



Middle School Online Expectations

Live Classes	Google Classroom	Daily Responsibility	Email	Online Safety	Responsible Online/Digital Citizenship
Dress code: Make sure you are appropriately dressed for class.	When you begin each day, log into Google classroom, check your STREAM in each class	Students: check Google Classroom for daily assignments and announcements in each course. When you begin each day, log into Google classroom, check your STREAM in each class. Check email daily for communication with teachers.	Check school email for communication from your teachers at least once daily; respond if you're asked to respond.	Dress code: Make sure you are appropriately dressed for class.	Dress code: Make sure you are appropriately dressed for class.
Students should practice with their videocameras and audio before every live session, remove anything distracting or anything not school appropriate on their walls, close all tabs but the live class, silence phone, not be gaming/no music/TV in background, quiet space	Submit all work through Google Classroom using the turn in button, unless directed differently by the teacher. All work due by 3:00 each Friday.	Continue working even if a link does not work or if there is a problem or issue within a class in Google Classroom. Notify the teacher or Mrs. Casey of the problem, but continue to learn. Make a note of that issue and plan to return to it later. Either continue with work in that course or skip it for now and go to the next course. Do not use it as an excuse to be "done with school." It may be a simple setting change that can be adjusted within seconds, but the teachers need time to determine the cause for the problem and address it. Teachers, if working with students or in a class, cannot address it at that time.	Write emails to teachers respectfully. This has been taught in all LA classes 6-8. Include a greeting, proper grammar, punctuation, spelling, have a subject line, specific questions, signature. Tone should be appropriate. Wait for a response. Do not write additional emails while still waiting for an initial response. May need to wait 24 hours for an answer. Be patient.	Do not share personal information. Make sure the room you are in is clear of documents containing confidential information (address, bills with invoice #s, names on documents, etc.)	Do not share links and/or passwords to Meets or Zoom with anyone. Only the teacher should be inviting students to join.
When entering class (logging into a live class,) video and audio are to be turned OFF before joining. (Teachers can set this as a setting)	Parents notify the office of absence? (If they notify teachers, will we keep attendance as a team, on a shared doc?) Teachers will notify Mrs. Peters-tpeters@saintmpl.org.	Parents notify the office of absence? (If they notify teachers, will we keep attendance as a team, on a shared doc?) Teachers will notify Mrs. Peters-tpeters@saintmpl.org.		Use best behavior and follow all anti-bullying policies from our handbook to ensure that you are treating all classmates with respect, only using school Google or Zoom appropriately. All online or bullying issues will be addressed as followed in our Student and Parent Handbook.	
Students should raise their hands and/or type their question in the chat box (if applicable). Teacher should monitor student audio and video (this can be done in settings). Student waits to be called on during live classes.	Parents notify the office of absence? (If they notify teachers, will we keep attendance as a team, on a shared doc?) Teachers will notify Mrs. Peters-tpeters@saintmpl.org.	Contact Mrs. Casey with technical issues with Chromebook and settings. casey@saintmpl.org		Students can choose whether or not to use the camera and/or microphone. However, if they do not use the video, their profile picture (avatar) will display instead. This must be an appropriate picture. It is proper protocol for videoconferencing to have a profile picture of the actual person so that even if the student chooses not to use the videocamera, everyone has a visual of that student in the virtual classroom.	If students are distracting during class, their video will be turned off and/or muted by the teacher.
One person talks at a time (this can be done in teacher settings). Otherwise, there are feedback and microphone issues, as well as "echoing."	All homework must be your work. Cheating and plagiarism is not allowed and we will follow the Student and Parent Handbook regarding this. All artwork and projects where a photo is being uploaded, you must send in a photo of you doing the work or your hand in the picture.			After a live class, students should log out. (There is a setting that removes all students from the virtual classroom when the teacher leaves). Have students wait in a "waiting room" where they cannot chat, video, or use their camera until the teacher arrives.	Student Google Chrome books should be in a public space in the house; students should not be in their rooms
Do not leave the live session until it is finished, unless it is an emergency. Notify family members you are in a live class and when you will be available again.				Use first name and last initial to log in. Students who use false names or codes will not be admitted to class	
No eating during live classes. Water is encouraged.					

When a session has ended, no one should rejoin the session after the teacher has left.					
When asked, students should participate appropriately, whether it's hand-raising, using the feedback features (slower/faster/break/thumbs up/down, etc.					
When joining an online class, students should use their first name and last initial					
Students should not be doing school on their bed/in pajamas					
CONSEQUENCES-Live Classroom:	CONSEQUENCES-Google Classroom:	CONSEQUENCES-Daily:	CONSEQUENCES-Email:	CONSEQUENCES-Online Safety:	CONSEQUENCES-Digital Citizenship:
Students who do not follow the Live Classroom expectations may be removed or muted from the class at the teacher's discretion. They will then have to log back in to watch the class later and may lose participation points.	If a student does not submit homework by 3 p.m. on Friday and does not notify the teacher, they may be counted absent from all classes that week. If a student is found to have copied, cheated, or plagiarized their homework, the Student and Parent Handbook will be followed including a zero for the assignment.	By not following daily expectations you may fall behind in your coursework. This will have consequences in your progress and assessment results. Please work with your teacher(s) for any support needed.	If a teacher or another student shares that you have acted inappropriately, your parents will be contacted and further review of the situation and follow up set up with a parent/student meeting. We will follow our Student Parent Handbook regarding this.	We want you to practice online safety. If we recognize any unsafe acts, bullying, or inappropriate online dress or behavior we will contact you and your parents and review expectations. This may include that you are blocked or muted from a Live Class or that policies for bullying from the Student and Parent Handbook are followed. Please remember to practice online safety in every area.	If a teacher finds that you are not following appropriate digital citizenship, they will contact you and your parents in order to ensure safety for you and others. Additional consequences may result if this is a repeated pattern of behavior.