**Distance Learning Classroom Expectations and Norms of Conduct**

General Guidelines When Working with Students in Virtually

*Considerations of expectations/norms that need to be explicitly communicated and taught to Students*

• Students should not share their login information, meeting links, or passwords with others.

• To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.

• School and classroom rules apply to the virtual instruction environment, please refer to the 3 B’s.

• Generally, there should be an expectation that students participate with their camera on.

Accommodations can be addressed through an IEP meeting for Students with Disabilities or through the ILP, who are unwilling to participate with the camera on.

What is the protocol for the following?

* Should the camera be on when participating? **Yes**
* Do all students have a camera on their personal device? **Contact Teacher**
* When should the microphone be muted? **Contact Teacher**
* When should the microphone be on? **During direct instruction**
* When should the chat box be used? **Parent questions**
* How do they ask questions? **Verbally or via chat box**
* **To the extent possible, parents should allow the student to work with the instructor or provider in a quiet, private space with direct one on one assistance. However, to the extent a student requires adult support to participate in virtual instruction/services, a parent or guardian may be specifically asked by the instructor or service provider to provide such support.**
* Students should dress appropriately for virtual instruction sessions.
* Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference will be subject to appropriate discipline.
* Students should not conduct audio or video recordings or take screen shots of virtual class meetings or activities unless they have received prior permission to do so from a teacher or authorized District official.
* Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. Students should also ensure that cameras are covered and that microphones are turned off to avoid inadvertent transmission following the meeting.

**Secondary Only**

• Students should be aware of the expectation of the attendance task for the days they are not with the teachers for synchronous instruction.