



Remote Learning Student Conduct & Protocols

Roosevelt Middle School Protocols for Engaging in Appropriate Remote Learning

Be respectful

- Remember to be respectful of classmates and adults at all times.
- Minimum 5 minute face time for attendance purposes (At the beginning of the period)
- Appropriate attire is to be worn at all times.
- No profanity is to be written or spoken at any time!
- Remember “The Golden Rule,” treating others the way you want to be treated.
- Requests to join Zoom must be with the student’s First name & Last name
- All students are to be present in their classes at the time that that class is in session (compare the RMS Bell Schedule with your class schedule).
- Make sure nobody has your password information.

1. Conduct yourself respectfully to anyone in the remote learning platform.

- It is important to remember that your classmates and your teacher are real people who are affected by your words (e.g., written, spoken, posted).
- It is essential to keep in mind the feelings and opinions of others, even if the opinions differ from your own.
- It is critical to think about the language you choose to use and the messaging that is related to those words.
- Ask yourself a question first: Would I say this if we were face to face?
- Remember that when we are connecting with each other on video, it is much different than when in our classrooms. We are seeing each other in our homes, which is much more personal. Be especially mindful of how you treat each other.
- Just as if you were in class, taking video or pictures of any class interactions, classmates, or the teacher is prohibited. Obviously then, the sharing or posting of any such videos or pictures is, too. It may actually be illegal to do so, because it is a violation of educational privacy laws.

2. Be patient with yourself and others.

- Remember this experience is new to everyone and there will be a learning curve as we navigate remote learning. There will also be memorable highlights!
- It is very different from simply talking to a person face-to-face. Listen to each person and use the chat area to put your thoughts or questions as you wait.

3. All your communication should be for educational purposes and focused on the task at hand.

- It is easy for written text to be misread or misunderstood. Choose your words carefully- nothing is truly private online.
 - **Tip:** Read everything out loud before you send it and remember no one can see your facial expression or hear the tone of your voice.
- What you share in the remote learning platform has a digital footprint and cannot be undone: be mindful of what you share.
- Off-topic banter is not appropriate during remote learning.

Guidelines for Remote Learning Platforms

- When you enter the Google Classroom/Meets/Hangout, mute yourself (If you are already not muted).
- When you have a question, use the chat feature and wait for your teacher to call on you.
- When you have something to contribute to what is being said, but it is not your turn, use the chat feature in the right-hand corner.
- Wait for the teacher to call on you to unmute yourself.
- Only one student should contribute/talk at a time.
- Stay attentive. Pay attention to your teacher or other students who are speaking.
- If you need to use the restroom please ask for permission from the teacher.

4. Be a good digital citizen

- Remember, your computer “IS” your classroom for now - so ask yourself, would I write/share/say this while in my classroom in person with my teacher and classmates? If the answer is ‘no,’ most likely it is not appropriate for your online classroom, either.
- What you post online stays online forever, so make sure you’re proud of what you share - it will always be there! Once a message is sent to the group, there is no taking it back.