Bishop Shanahan Virtual Classroom Policies

Live Zoom Classes

1. **Students should use their full name when they join the Zoom session.** The should not use any usernames or "nicknames".

2. Attendance will be taken every class period both in the classroom and for the students logged in from home.

3. The webcam must be on at all times to promote focus. Students should be sure that their full face is visible and try to maintain eye contact. If the student is not visible to the teacher, they will be marked absent. If the student misses a class without a proper excuse, this could be considered cutting. See handbook for disciplinary actions **(If a student is are having technical issues, their parents need to email the teacher and Mr. Keller as soon as possible)**

4. Students are to remain active, engaged, and visible. They should stay on mute and click the raise hand button to participate and to ask a question.

5. Students should act as if they are in a normal classroom. Demerits can be issued for inappropriate behavior.

    a. Join from a quiet room in their house with limited distractions and background noises. Proper lighting that allows for the teacher to see the students' face is important. Having a light behind a student will create a shadow not allowing their face to be visible. Light sources should be next to the student or in front of the student.Students should be sure to be in a place with a good Wi-Fi connection. They cannot join from a social area or gather with others outside of your house.

    b. Students need to make the necessary preparations in advance of the online Zoom session and be on time.

    c. Students should not be multitasking. (Use of cell phones is prohibited, participation points can be deducted from grade)

    d. Students should be dressed appropriately (Please follow the rules for dress down days which can be found on page 30 of the student handbook).

    e. Students should refrain from chewing gum, eating, and drinking in front of the camera.

    f. Students should sit on a chair and use a table for your laptop (students should not be laying or walking around during class)

    g. Students should be respectful in speaking and writing.