

E-Learning Zoom Guidelines and Permission Form

Please read the following Zoom guidelines and sign the permission form in the event St. Malachy School shifts to full E-Learning.

- The grade level teacher will schedule Zoom meetings
- Zoom meetings may be scheduled for the purpose of a class meeting and/or direct instruction
- Students and/or parents/guardians will be given the class specific password which is not to be shared outside of the classroom
- Students are expected to report to meetings and attendance will be taken
- Daily attendance and student engagement will be taken and noted
- Students are required to adhere to classroom conduct
- Students will wear appropriate attire (no pajamas)
- Students will listen and be respectful of the teacher
- Students will not chat with other students unless the teacher gives permission
- Log into your meeting from a distraction free, quiet environment
- Please keep your audio on mute until you want to speak. This will help to limit background noise
- If you would like to speak or answer a question, use the raise your hand feature. Then unmute yourself after you are called on
- If you would like to use the chat box, remember that it is public, and a record of the chat is kept and archived
- Have paper and a pen or pencil handy to take notes
- Make sure your video is on
- Please be attentive to the background environment. Students should not participate in sessions in an area where personal or private information and images could be shared
- Be sure there are no visual distractions (i.e. people going by) in the background
- Remember to sign out or leave the meeting when the session is finished
- Recording features may be enabled during the meeting; as a result, your student may be recorded while participating in the class
- While providing instructional services using Zoom, teachers may record their lessons so students unable to participate can review the lessons at a later time
- Teachers have the ability to admit or deny participants to a meeting
- Students or their parents will either receive a direct link sent via email with a class specific password
- Please minimize all background noise and activity during a session
- Misconduct during the session will be subject to discipline according to the St. Malachy School Student Code of Conduct and Discipline Policy
- Recording, copying, reproducing, displaying, or distributing any of the sessions in any manner by students or parents or guardians is prohibited
- Parents, please review the terms of service prior to accepting terms of service

- Teachers reserve the right to not allow students into a future meeting(s) if disciplinary issues arise and become a problem

We accept the Zoom terms and conditions listed above.

(Parent Signature)

(Student Name)

(Date)