

GUSD Rules of Engagement for Distance Learning

Rules of Engagement for Students

Be Prompt

- Wake up early enough to get prepared, eat breakfast and dress in accordance with your school's dress code policies.
- Follow your school's schedule so you know when to join a live class meeting.
- Log in a few minutes early so you are not tardy (late) to class.

Be Prepared

- Be in a quiet location with no distractions, and have your cell phone or any other electronics put away.
- Check what's in your background, and be sure no one else is in the camera view. (Use an approved virtual background or blurred background if needed.)
- Have your materials ready for class and nearby.

Be Productive

- Be an active participant.
- Be honest and do your own work.
- Contribute to the discussion and stay on topic.
- Complete all assignments for all classes.

Be Positive

- Keep a positive attitude.
- Be patient and understanding to all.
- Be aware of your body language on camera.

Be Proactive

- Focus your energy on things you can control.
- Ask for help if you don't understand by raising your hand or using chat.
- If you have technical difficulties, ask your parents for help or have your parents contact the tech helpline.
- Monitor your grades and assignments. Look for assignments that your teacher has reviewed, and/or commented on.

Be Polite

- Mute yourself unless it is your turn to talk.
- Participate in "camera on" activities when directed to do so. Talk to your teacher privately if turning your camera on is an issue.
- Raise your hand to speak, or type questions in the chat that pertain to what is being taught.

Rules of Engagement for Parents

Be Prepared

- Set a good school schedule - make sure your student gets up on time and eats breakfast.
- Have a space where all books & supplies are located. Each child should have their own space if possible.
- Organize the space for younger children. Bins or boxes are good! Perfection is not required.

Be Proactive and Aware

- Be familiar with your child's schedule and know when your child is online.
- Let your child be the one who engages. Be off camera and out of range of the microphone.
- Check your child's online environment - what is on camera? Try to keep other siblings and pets out of the learning space and off camera.

Be Positive

- Your child will reflect your attitude about school. Be positive and upbeat.
- Be patient and understanding with your teachers. They are learning, too.
- Know your tech helpline number and keep it handy for password help or other issues.

Be Polite

- If you have a concern, please arrange a time (using email) to meet with your child's teacher, separate from your child's online class time.
- In Grades 3 - 12 - office hours are for your students to get support.
- Always allow your teacher 24 hours on school days to respond to an email. Emails received after school hours will be answered the next school day.

Be Safe

- Only parents of current GUSD students and currently enrolled GUSD students are authorized users of the Online Learning Platform and associated applications and only users may access or use the GUSD Online Learning Platform and associated applications.
- Do not record any video conference instruction and understand that any recording violates Education Code section 51512, *Student Privacy Law*
- Report system security weaknesses or security events to GUSD.
- Do not access the account information of others.
- Log out of classroom links when online instruction has ended in order to maintain privacy and security.

Rules of Engagement for Teachers

Be Prompt

- Start Live Meetings on time; open your meeting five minutes early to greet students.
- If using Zoom, Use the waiting room to ensure that only your students are admitted.
- Be camera ready, and check your on-camera background.
- Limit your own distractions.
- Respond to parent emails within 24 hours during school days.

Be Proactive and Prepared

- Utilize Canvas LMS in order to maintain consistency and create a more user-friendly experience for students and parents.
- Give students clear expectations about on-camera behavior.
- Decide which session you are going to record, and *always* inform the students first, or let them turn off cameras during recordings.
- Have your lesson and all of your materials ready and nearby.
- Keep your computer battery charged and ready. In the event of a power outage or equipment failure, email your students as soon as power returns. Tell students what they should do until you are able to meet with them again in the event this happens.

Be Positive

- Be patient with yourself and your students. This is all new and everyone is learning.
- Keep a positive and upbeat attitude.
- Be aware of your body language on camera.
- Focus your energy on things you can control.

Be Aware

- Be aware of student accommodations (e.g. IEP and 504).
- Know your tech help line number if needed.
- Know how to maneuver between the presentation mode and the screen view of the students so you keep awareness of student engagement.
- Be sensitive to students who are camera shy or anxious. Communicate your on-camera expectation, and reach out to students privately to understand the barriers they face.

Be Safe

- Remember your responsibilities as a mandated reporter.
- Communicate often with your administrators and/or counselors.
- One-on-one zoom meetings are allowed, but small groups are better. Keep your meeting room open and advertised to others, or invite other students to join if on the same topic (simulating an open door feeling).

Be Balanced

- Give yourself permission to end your day and unplug.
- Parent emails that come in after school hours can wait until the next school day's office hours.

