

## ST. MARTIN PARISH SCHOOL BOARD

### Expectations for Video Calls with Students

- Teachers must use Google Meet with students (Zoom cannot be used with students)
- Meet should be set up in Google Classroom
- Teachers should share Class Code with students for them to join
- Teachers must be the first to enter and the last to exit a meeting
- Teachers must establish and review expectations with students
- All participants, teachers and students, must refrain from recording sessions\*, taking pictures or screen shots during the Meet
- Students should select an area with limited distractions (cannot participate from bed)
- Students must wear appropriate dress (i.e. clothes that can be worn to school on free dress days)
- Other individuals in the household in the background, etc., should also be dressed appropriately
- Students should abide by St. Martin Parish's Acceptable Use and Internet Safety Policy

\*Should a recording be necessary, the following must be followed: (1) student(s) must not appear in the video; (2) parental consent must be given in advance; (3) ensure that the recording is stored securely; (4) recording must not be shared with anyone other than school administration or school system authorized classroom evaluators; (5) if other observers such as teacher preparation providers and on-site reviewers who are required per BESE policy to observe teacher candidates need access to the recording, systems should ensure that MOU's have been updated to cover the recording, the way it is protected, and the destruction protocol; and (6) consider a destruction policy that aligns with the system's record retention policies.