



GUSD Online Behavior Guidelines for Digital Citizenship

Below are important behavior guidelines for Zoom, Google Hangouts or any online classroom setting students and teachers will share. In addition to these digital citizenship guidelines, students must continue to adhere to their usual school rules/classroom agreements (one person speaks at a time, respectful language, etc.) and other GUSD and school policies, including but not limited to policies related to Student Discipline, Harassment, Bullying, and Acceptable Use of Technology.

Student Expectations

1. Please be on time to scheduled sessions to the best of your ability, or watch the recorded session as quickly as possible once available. Do not go into an online space when you are not scheduled to be there unless you have a teacher's permission.
2. Do not take photos, screenshots, audio or video recordings, etc. of any online classes or meetings. Do not share links to any teacher's online space with anyone outside of your classmates and your family.
3. We know you can't always prevent the appearance of a pet or others, but please make your best effort to do so to minimize distractions in the class setting.
4. Avoid backgrounds that are distracting. Backgrounds and student work areas must be free of any material that violates the law or school policy.
5. Students should not engage in side conversations on any other devices or use devices for texting/playing games, etc. during an online lesson or live session with teachers.
6. If a teacher asks you to mute or unmute yourself, please respond appropriately.
7. Avoid background noise or talk that is distracting to the group. The teacher may have to temporarily mute you until the distractions stop.
8. Take care of any borrowed district devices and follow the guidelines in the GUSD device use agreement.

Parent/Guardian/others present at home guidelines

1. A parent/guardian or responsible adult caregiver should provide direct supervision during online instruction when possible.
2. Family members or others in the home should not interfere, interrupt or engage in online sessions, unless requested by the teacher.
3. If a student is receiving virtual, online or telephonic counseling services from a GUSD employee or contractor, to ensure student privacy, no other individual is allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services.

- Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any personal information they obtain regarding other students while supervising a student's virtual or online instruction or school-related activities.

It is important to remind students to act kindly, show consideration for others, and treat one another online as they wish to be treated in person. Any behavior that falls out of the above guidelines will be discussed with families/guardians. Students who repeatedly violate expectations may lose their privilege to join future live sessions and will be expected to watch the recorded session and complete any work assigned on their own.

Thank you for everyone's cooperation to make this Remote Learning experience a positive and productive one.

VIDEO CONFERENCING *etiquette*

- 1 lighting**
MAKE SURE YOU HAVE GOOD LIGHTING SO PEOPLE CAN SEE YOU!
 - DO USE LAMPS OR WINDOW TO LIGHT YOUR SETTING
 - DO NOT HAVE LIGHTING BEHIND YOU- THIS WILL CAUSE YOU TO BE A DARK FIGURE
- 2 sound**
SPEAK CLEAR AND NOT SUPER QUIET!
 - DO USE A SNOWBALL MIC, AIRPODS, HEADSET, HEADPHONES WITH MIC, ETC FOR A CLEAR SOUND
 - DO NOT STICK THE MIC SO CLOSE TO YOUR MOUTH THAT THE SOUND BECOMES FUZZY
- 3 angle**
PLEASE CHECK YOUR ANGLE, NO ONE WANTS TO SEE UP YOUR NOSE!
 - DO USE TRIPODS, BOOKS, STANDS, ETC TO SHOW YOUR WHOLE FACE AND SHOULDERS
 - DO NOT SHOW UP YOUR NOSE, JUST YOUR FOREHEAD, OR A RANDOM SPOT ON YOUR WALL
- 4 chatting**
USE HAND SIGNALS, RAISE YOUR HAND, AND BE RESPECTFUL
 - DO MUTE YOUR MIC UNLESS YOU ARE TALKING, RAISE YOUR HAND TO ASK A QUESTION, OR USE THE CHAT FEATURE
 - DO NOT INTERRUPT TEACHER OR CLASSMATES, SPAM THE CHAT, OR USE STRONG LANGUAGE