**Remote Learning Expectations and Protocols**

During live and remote instruction, all school and classroom expectations and rules from the Code of Conduct will remain in effect. We expect that students will conduct themselves just as they would in school.

The following are a list of responsibilities that all students should be expected to maintain when in a remote learning environment, virtual classroom or breakout room to maintain the best experience for themselves, their fellow students and their teachers.

Be Present:

* Check your class times and schedules to plan your day
* If you are going to be absent, contact attendance as if it was an in person school day
* Be on time. Classes begin promptly on the assigned schedule, so try to arrive early
* Keep your camera on and facing you, but do not use virtual backgrounds which may be distracting to classmates and teachers
* You must remain for the entire class

Be Prepared:

* Students must be dressed and presentable at all times just as you would in school
* Clothing must adhere to the dress code and Code of Conduct
* Be sure to have your materials and logon information ready ahead of time
* Always protect your username and password and do not share them with anyone
* Check your technology. Make sure your audio and video are working properly. If you are utilizing a mobile device, make sure your device is appropriately charged or plugged in.
* Check your location. Choose an appropriate location for yourself and your device. Be aware of what is around or behind you and anything that could block or muffle your sound or video. Check that you have a strong wifi or cell signal in the space if necessary
* Students will need to log in with their Sachem GSuite for Education account
* Students should be prepared to share their screen or respond to questions or comments
* Make sure to have all materials ready as you would in a school setting

Student Responsibilities:

* It is expected that all students will fully participate in the lessons and activities that the teacher facilitates. Be an active participant by asking appropriate questions, raising your hand, putting questions in the chat and paying attention.
* Turn your microphone on when permitted or called upon, and mute again when finished
* Stay on topic with your comments and in the chat. Do not distract with other ideas or conversations
* Do your work on your own unless your teacher asks you to work collaboratively
* Do not eat during your class sessions, but you may wish to have a drink accessible.
* Do not have toys, games, other people, pets or other devices in the session unless it has been requested and approved by your teacher.
* Instructional classroom time is solely for student instruction and cannot be used for parent conversations or discussions between parents and teachers. All such correspondence should follow the normal process through phone or email contact.
* Stay focused and do not be distracted by other conversations or activities taking place
* While teachers will be recording lessons to share with students that are learning asynchronously, lessons are not to be recorded by students or parents/guardians.
* No screenshots or other video or audio capture may be used to recording images or sound
* Do not share, post or distribute any information, links, logons or materials