

Allegheny Valley School District

Strategies for Success: Video Conferencing

Guidance for Families, Students, and Staff:

The use of video conferencing helps connect teachers and students while learning from home. Acmetonia Elementary School teachers use this resource to meet with classes, small groups and individual students. The District is using the Google Meet as its communication tool. The District has taken several precautions to ensure the privacy of the video conferences, but we rely on the partnership with parents to ensure these tools are used appropriately by students while they learn from home. Students, parents and staff are expected to follow these video conference guidelines:

- Students' ability to use video conferencing with or without parents' direct supervision is a decision parents need to make based on the age and independence of the child. Encourage your child to complete work independently, just as it would happen in school.
- Parents/guardians should be mindful of the family activities and images that are heard/seen during a student's use of video conference. Please help your child choose a quiet place to work that is free from distractions, allows the child to sit up and have a work area, and yet, allows the parent to monitor, as needed.
- Students need to ensure their technology for video conferencing is fully charged in advance of the start of the school day. Students should know how to turn on/off the camera and microphone as needed.
- Please remind students to dress and behave appropriately when video conferencing. The same rules of conduct and behavior that apply to the classroom apply to video conferencing.
- Students/parents/guardians are not permitted to take photos, screenshots, or recordings of any video or audio from these video conference sessions. Participants do not have permission to do so and should be aware that this is a student handbook violation.
- Teachers may choose to record instructional video sessions and share with students. Recordings of these sessions will not be publicly available and will only be shared within the secure resource such as Google Classroom or SeeSaw.
- If recording of a live video conference session needs to occur, the staff member must announce their intention to record the session and give the students/parents/guardians the opportunity to turn off their camera and/or microphone.
- Students are expected to remote into their live video conference class sessions according to their schedules Monday through Friday, unless otherwise directed by the teacher. This also includes being attentive and participating as appropriate.

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Reminders for Students:

- Be Appropriate: You are not anonymous in Google Meetings. Be mindful of your expressions and what you say. Your voice and video are viewed by everyone participating in the video stream, including the teacher. Be sure to wear school appropriate clothing including shirt and pants/shorts.
- Be a Rule Follower: Follow the same classroom rules as you would in person. Listen to the teacher, take turns to speak. Be kind and considerate. Students are to be focused on the video conference, not have toys, food or non-academic activities occurring during this time.
- Be Thoughtful: Think before you speak. Stay on topic and make sure your comments are clear and appropriate to the conversation.
- Be a Good Listener: Take the time to listen to what other classmates are saying - don't interrupt others.
- Be a Good Communicator: Practice *Netiquette* which means think before you type, use your manners. When you are prompted to type in the chat box, choose your words carefully. Stay on topic, and don't use all caps. Respect others' privacy, don't spam and don't assume everyone understands your wit.
- Be an Active Participant: All students are expected to have their camera on during Google Meetings. There may be unique circumstances for the video to be turned off. Students are to ask teachers for permission if this is necessary.