

# Distance Learning

Behavioral Expectations  
Saint Joseph School, West Warwick  
Academic Year 2020/2021





The goal of the Saint Joseph School Distance Learning Plan is to provide continuity of learning for students while being cognizant of the unparalleled obstacles we potentially face this upcoming school year.

In order to do this, we will need our students to be engaged using technology and digital tools. Although not in the physical classroom, students will uphold behavioral expectations as they would in the classroom.

# Saint Joseph School Distance Learning Acceptable Use Policy Agreement

We expect all parents and guardians to sign off on the Family Handbook and Acceptable Use Agreement. These documents include all behavioral expectations for Distance Learning and for the responsible use of technology.



# Student Guidelines

## Responsibilities include:

- Follow the SJS Distance Learning Acceptable Use Policy.
- Take responsibility for your learning.
- Check in with all of your teachers and participants.
- Adhere to Distance Learning Behavioral Expectations.
- Understand Routines, Platforms, and Instructions.
- YOU CAN DO THIS!



# Follow SJS Distance Learning(DL) Acceptable Use Policy Agreement



## Student Role:

Before any online DL class begins, please remember that the DL Plan is guided at all times, just as in school, by our current SJS Family Handbook which includes both learning and behavioral expectations.

# Take Responsibility for your learning



## Student Role:

- Review weekly objectives, instructions, assignments, and schedules for each class.
- Make a weekly and daily schedule for completing your assignments and tasks.
- Create a quiet place to study and stay away from distractions as best you can.
- Communicate with your teachers if you have questions or are in need of assistance.
- Do your personal best on all your work.
- Complete lessons with honesty and academic integrity.

# Academic Integrity



## Student Role:

- **Academic Integrity** means demonstrating and upholding the highest integrity and **honesty** in all the academic work that you do.
- Practicing academic integrity means that others can **trust** you.
- It means doing your own work and not cheating, and not presenting the work of others as your own.
- However, if using the work of others for a research project or as evidence to support an answer, you must cite your sources.

# Check in with all teachers and participants



## Student Role:

- Check-in with your teachers at least 2 times per week
- Communicate with your teachers regarding availability.
- Check emails, messages, and learning platforms multiple times daily.
- Ask questions and participate in discussions, video conferencing or during teachers' "office hours" (which should be required weekly).
- Be on time for online meetings.

# Adhere to Distance Learning Norms.



## Student Role:

- Follow school dress policy during any video conferencing.
- Maintain and demonstrate appropriate speech, manner, and behavior when communicating with teachers and students at all times.
- When video conferencing, have appropriate background settings without non-academic distractions or interruptions.
- Act respectfully at all times with your peers and with your teachers. **DO NOT** take screenshots or share images of others in your video meeting.
- When video conferencing, follow teacher guidelines for discussion.

# Understand Routines, Platforms, and Instructions



## Student Role:

- Complete all lessons and assignments posted by your teacher to the best of your ability.
- Follow teacher protocols and guidelines for communication and asking questions.
- If you do not understand something, advocate for yourself and ask.
- Contact your teacher until you understand your task/assignments or if there are any conflicts.

# YOU CAN DO THIS!



Student Role:

- Be patient with yourself, and your teachers.
- If you are having challenges, touch base with your teachers and do not be afraid to communicate. It is important to stay connected with your teachers.
- Do tasks in small chunks...BREATHE!
- Take notes and write questions down when you are confused.

# Video Conferencing Guidelines & Etiquette

- Virtual classrooms are indeed learning environments, therefore, appropriate classroom behavior is expected.
- Students should log into meetings from a distraction-free, quiet environment.
- Students should keep paper and a pencil handy to be taking notes at all times.
- Students should be prepared for class by having textbook and necessary materials before the meeting to limit movement.
- Students should take care of personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in student's home, etc.) prior to entering a video conference.
- Cellular devices should not be in the vicinity of the student during instruction.



# Video Conferencing Guidelines & Etiquette

- Students should be seated at a table or desk, not on the floor or their bed.
- Students will be seated upright during the meeting. Students will not be permitted to be laying/lounging during meetings.
- Students are required to stay in one place throughout the full meeting. If you need to move, ask your teacher to do so.
- If a student needs to use the bathroom, or get up at any time, please ask your teacher to do so.
- Students should not eat or drink during class (unless the teacher permits it).



# Video Conferencing Guidelines & Etiquette

- Students will refrain from changing their first and last names and their backgrounds.
- Student's video must be on at all times so teacher and peers are able to see everyone.
- Student's face will be fully visible for the duration of the meeting.
- Students will not point the camera at the ceiling or the floor.
- No hats, hoods, dark glasses, blankets or face coverings are permitted.
- Shirts are mandatory.



# Video Conferencing Guidelines & Etiquette

- Teachers will keep students' audio on mute to limit background noise.
- When a student would like to speak or answer a question, please use the "Raise Hand" feature. When called on, students will unmute themselves.
- When students are done speaking, let others know you are finished by saying something such as; "That's all," or "I'm done," or "Thank you," so that everyone in your class knows you have finished your comments.
- Show kindness to all participants at all times.



# Video Conferencing Guidelines & Etiquette

- Students should close unneeded applications on their computer to optimize the video quality.
- Students should consider using a headset with an external microphone for best hearing and speaking capabilities.
- Students should be mindful of their background lighting and should not change their background to a picture.
- If a student is allowed by their teacher to use the “chat” feature, remember that it is public, and a record of the chat is kept and archived up to 120 days.



# Video Conferencing Guidelines & Etiquette

- Profanity or inappropriate language is prohibited.
- Students should not bring pets into the meeting unless it is directly correlated to the lesson and is permitted by the teacher.
- Remember to sign out or “leave the meeting” when the session is finished.
- Students who attend the video conference late, will be marked late. Excessive tardies will be recorded and dealt with by administration.
- Students Google Classroom Icon/Picture should be THEIR picture to avoid confusion and improve communication.
- If students are in “breakout rooms,” please understand they will be responsible for adhering to the school behavior rubric.



# Teacher Communication

- All teachers at Saint Joseph School use email via Jupiter Ed. to communicate.
- All emails will be responded to within 24 hours.
- Students should reach out via PERSONAL COMMENT when inquiring about a specific posted assignment.
- Teachers are able to respond quickly DURING school hours.
- All emails from student to teacher should have a specific SUBJECT. Emails should be detailed with proper opening, grammar, and must state which assignment they are discussing.



# Behavioral Infractions

- Any student who violates the Code of Conduct will be written up and their behavior recorded on Jupiter Ed.
- At the teacher's discretion, students will be dismissed from virtual classes if their behavior does not follow the Code of Conduct.
- Write ups will be reflected in the Christian Values section on the student's next report card.
- Christian Values infractions will affect Honor Roll status at Saint Joseph School.

