

New Sullivan's Remote Learning Guide and Protocol for Students and Parents

To support you in making sure all students are working safely online, please read the **Safeguarding Protocols for Virtual Teaching – For Parents and Students document.** Please read through the protocols carefully with your child to ensure that you and they understand the expectations we have in these live lessons. It is essential that students follow the safeguarding protocols that we have outlined to ensure they are working safely at home. These instructions will also be posted on each Google Classroom to remind students of the ways in which we work.

Goals of William K. New Sullivan Remote Learning Plan

- To provide continuity of learning in a remote environment
- To provide continuity for staff and student engagement in a remote learning environment that utilizes existing systems and processes.
- To provide clear expectations and transparency for asynchronous learning activities.

These Protocols focus on:

- Using comments in Google Classroom
- Students participating in live lessons via Google Meet

Using Comments in Google classroom –

Google comments are an essential way for students to ask their teacher for help and address any misconceptions. It is essential that every student follows the Google comment guidelines:

- Use academic English/Spanish in your comments to your teacher
- Do not make comments to other students; please **only** comment on the work, reply to questions posed by your teachers, contribute to a conversation started by your teacher or write a question you would like to ask.
- **Any inappropriate comments** will be recorded in a screen shot and sent to Mr. McGowan who will communicate with parents and recorded in **ASPEN**.
- If students are not following the school's expectations, they may be **'Muted'** in Google Classroom, by their teacher, so they can no longer make comments in that class.

Live Lessons/ Streams via Google Meets

Live lesson via Google Meet can be a really useful way of allowing students to ask questions about their work and talk to their teachers directly. It is essential that all students follow our live lesson guidelines.

- Students and any parent in view must be in appropriate clothes and have a neutral and appropriate background (e.g. they must not be in a bedroom or have any siblings or other family members in the background).

Guidelines for Remote Learning Platforms

- When you enter the Meet/Hangout, mute yourself.
- 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.

Collaborate digitally

- Leave your video on unless your teacher asked you to turn it off.
- Leave you mic on mute unless my teacher asks me to turn it on.
- Use the tool bar to raise my hand when you want to speak.
- Us the “chat” tool only when asked to do so.

Contribute digitally

- Listen to my peers
- Share you own ideas

Practice a Growth Mindset

- Persevere in learning new technology
- Tell myself and others it’s ok to make mistakes
- Celebrate my and others’ learning as we get better

Practice Gratitude and Grace

- Appreciate the opportunity to keep learning
- Do your best to attend online learning

Student Expectations

- Students must talk with their teachers and understand the expectation for class time. For example, some teachers will expect students to log onto a Google Meet during their scheduled class time (called a synchronous session)

- Students are expected to attend these sessions, otherwise it will be treated as an **absent**.
- Students are reminded to use their school books, when possible to complete assignments (as is the normal expectation)
- Participate in learning activities and complete work within the designed time period
- Take responsibility for their learning by participating, completing the assigned work, and responding to teachers posts or requests for feedback in a timely manner.
- Ask your teacher for help if you are confused by a lesson or feel like you are falling behind
- Being thoughtful and kind in your online communications with your peers and teachers. All on line activity should be school appropriate.
- *Use Google Hangouts for instructional purposes only*
- In general, clearly understand what expectations your teacher has for an online class. Understand how your teacher will communicate with you, when work will be done, how work should be submitted, and if you meet live or not. *If you are not crystal clear on the expectations for each of your classes, reach out to your teacher as soon as possible.*
- **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.
- Remember, “The Golden Rule,” treating others the way you want to be treated.

Video Conferencing Etiquette

There will be a great deal of video conferencing during this time. And for many students, this will be the first formal introduction into video conferencing. Below are a few things to keeping in mind:

- Consider your appearance on the webcam. The less seriously you take the video conference, the harder it will be to learn the material or participate in the class. Students are expected to wear their New Sullivan uniform when conferencing with teachers for class.
- Consider what is in the background of your video. Nothing is more embarrassing then an awkward or inappropriate poster or item in your background. A black background is easiest to work with, but be considerate.
- Consider your internet connection. If your internet is lagging, consider restarting your computer and be aware of how far away you are from your home internet router.

- Remember that a video conference has the same degree of respect as a live class. You wouldn't randomly call out or fall asleep during the class (let's hope!), so please continue that respect on the webcam.

Student Conduct

A reminder to students and parent/guardians that while students are engaged in remote learning, all of the student conduct expectations outlined in the Student Code of Conduct and The Chicago Board of Education Policies are still fully in effect.

Conduct yourself respectfully to anyone in the remote learning platform.

- It is important to remember that your classmates and your teachers are real people who are affected by your words (e.g., written, spoken, and 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: 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, take video or pictures of any class interactions, classmates, or 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.

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 question as you wait.*

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

- Off-topic banter is not appropriate during remote learning.
- What you share in the remote learning platform has a digital footprint and cannot be undone: be mindful of what you share.
- It is easy for written text to be misread or misunderstood. Choose your words carefully-nothing is truly private online.

