

Japhet School Distance Learning Code of Conduct

Be punctual and prepared.

Use a timer at home to remind you when to enter a Hangout. If you are late, join anyway and apologize at the end. When you join a Hangout, join quietly, just like you would if you came into a classroom late.

Be singularly focused, not giving your attention to any other activity.

While it may not always be possible to find a completely quiet place to learn, try to find a place that will be least distracting to you and other attendees. Wearing headphones/earphones (especially with a mic) will make this much easier for everyone.

Be seen and heard.

Unless unavailable to you, everyone should join with video AND audio. Position yourself in a front-lit space (don't sit with a window behind you) so everyone can see your face, and stay in one place so you don't compromise your connection or distract others with your movement.

Be respectful.

Wear clothes that adhere to what is appropriate at school. Sit or stand at a table or desk; students should not be in bed or lying on the ground. Be mindful of what we can see in your video; other members of your family should not be visually in and out of our classroom. This is for their own privacy, and to minimize distractions for your classmates.

Do not eat during class.

Per our Technology Acceptable Use Policy, students shouldn't have food or drink near school computers.

Respect school hours for contact purposes.

If you, as a parent or student, is texting the teacher, please do so during regular school hours or specific hours shared by the teacher. It is OK to email a teacher at any time.

Hangouts Guidelines: in review

1. Everyone will be muted on entry.
2. Students should not be using the comments field unless directed to do so by the teacher.
3. Unless unavailable to you, everyone should be on video AND audio.
4. Unless unavailable to you, everyone should use Hangouts on a computer or iPad rather than an iPhone.
5. It is best to use earphones. Be aware of the noises around you--it needs to be quiet.
6. Sit at a table or desk.
7. Be aware of what others can see in your video.
8. Keep food and drink away from school computers.