The Harvard Public Schools Virtual Meeting Participation Guidelines & Norms

These guidelines and norms are meant to allow all students to learn and for teachers to have a minimum of distractions while they are instructing or conducting office hours. Remember that if you have a question about a subject or assignment, you should contact your teacher via email. That is generally the best way to get a quick direct answer. Please look on the next page for the Virtual Meeting Participation Disclaimer.

1. Students and their families are prohibited from using any device or mechanism to record, capture, and/or distribute any online educational activities (voice and/or image), including Zoom.

2. All school rules apply online. Make sure you follow school guidelines, especially regarding cyberbullying and non-discriminatory behaviors and comments while working digitally. Please refer to the TBS Student-Parent Handbook, the HES Handbook, and HPS Lending Policy.

3. When you join a meeting, mute your microphone to reduce distracting noise for others. Raise your hand (either digitally or physically) to be unmuted. You can digitally raise your hand by clicking on the "participants" box, finding your name and hovering to the right, where you will see the hand icon. If you have computer headphones, earbuds, or AirPods, they can help you hear better and be less distracted.

4. Please try to join the Zoom session promptly at the scheduled time.

5. Wear school appropriate clothes when visible on video.

6. Practice good social skills online. Be as polite and respectful towards others as you would in a classroom.

7. Your teacher might assign a moderator, timekeeper, and/or note taker for online meetings. This can help record important content and build notes for future review.

8. Keep the Chatbox open to ask questions or request clarifications. The Chatbox can get overwhelming if too many people use it at one time, so please be considerate with what you post and keep comments focused on the lesson or topic, but always ask questions if you have them.

9. Be mindful of the surrounding environment. Don't include items in the background that are inappropriate for school. Join Zoom meetings from inside your home. Being outside during a Zoom meeting can cause wind and background noise from your device's microphone and make it hard for others to hear you.

10. Please keep any eating, drinking, or chewing gum from being distracting while on video.

11. Don't have several programs running while using Zoom. Additionally, closing other programs and tabs will eliminate the temptation to multitask, and keep you focused on the meeting at hand.

Adapted from the Palo Alto Unified School District

Virtual Meeting Participation Disclaimer

In participating/allowing my child to participate in the school district's online/remote learning activities, I understand and agree that my child's image and voice will be transmitted over the internet, into the homes of other students and staff, and that the school district, while taking measures to ensure secure transmission, cannot guarantee or warrant complete confidentiality of my/my child's voice or image while participating in online learning.

We (parent and student) also understand and agree that recording and/or dissemination of a child's or staff member's voice and/or image is a serious school rule violation that may subject my child to loss of online privileges and/or other student disciplinary action, as appropriate. In the case of unauthorized recording of another student or staff member's voice without consent, we, as parent and student, also understand that such recording and/or dissemination of such unauthorized audio recording, could result in a report to law enforcement and the potential issuance of criminal charges. See M.G.L .c. 272, § 99. We, the parent and student agree, that by participating in these online activities, we or an individual present in my household will not, without express written authorization from school personnel, audio/video record or transmit other student or staff voices, images, or work product.