

Student User Guide

for Virtual Learning Grades 4–12

Overview

While engaging in our Virtual Learning Plan, each student should abide by a few simple rules that are good practice for virtual and online learning. The following expectations are intended to assist students in their transition to the virtual classroom, while also promoting a productive and efficient learning environment for all.

- Set up your device and learning space in an environment where you would typically do homework. Please do not have any other screens on in the background.
- Log into the **Google Chat Room** (see instructions below) a few minutes earlier than the start of your homeroom and classes to avoid any last-minute delays and/or to address any potential technical issues. Attendance will be taken during homeroom between 8:00 and 8:15 each morning.
- Parents and guardians of students who are sick and will not be able to participate in virtual learning should notify Kim Thompson at kthompson@bayviewacademy.org for grades 4 and 5 or Carolyn Donahue at cdonahue@bayviewacademy.org for grades 6 through 12 to report the absence as you normally would during in-school learning.
- Keep your audio MUTED and your video turned OFF during class if using **Google Meet**. Only the faculty will be using their audio and video.
- The faculty will communicate with you regarding attendance, questions and answers via **Google Chat**.
- Minimize distractions as much as possible by ensuring that your mobile phone is turned off or is in another room where it will not divide your attention. If you have pets or siblings, try to ensure that they do not cause any disruption to you or your class.
- Remember that you are communicating in a scholarly setting and should not use acronyms, abbreviations or emojis in your conversations. If you would not include something in a paper to be turned in and graded by your teacher, please do not include it in an online conversation. Similarly, try to ensure that your spelling and grammar are correct.
- Pay attention, take good notes, ask questions—engage with your teachers and classmates as you would in the classroom every day.
- Complete all assignments and adhere to the deadlines/due dates requested by your teachers.
- Always address the faculty and your classmates in a respectful manner. Normal classroom behavior is expected.

Steps to Joining Virtual Classes Through Google Chat

- Download the **Google Chat** app through the App Store. Parents and guardians, if you have restricted the App Store on your daughter's device, please complete this step for your daughter.
- Log into the **Google Chat** app, using your password confirmed last week.
- Find invitations from your teachers to your homeroom/class **Chat Rooms**.
- Enter the **Google Chat Room** for the appropriate class during the regularly scheduled time.
- Switch between **Google Chat Rooms** like you would change classes.
- If you do not find your **Google Chat Room** email:
 - Your teacher or
 - Eric Laffey, Director of IT at elaffey@bayviewacademy.org.

A Final Note

We know that this plan will work well when we work together to support your daughter's learning. Please email Mary Ann Snider, our Vice Principal for Academics, at msnider@bayviewacademy.org if you have questions or concerns.

