



STAFF GUIDELINES USING TECHNOLOGY FOR REMOTE LEARNING

The following guidelines are provided to assist teachers during remote learning. Teachers should briefly review video conference expectations with students at the start of any video conference experience.

1. Teachers should not record live video conferences. Teachers may record other instructional material or non-live lectures and post for students to view. These recordings should be kept on a work computer or drive.
2. Celebrate the victories that you have achieved in this quick transition. It is important to honor “little” and “big” wins and new learnings along the way.
3. Teachers should not post links to video conferences on any public website due to the potential for hacking or outside individuals gaining access to students and student information.
4. In Google Meet, students do not have the ability to record the session. Please note...that any session could be recorded using another device (e.g., cell phone). This would be the same as if a student recorded your instruction in the classroom using an iPad or other device.
5. Students from outside of the district should not be allowed to join the video conference, including the nieces/nephews/grandchildren of the instructor. (A “common sense” exception may be made for teachers whose own children are studying from home and whom have no other option for supervision in the home during the time in which the video conference takes place.)
6. Only allow participants in the Google Meet if they have logged on using their mssd14.org account. This will allow you to easily verify who is in the session with you. If a person in the room does not show as an mssd14.org email account or not a student in your class, you can remove the individual from the Google Meet. Let the person know that you will be doing so. This will allow the person to rejoin the Google Meet session with



their mssd14.org account. KG-2nd grade is allowed to join with a parent email.

7. Students do not have the ability to start their own Google Meet with a Manitou email address. If any student has his/her camera on, the teacher is to halt class until that camera is turned off. The teacher may give a student permission to turn-on his or her camera. This is to protect the student and not allow any situation to occur that could embarrass the student or infringe on their privacy.
 - a. Alternate Recommendations, if students have cameras on:
 - i. If there are students who join the group and are not dressed appropriately, the teacher should stop the video conference immediately and contact the student's parent. For example: If a student joins the group with no shirt on, etc.
 - ii. If a teacher witnesses something inappropriate in the background, the video conference should be stopped immediately and the parent should be called.
 - b. Be aware of what room you are using to call from and items located in the background of your video image. Make sure the background within the camera range includes only items with appropriate language and graphics and nothing visible is inappropriate.
8. Be mindful of language used during the video conference and actively monitor appropriateness of responses of anyone participating in the video conference. All users, students and teachers, should inform their households when they are on a live video call. Keep an eye on chatting between students during video conference and stop any inappropriate behavior immediately.
9. Delete/remove any backgrounds set in emails to students. Pictures, designs, and color backgrounds in emails are not ADA compliant.
10. Set all fonts in their emails to simple, easy to read fonts using black font color. Other color fonts are hard to see.



11. We are all still mandatory reports. If you see or hear something that is concerning that falls within the categories for a mandatory reporter, you will need to complete a DHS Report. If you have questions, you can absolutely discuss concerning situations with your school administrators.

12. Cc parents on emails you send to their children.