

# Monroe Middle School

## GO MUSTANGS!

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As we move forward with Distance Learning and utilizing online communication tools and platforms, such as Google Classroom/Hangouts or Zoom, the following norms, expectations and guidelines apply.

### **DISTANT LEARNING EXPECTATIONS & ETIQUETTE**

- **Follow School rules** -All school rules outlined in the 4J Student Rights & Responsibilities Handbook and in the Monroe Student Handbook & Planner apply to Distance Learning. Students should follow all school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally.
- **Respect Privacy** - Students and their families are prohibited from using any device or mechanism to record, capture, and/or distribute any online educational activities (voice and/or image), including Google Classroom, Zoom, Google Hangouts and any other site or platform used for Distance Learning.
- **Be responsible** - Students should use their first and last name to join virtual meetings. It is not permitted to share personal information to others including log-in and password info, Google Classroom Codes, and Zoom Meeting ID invitations and passwords.
- **Mute your microphone** - When you join a meeting, mute your microphone to reduce distracting noise for others. Mute your microphone when not speaking.
- **Use Chat Box feature efficiently** - Keep the Chat box open during the meeting. This can be used to ask questions or clarifications. Be considerate with what you post, but always ask questions if you have them.
- **Be mindful of your surrounding environment** - Your background can be distracting to others. Remove items in the background that are not appropriate for school.
- **Adjust camera and lighting for learning** - Adjust the lighting in your surrounding environment and your video distance/angle so you can be seen clearly.
- **Use headphones, earbuds, or airpods** - These will help you hear better and be less distracted by things that might be going on around you.
- **Join Zoom/Google Hangouts meetings from inside your home** - Being outside during a Zoom/Google Hangouts meeting can cause wind and background noise to make it hard for others to hear you.
- **Limit running multiple applications during your meeting** - Close all unnecessary applications on your electronic device during your meeting to maximize the quality of your Zoom/Google Hangouts session.