



**CHARTIERS VALLEY**  
SCHOOL DISTRICT | *Inspiring excellence.*

To parents, guardians, and students,

At Chartiers Valley School District, we use the G Suite for Education and Schoology to provide our students with online instruction. These online learning platforms provide a vehicle by which our teachers can provide instruction to your children. This tool will enable your children to meet with his or her classroom teacher and classmates in a virtual setting. At Chartiers Valley School District, students will use Google Meet to complete assignments, communicate with their teachers, collaborate with their peers, and learn 21st-century digital citizenship skills.

In order for students to participate safely in Google Meet, the Chartiers Valley School District has compiled a set of guidelines that all students must follow. Please read these guidelines carefully and let your teacher know if you have any questions.

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## Google Meet: Virtual Classroom Rules

### 1. **Please show up on time**

- Try to connect at least 5 minutes before the class starts since there can be a lag time
- Please refrain from using any other devices/websites during this time, be “present”

### 2. **Video needs to be on**

- No hand gestures, signals, or signs that are distracting or inappropriate
- Dress code still applies, please dress appropriately or in accordance with the district dress code
- Your background needs to be neutral and free of distractions (you may be asked to change it)

### 3. **Handle your microphone**

- Mute your microphone until instructed to do otherwise

- Use the “Raise Hand” or Chat to ask questions
  - Headphones may be helpful to hear the conversation better
4. **Stay focused**
- Eye contact, taking notes, engaged if asked to respond, work in a clutter-free environment
  - Please refrain from eating, drinking, or any other distracting actions
  - Attend as many of your meetings as you can to promote academic success
5. **Maintain Privacy**-The expectation is that all Google Meets will fall under FERPA guidelines, meaning student information is confidential.
- No recording of sessions, no screenshots of sessions
  - Do not share the code to the Google Meet or invite others who are not in the class
  - Do not allow anyone outside of the class to observe the classroom or take part in the lesson

## **Digital Citizen Norms**

**Inappropriate behavior/language, unproductive comments, off-topic responses, bullying/gossip, anything that is indicated in the “Netiquette” rules, or anything that reduces or prevents learning to occur will result in the following online discipline consequences.**

*\*A teacher or administrator has the discretion to remove a student from a virtual class if the student’s behavior impacts the learning of other students in the class or is highly offensive or inappropriate.*

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**1st Offense** - Student(s) will be muted and unable to interact in the virtual environment for 24 hours for that class and parent(s) will be emailed.

**2nd Offense** - Student(s) will be muted and unable to interact for 48 hours for that class and a phone call will be made to the parent(s).

**3rd Offense and beyond** - Student(s) will be muted and unable to post until there has been a parent conference or a meeting with the principal to see if an alternative arrangement/setting is in the best interest of the student for that class after all facts are reviewed. Keep in mind that due dates will not be extended.