

Remote Learning Etiquette Zoom and Google Meets

Video Conferencing Etiquette

- Mute yourself right when you join and keep your microphone muted when you are not speaking.
- Use the chat to ask questions and make comments related to class. No spam please.
- Use headphones with a built in microphone if there are other people in your home using video conferencing or talking in the background.
 - **WEAR SCHOOL UNIFORM**
- Be in a common area when you join the virtual meeting. Be aware of what is in the background of your video camera when you are in a meeting. Try to avoid being in your bedroom.
 - If technology is not working email your teacher IMMEDIATELY.

Follow Digital Citizenship Standards and Expectations

- Use respectful behavior and language.
- Stick to appropriate topics of discussion.
- Send, upload, or transmit only appropriate videos, documents, and pictures.
- Use only appropriate icons, emoji, and avatars.
- Wear school uniform if you are attending meetings via video (Zoom or Google Meet).
- Be honest and do not plagiarize or copy the work of others. Use academic integrity.
- Do not falsify information about yourself or impersonate others online. When everyone remembers to act kindly, show consideration for others, and treat one another online as you wish to be treated in person, the focus can be on learning
***No eating during classtime while online. You may drink water if necessary.**

Bully Prevention

ICS is a bullying prevention campus and is committed to honoring each other as God's children. This includes bullying that may take place in online platforms.

Reporting options: All suspected bully-like behavior can be reported anonymously and reporting names are optional. Ways of reporting bully-like include:

1. Tell a teacher who you trust and/or who may know students involved in the incident.
2. Give a completed Bullying Prevention Reporting Form (BPRF) to an ICS adult employee (principal, teacher or staff member) who will pass on to the appropriate principal. BPRF's are available on the ICS website. icslowell.com.
3. Email BPRF info or call (who, what, when, where, date and time) to icslowell@hotmail.com or call 978-454-5339.

Falsifying of information will not be tolerated and will incur consequences.