

## **Oak Hill Academy Remote Learning Guide Addendum Video Conferencing Rules and Guidelines for Students**

- Always sign in with your Google account ( [@oakhillacademy.com](mailto:@oakhillacademy.com) email address) and use the school issued chromebook (grades 2-8)
- When an invitation to join a Google Classroom is sent, it must be accepted. (email teacher separately with any issues)
- Students will log into each teacher's Personal Meeting Room to connect to their designated videoconference session. These links will be in each teacher's Google Classroom.
- Students must join the meeting to receive credit for the day's class. Be on time and email the teacher immediately if there is a tech issue
- Students must dress appropriately, as if they were in school on a dress down day (no inappropriate tops, pajamas, bathrobes, etc.)
- Students may not change backgrounds or use inappropriate icons.
- Students must be seated at a desk/table with textbooks/paper/pens.
- No eating during the video conference session.
- Student video camera and microphone must be turned on (unless asked to mute by teacher.)
- Name displayed on screen should be first name with last name initial
- Students should come to the session prepared for class and with any materials requested prior by the teacher.
- One speaker talks at a time.
- The teacher reserves the right to mute/delete any inappropriate actions/speech and remove a student from the meeting.
- Information typed in the chat window will be relevant to the discussion. There should be no private chats between students.
- Students (and parents) may not record, screenshot, share, re-post, capture, or distribute any content created remotely or online by an Oak Hill teacher or student.
- If a student has two breaches of this policy as determined by the teacher, he/she will be barred from future discussions. In addition, that student will have a written assessment as a replacement for discussion points.
- Using technology to connect classes remotely is a privilege and should be treated as such.
- Oak Hill's "Code of Respect" is expected in all interactions when conferencing.