class.

NOTE: If these expectations are not followed, teachers may temporarily put you in the waiting room, remove you from the session, contact your parents, and/or refer you to an administrator. Inappropriate behavior can negatively impact your grades and result in the removal from instructional sessions in the future.

Parents/Guardians

1. Parents/Guardians acknowledge that the use of video technology will be strictly for school related purposes and subject to classroom scheduling.
2. Parents/Guardians acknowledge that use of this interactive technology in the classroom necessarily affects the privacy of the students and teachers that are present in the classroom while my child is participating remotely.
3. Parents/Guardians are mindful of the privacy concerns of the students and teaching staff, and the fact that schools are obligated to protect the privacy of student records and information pursuant to the Family Educational Rights and Privacy Act (“FERPA”),
4. Parents/Guardians acknowledge that their child will not knowingly permit any information that comes into their possession via the remote instruction process, (including photographic, video and/or audio depictions of students and staff) to be recorded for future viewing for any purpose whatsoever.
5. Parents/Guardians acknowledge there will be no transmission of any photographic, video or audio depictions derived from remote learning to any third parties via a website or social media, including Facebook, Twitter, Snapchat, Blogs, YouTube, Instagram or other platform.
6. Parents/Guardians understand and acknowledge that their child is participating in the classroom lessons remotely, and that he/she will be expected to act in accordance with the District’s Code of Conduct and will be disciplined in the event of an infraction pursuant to the provisions of the Code of Conduct.

“Classroom” as it pertains to this Code of Conduct means any physical or virtual space provided directly or indirectly, by the District, or one of its schools or instructional staff members, where students gather for any purpose related to an educational or co-curricular setting, including, but not limited to traditional classrooms, online instructional spaces (i.e. Microsoft Teams, Zoom, etc.), school cafeterias, indoor or outdoor recreational spaces, and study halls.

Lessons are the sole property of the Islip Union Free School District. They may not be changed, altered, or reproduced in any way. Please maintain contact with your child’s teacher(s) regarding questions or concerns with their learning experience. All communications should be made to the teacher by email or phone and must not occur during virtual lessons.