

Parent Guide to Zoom – Guidance for Families

Participating in online video conferences can be an integral part of staying connected through this time of remote education. However, using this new platform requires developing new habits. Setting guidelines will ensure that everyone acts with integrity before, during, and after these sessions.

For Students: Using the Platform Responsibly

1. Limit distractions and protect your privacy and the privacy of your classmates.
If possible:
 - a. Use earbuds or headphones
 - b. Work in a quiet space free from distractions
 - c. Sit in front of a school-appropriate background where personal information (family pictures, for example) will not be visible
 - d. Sit with your back to a wall to limit the chance of other household members being in view of your screen
 - e. DO NOT record any part of the Zoom meeting with any device (video, audio, or picture)
 - f. DO NOT take screenshots of any part of the Zoom meeting
2. Follow all usage and etiquette directions given by your teacher
 - a. Keep your microphone muted until directed
 - b. Follow teacher directives on enabling video
 - c. Use the chat feature appropriately
 - d. Close all other browser tabs and windows
3. Conduct yourself as if you were in the classroom
 - a. Sign in on time
 - b. Be a courteous listener
 - c. Use appropriate language
 - d. Stay on-topic

For Parents: Providing Guidance to Students

We take seriously the safety of our students and the protection of their privacy. Students should not have to worry about people other than their classmates watching them during class discussions, nor should they have to worry that their class interactions can be used against them. With this end in mind, we have taken precautions to limit opportunities for students to be unsupervised while using the Zoom platform or use it as a tool to harm others. For privacy reasons, students should not record any part of Zoom meetings on any device. If your student misses the meeting, please reach out to the teacher. We ask for your partnership in this endeavor. Wherever possible, please support your student in taking the measures outlined above.

Even with the protocols we have in place, it is still possible for students to create their own personal Zoom accounts with a personal email address. It is a violation of Zoom's Terms of

Service for minors to have their own Zoom accounts; please help us maintain a safe online learning environment during this time by monitoring your students' online activity and following the tips below:

- Avoid logging yourself in as a participant; space is reserved for students. Note: students should not have to create a Zoom account (they only need to click on the link provided by the teacher).
- Please keep the sessions private by limiting family members in the room.
- Do not disclose any personal information during a session with other students. Should you need to discuss progress, or any area of concern, please reach out via email and we will call you back at a time when synchronous lessons are not in session.
- You may hear teachers refer to your child by their first initial of their first name in order to provide a further level of privacy during the session.
- Please DO NOT record any part of the Zoom session with any device (video, audio, or picture).
- Please DO NOT take screenshots of any part of the Zoom session.