



## **Guidelines and Information for Families Around Online Meetings with Students**

Many of our educators may use a video conferencing tool from Google called Hangouts/Meet or Zoom to connect with students. This is intended to maintain relationships and check-in.

- Teachers will be notifying families whether they intend to use Google Hangouts/Meet or Zoom for online meetings. If families for any reason are not comfortable with their child participating in these live online meetings, families should let the teacher(s) know that they choose not to have their child participate.

We know that some parents/guardians may use these or other video conferencing tools for your own remote work. Thus, you may be familiar with some important elements. We would like to provide everyone with information to consider while students participate in these online sessions.

### **Expectations for those who join these sessions:**

- Please be dressed for school
- Attend from an appropriate place: kitchen table, desk, common area, etc.
- A place with good lighting is helpful.
- Headphones are a good option to help hear the conversations better. Headphones with a built-in microphone can help to prevent the possibility of unwanted audio being picked up from the background.
- Consider who else might be at home and how to ensure that your child can focus on the video conference session without interruption or distractions, if possible.
- Teachers will be mindful of the time of day during which these are scheduled and they will try to be consistent to accommodate for your schedules as well.

### **Joining the Hangout/Meet:**

- Teachers will share a link that students will access either via their school-provided email account, their calendar, or Google Classroom
- Students join from their Chromebook or another device. If they are using a tablet or phone, it is likely that you will need to add the Google Meet or Zoom app.

Thank you for your help and support in this endeavor!