

Technology

Students and parents are required to sign the [Responsible Use Policy \(RUP\)](#) and the [Media and Student Work Release](#) from the Archdiocese of San Francisco. Other forms that need to be completed:

- [Google Workspace for Education Consent Form for New Students](#)
- [Video Conference Consent Form](#)

All forms above will be signed in SchoolSpeak.

Students doing In-Person Learning who are bringing their own devices must have a [Bring Your Own Device Policy](#) signed by both parent and student.

Virtual meetings may be conducted via Zoom or Google Meet.

Virtual Meetings: Guidelines for Teachers

- Teachers will set virtual meeting time availability for students and parents who may need assistance and have questions.
- Teachers **will not** conduct Zoom sessions with one student at a time. A parent requesting a Zoom session to assist a struggling student must be present during the Zoom conference. If the parent is not able to attend the meeting, the teacher must obtain parental consent to conduct the meeting. All one-on-one meetings will be recorded whether a parent is present or not. [One-on-One Video Conferencing Consent Form](#)
- Teachers will share the “URL join link” to scheduled Zoom meetings to parents and students. Students do not need to create a Zoom account to join.
- The “URL join link” should be shared through a learning management system, an existing school-managed communication tool, a private class webpage or another secure portal (but never publicly).
- As an additional layer of privacy, students do not need to provide their full names upon entering a room. However, students should provide their first name and not any nicknames or initials.
- Check that the Waiting Room setting is enabled to avoid allowing students entering the room without a teacher present.
- Share links with Principal, Learning Support Teachers, Classroom Aides, and Technology Teacher.
- Once all meeting attendees are present, teachers may lock the meeting for added security.
- Use the **Report** a user in the Security icon on the meeting taskbar if an unwelcome participant joins the meeting.
- For classroom management and security, limit the time length of continuous large group sessions (recommend using chunking instruction and/or smaller purposeful grouping of students).
- Default screen sharing to teacher only. Teachers may change screen sharing as needed (i.e., student presentations)
- Mute the microphone for students upon joining a virtual conference.
- Teachers can remove participants from class.
- Consider turning off the chat feature for students to message the whole group; only allow students to send a message to the “host.” Teachers may integrate the chat feature in a lesson.
- Teachers may record class time and archive for internal use/documentation.
- Do not allow students or parents to record the class meeting or other online engagements. All

class meetings are the intellectual property of the school.

- At the end of the virtual meeting, make sure to wait until all students have left and then click “End Meeting for All.”
- Breakout Rooms allow teachers to create small groups during Zoom meetings for collaboration and discussions. When students are in Breakout Rooms, they are expected to:
 - Stay focused on the task/role assigned or given to them
 - Cooperate with group members in completing the task(s)
 - Behave according to guidelines in school handbook and Responsible Use Policy

Teachers will be able to move in and out of breakout groups to check on discussions or progress on tasks.

- In the event that the Zoom host teacher unexpectedly loses internet connection and gets dropped from the Zoom meeting, students are expected to leave the meeting immediately and await further instructions from the teacher via their Learning Management System (LMS), i.e. Google Classroom or SeeSaw. Teachers may assign a student to be responsible for ensuring all students leave the Zoom meeting, and will be the last to leave the meeting.

Virtual Meeting: Guidelines for Students

Recording virtual meetings : Students and parents are prohibited from recording, sharing or public posting of virtual meetings or other online engagements. All class meetings are the intellectual property of the school.

When joining a meeting, a student will use his/her first name only. Nicknames or initials are not acceptable.

Students are to wear one of the following uniform items while meeting: school sweater, PE sweatshirt, white polo shirt OR white button shirt. No hats, hoods, makeup (includes false eyelashes) are to be worn while meeting. Hair and appearance should be neat and tidy.

Headset with microphone is optional.

A student should be seated in a chair located at a desk or table and be prepared with all necessary materials, including work due. Learning area should be as quiet as possible.

Distractions during sessions should be minimized. No eating, video games, television, or other disruptive activities are allowed. As in the classroom, cell phones should be off and not nearby.

If a student needs to leave a meeting, please notify the teacher immediately before doing so.

A student needs to be on time for meetings, otherwise a teacher may not admit the student. As a result, class attendance and grade for the day could be affected.

Links to virtual meetings should not be shared with people outside of the class.

If a student is experiencing technical difficulties, the teacher should be informed promptly. Zoom works best when using the app. Connecting to Zoom using a browser is not recommended as many Zoom features will not work. The Zoom app is free and available for download for most devices.

Be respectful and polite towards the teacher and classmates at all times. Students should follow online [netiquette guidelines](#).

Video should be on at all times. A student's full head/shoulders should be visible during the meeting. Strong lighting is necessary.

Raise a hand to ask a question or make a comment.

Once connected to the session, students will mute their microphones to help the teacher retain group attention during the lesson. Microphones will remain muted until it is one's turn to speak.

Teachers may disable the "chat" feature to prevent side bar/off topic chatting.

Teachers may ask students to change their background if the background is distracting. This includes virtual backgrounds, symbols, posters, or anything the teacher deems distracting for the learning environment of the students.

Failure to follow the guidelines will result in the student being removed from future Zoom sessions for the class. Attendance and grades can be affected.

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