

Policy/Procedure

Effective Date:3/29/2020 Original Date: 3/29/2020 Reviewed/Revised: 9/3/2020 Next Review Date: 9/2021	Title: Zoom / Google Hangouts Meet	Number: 00-01 Page: 1 This policy/procedure supersedes: 3/29/20
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Management of live sessions using the Zoom/Google Hangouts Meet in Remote Mode

CCALI follows the Guidelines for Using Zoom/Google Hangout Meet in NYS School District.

Students

- Students must wear appropriate attire.
- Students must display their first and last name and enable their video so that the teacher can see each student before allowing them into the session.
- Students should arrive 3-5 minutes early so that the session can begin on time. You will be placed in a waiting room and will be allowed entry one at a time.
- Students must keep the video setting “on” unless otherwise directed
- Students should be seated at a desk, table, or a quiet place free from distractions, siblings, pets, television, or toys.
- Students may not have any other devices out that distract from learning during the meeting such as cell phones, video game consoles, etc.
- Students should be on mute and raise their hand if they would like to speak or ask a question.
- Students are encouraged to consider wearing headphones or earbuds while engaging with audio or video content, as it will help you focus on the learning and not what's happening in the home.

If students do not follow the guidelines, they will be removed from the session and reported to administration.

Parents/Guardians

- Parents/Guardians/Siblings should not interrupt any live session when they are present.

More for Students

- No Cyberbullying.
- No Recording a video conference session in any form.
- No Altering any content presented during remote learning.
- No Using any inappropriate images (Virtual Background, etc) or language.
- No Sharing, posting, or otherwise distributing in any manner any content, via text or on social media such as Twitter, Snapchat, Instagram, Tik Tok, etc.
- No Using platforms for any purposes other than their intended use as directed by their teacher.
- No Sharing any links, ID numbers, passwords, or invitations of Zoom/Google Hangout Meet sessions to anyone.

These behaviors will not be tolerated.



CCALI has guidelines for teachers, parents, and students.

Zoom/Google Hangouts Meet Invite

Homeroom teachers will inform the whole class via email in advance of the remote day that going forward remote learning will be implemented.

The email should explain the use of Zoom/Google Hangouts Meet. Please indicate how to click the meeting link, how long the class duration, and how to turn off the microphone and the camera function. “No need to download app” will be emphasized. At the end of the use, how to leave the meeting will be reminded as a must-do step to close the Zoom/Google Hangouts Meet and turn off the camera.

Camera Function in Zoom/Google Hangouts Meet

Parents must play a key role in controlling the camera function in Zoom/Google Hangouts Meet. It will be parents' responsibility to keep the camera function on/off as appropriate

Virtual Background Images

Students should be aware that any virtual background images must be appropriate in Zoom/Google Hangouts Meet. Parents must play a key role in making a decision to show or not show virtual background images even though it is appropriate. It will be parents' responsibility to keep an appropriate virtual background.