



## STUDENT AND PARENT GOOGLE MEET/CLASSROOM GUIDELINES

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### Purpose

Google Meet and Google Classroom provide a safe way for students to connect, share content, access homework, participate in discussions and receive class information. This document outlines guidelines to be used by students when participating in synchronous learning (real-time learning with others) using Google Classroom or when meeting with District 60 staff using Google Meet. We ask that you take a moment to familiarize yourself and your child with the District 60's policies and procedures that outline our expectations for digital citizenship. These policies include:

- [JS, Student Responsible Use of Technology, the Internet and Electronic Communications](#)
- [JS-E, Student Use of Technology, the Internet and Electronic Communications \(Acceptable Use Agreement\)](#)

### Student Expectations

Students have the following responsibilities:

1. Attend live class "meetings" as required.
  - a. Silence/mute your microphone prior to entering the meeting.
  - b. Do not present from your screen without teacher's permission.
  - c. Use the chat feature to ask questions.
  - d. All conversations in the chat field should be school related and use classroom appropriate language.
  - e. When class/session is over, hang up and leave the meeting.
  - f. Camera should be positioned to avoid distractions and movement behind the student.
  - g. School appropriate attire should be worn at all times.
2. Complete assignments with integrity and academic honesty, doing your best work.
3. Follow all District 60 and school policies, rules, and Acceptable Use Agreement expectations.

### Parent Expectations:

Parents of participating students have the following responsibilities:

1. Ensure your child safely engages in online learning opportunities in accordance with District 60's digital citizenship policies referenced above.
2. Create an environment and schedule conducive to remote learning.
3. As necessary, help your child access learning assignments and attend live sessions.

4. Inform teachers of absences for any reason including illness, technical difficulties or hardship.
5. Ensure all members of your household respect the work of peers and adults participating in District 60's synchronous learning, just as you would as a "visitor" to the classroom in accordance with District 60 policy [KI, Visitors to Schools](#). This means ensuring that you and other members of your household act in a manner that is not disruptive to the learning environment or otherwise compromises the safety or security of the staff and students participating in group activities involving live participation, such as video or conference calls.
6. Remember that recording or photographing of any students or teachers during remote learning is prohibited.
7. Communicate to your child's Principal any concerns related to online instructional opportunities.