

RMS

Roosevelt Middle School

As Roosevelt moves forward with Comprehensive Distance Learning (CDL) and utilizes online communication tools and platforms, such as Canvas, Google Classroom, or Zoom, the following norms, expectations and guidelines apply. Parents/guardians and students, please review the information in this document carefully to help our students prepare to be positive, polite, and respectful online participants in our new paradigm of Comprehensive Distance Learning.

Guidelines for Students in Distance Learning:

1. Students and their families are prohibited from using any device or mechanism to record, capture, and/or distribute any online educational activities (voice and/or image) including in Canvas, Google Classroom, Zoom, or any other site or platform used for CDL. Teachers may use Zoom and other applications to record instruction for posting in Canvas for asynchronous learning.
2. All school rules outlined in the [4j Student Rights & Responsibilities Handbook](#), the Roosevelt Student Handbook & Planner, and the [iPads For Students: Guidelines & Procedures document](#) also apply in Comprehensive Distance Learning. Students should follow all school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally.
3. When engaging in CDL, students should use their first and last name. We cannot allow students to join Zoom or Canvas sessions without their name.
4. Do not give out personal information to others including log-in and password info, Google Classroom Codes, and Zoom Meeting ID invitations and passwords.
5. When joining an online meeting, please mute your microphones to reduce distracting noise for others.
6. Please wear school appropriate clothes when visible on video.
7. Practice good social skills online. Greet people as the meeting begins and say thank you/goodbye when the meeting ends, or send a quick greeting in the chat box. Be polite and respectful towards others.

8. Keep the Chat box open during the meeting. It can be used to ask questions or clarifications, which may be especially important for the teacher to see. The chat box can get overwhelming if too many people use it at one time. Be considerate when posting, and always ask questions when they come up.
9. In meetings with many people, students can digitally raise their hand to be called on by the teacher before speaking. In Zoom, for example, this can be done by clicking on the “participants” box, which opens up a list of everyone in the meeting. Students can find their name and hover to the right where they will see the hand icon.
10. Be mindful of the surrounding environment. Don’t include items in the background that are not appropriate to be seen by others during school. Backgrounds can be distracting to others. Have a clean, neutral background to ensure everyone can remain focused on the meeting.
11. When appropriate, the teacher will provide guidance on using the camera or not when participating online. Consider the angle of the camera when on video. Be mindful of the surrounding light so students are visible and do not appear too dark or too bright.
12. If a student has computer headphones, earbuds, or airpods, it is a good idea to use them during online meetings. Doing so will help students hear better and be less distracted by things that might be going on around them.
13. Join online meetings from inside. Being outside during an online meeting can result in wind and other background noise making it hard for others to hear.
14. Close/quit all unnecessary applications during online meetings so all processing power can be used to maximize the quality of the session. Additionally, closing other applications and tabs will eliminate the temptation to multitask and assist in staying focused.
15. Avoid unnecessary movement like ‘talking with one’s hands’. Too much movement can cause the video to pixelate and degrade.
16. Keep an open line of communication with teachers about online learning. If students have suggestions for ways to improve online meetings or online learning experiences, please send a private message to their teacher through Canvas or 4j email. Teachers appreciate knowing how to best support students.
17. Review and know the C.O.R.E. expectations outlined below in the RMS Distance Learning Matrix.

RMS Distance Learning Matrix: C.O.R.E.: Creating Our Online Roosevelt Environment

C.O.R.E.	Community & Respect	Organization	Responsibility	Effort
Distance Learning	<ul style="list-style-type: none"> ● Be respectful of myself and others online ● Keep words, actions, and facial expressions respectful & kind ● Be supportive of classmates and their opinions ● Take turns to comment during online lessons ● Maintain confidentiality and refrain from posting student work elsewhere or giving out personal information 	<ul style="list-style-type: none"> ● Be ready with materials ● Check Google Classroom and/or other learning sites daily ● Attend Office Hours if/when help is needed ● Use my planner to track assignments ● Know passwords and log in information 	<ul style="list-style-type: none"> ● Attend online meetings (Zoom) on time ● Turn assignments in on time ● Use Zoom for school only ● Turn in my own work ● Always ‘THINK’ before posting (Is it True? Is it Helpful? Is it Inspiring? Is it Necessary?, It is Kind?) ● Follow the 4j Responsible Use Policy Technology Agreement ● Follow the conduct guidelines outlined in the Student Rights & Responsibilities Handbook 	<ul style="list-style-type: none"> ● Complete assignments to the best of my ability ● Actively engage & participate ● Create thoughtful & neat work ● Help others who might need assistance ● Help younger siblings ● Put my best effort forward
Technology	<ul style="list-style-type: none"> ● Use computers/devices in a responsible and ethical manner ● Follow school rules concerning behavior and communication that apply to technology use ● Only send, access, upload, or download materials that are related to instruction and approved/allowed by staff ● Value school property 	<ul style="list-style-type: none"> ● Charge device each night ● Keep Google Drive organized ● Save files in an organized way where they can be easily located 	<ul style="list-style-type: none"> ● Use school issued device for school work only ● Take good care of device ● Use technology appropriately ● Avoid eating or drinking while using device ● Keep log-in, passwords, and personal information private ● Report inappropriate sites and unsafe use to a teacher or an administrator ● Always cite sources of pictures and information used ● Inform a teacher if school issued device is damaged or not working properly 	<ul style="list-style-type: none"> ● Stay focused & on task ● Be present