



# SCHOOL REOPENING 20|21

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## eLearning Web Conferencing Protocols Student Expectations

**Live instruction will be conducted daily, and students are to connect each period on Teams and the following protocol should be followed:**

- Students need to go to each class at the assigned times which will be different based on elementary and secondary grade levels.
- Students should inform their teachers when they cannot attend Teams web conferences.
- Students should use their cameras as directed by their teachers.
- Students need to dress appropriately.

**Students also need to follow proper web conferencing etiquette and display a proper code of conduct and decorum in a virtual meeting. To help you participate well in your class web conference follow these simple virtual meeting etiquette rules and tips:**

1. Leave the keyboard alone
2. Dress appropriately
3. Be aware of your surroundings
4. Mute your microphone when you are not talking
5. Speak up, but do not shout
6. No food allowed
7. Stay seated and stay present
8. Find a quiet location with no or minimal background noise
9. Turn off all sounds on your phone
10. Parents should not interrupt meetings

For more information on Digital Citizenship and Internet Safety go to [Digital Citizenship Resources](#).

No student, parent, teacher, or other individual shall take an audio recording, nor photograph, nor make a video recording of eLearning interactions using software, cameras, cell phones, tablets, or other technologies of classroom interactions with the exception of a recording initiated within Microsoft Teams during the class instruction by a BCPS employee. Any recording initiated by a BCPS employee shall be commenced for the sole purpose of providing instructional support to students enrolled in the course including being available for students to review the recording later for instructional support. Access to any such recordings will remain within the secured BCPS digital environment, maintain credentialed access, and may be removed at the discretion of BCPS.