

St. Augustine Faith Formation Program Virtual Meeting Guidelines

Etiquette of Virtual Video Meetings/Classes

Even though you are at home, please use appropriate behavior/language in virtual video/audio meetings.

- Be mindful that teachers and your virtual classmates may see you and what's behind your camera.
- Mute your microphone when you enter the chat.
- Things heard and seen by your teacher during a virtual meeting may be mandated to be reported.
- Make sure that when the meeting slash chat is concluded that you hang up or leave the meeting.

What should teachers and students be aware of during distance learning regarding the safe environment policy and digital communication?

- Verify what is visible on the screen - be in a common area.
- Maintain professional appearance on camera.
- Use videos that are not live whenever possible unless you have a protocol or guideline in place.
- There is no communicating via one-on-one live video with the student unless consent from parents has been obtained.
- Small breakout sessions are allowed as long as the teacher can supervise the group.
- Do not use social media to communicate directly with students such as Facebook live or Instagram live.
- Teachers must use school/program approved communication platforms such as Zoom, Google Classroom, and/or school-approved e-mail addresses.
- Any links for live sessions must be approved and shared with the director, administrators and parents.
- Students and parents should be in a common space in the house.