



Monroe Middle School



Comprehensive Distance Learning Technology Guidelines

As Monroe moves forward with Comprehensive Distance Learning (CDL) and utilizes online communication tools and platforms, such as Canvas, Google Classroom, or Zoom, the following norms, expectations and guidelines apply. Parents/guardians and students please review the information in this document carefully to help our students prepare to be positive, polite, and respectful online participants in our new paradigm of Comprehensive Distance Learning.

Guidelines For Students In Distance Learning:

1. 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 in Canvas, Zoom, or any other site or platform used for CDL. Teachers may use Zoom and other applications to record instruction for posting for asynchronous learning.
2. All school rules outlined in the [4j Student Rights & Responsibilities Handbook](#), the Monroe Student Handbook & Planner, and the [iPads For Students: Guidelines & Procedures document](#) also apply in Distance Learning. Students should follow all school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally.
3. When engaging in CDL, students should use their first and last name. We cannot allow students to join Zoom or Canvas sessions without their name.
4. Do not give out personal information to others including log-in and password info, Google Classroom Codes, and Zoom Meeting ID invitations and passwords.
5. When joining an online meeting, please mute your microphones to reduce distracting noise for others.
6. Please wear school appropriate clothes when visible on video.
7. Practice good social skills online. Greet people as the meeting begins and say thank you/goodbye when the meeting ends, or send a quick greeting in the chat box. Be polite and respectful towards others.

8. Keep the Chat box open during the meeting. It can be used to ask questions or clarifications, which may be especially important for the teacher to see. The chat box can get overwhelming if too many people use it at one time. Be considerate when posting, and always ask questions when they come up.
9. In meetings with many people, students can digitally raise their hand to be called on by the teacher before speaking. In Zoom, for example, this can be done by clicking on the “participants” box, which opens up a list of everyone in the meeting. Students can find their name and hover to the right where they will see the hand icon.
10. Be mindful of the surrounding environment. Don’t include items in the background that are not appropriate to be seen by others during school. Backgrounds can be distracting to others. Have a clean, neutral background to ensure everyone can remain focused on the meeting.
11. When appropriate, the teacher will provide guidance on using the camera or not when participating online. Consider the angle of the camera when on video. Be considerate of the light in the surrounding so students are visible.
12. If a student has computer headphones, earbuds, or airpods, it is a good idea to use them during online meetings. Doing so will help students hear better and be less distracted by things that might be going on around them.
13. Join online meetings from inside. Being outside during an online meeting can result in wind and other background noise making it hard for others to hear.
14. Close/quit all unnecessary applications during online meetings so all processing power can be used to maximize the quality of the session. Additionally, closing other applications and tabs will eliminate the temptation to multitask and assist in staying focused.
15. Avoid unnecessary movement like ‘talking with one’s hands’. Too much movement can cause the video to pixelate and degrade.
16. Keep an open line of communication with teachers about online learning. If students have suggestions for ways to improve online meetings or online learning experiences, please send a private message to their teacher through Canvas or 4j email. Teachers appreciate knowing how to best support students.
17. Review and know the PBIS expectations outlined below in the MMS Distance Learning Matrix.

MMS PBIS Distance Learning Matrix

**Be Safe****Be Respectful****Be Responsible****Distance Learning**

- Always 'THINK' before posting (Is it True? Is it Helpful? Is it Inspiring?, Is it Necessary? It is Kind?)

- Take turns to comment during Zoom/online lessons
- Stay Muted unless called to talk
- Respectful & kind words, actions, and facial expressions
- Supportive of my classmates and their opinions
- Maintain confidentiality and do not post student work elsewhere or give out personal information

- Follow 4j Responsible Use Policy Technology Agreement
- Be ready with all the materials you have access to
- Check Canvas or other sites daily
- Use Office Hours if you want help
- Attend Zoom/online meetings on time
- Turn assignments in on time
- Turn in my own work
- Follow conduct guidelines outlined in Student Rights and Responsibilities Handbook

Technology

- Use school issued device for school work only
- Take good care of device
- Avoid eating or drinking while using device
- Keep log-in, passwords, and private information private
- Report inappropriate sites and unsafe use to teacher or admin

- Value school property
- Use computers/devices in a responsible and appropriate manner
- Follow school rules concerning behavior and communication that apply to technology use
- Practice positive digital citizenship
- Only send, access, upload, or download materials that are related to instruction and approved/ allowed by staff

- Charge device each night
- Keep Google Drive organized
- Save files where you can find them
- Always cite sources of pictures and information used
- Inform a teacher if school issued device is damaged or not working properly