



VIRTUAL CLASSROOM STANDARDS & EXPECTATIONS FOR LEARNERS

This document serves as the general guidelines and principles of our online learning environment. Though this document has important information and helps set the expectation for the online learning environment, the student code of conduct is always in effect. All students, whether in person or online, will be subject to the rules and regulations of the Olmsted Falls City School District Student Code of Conduct. Violations of our virtual standards will be considered a violation of The OFCS Code of Conduct and classroom consequences may follow.

Ensure that your device is fully charged or plugged in before entering a GoogleMeet.

Use a chromebook or personal computer with a working camera and microphone. If you do not have a device, the OFCSD will provide you with one. Phones are not acceptable devices.

Be on time to a virtual lesson, as you may not be admitted late to a session or it may take the teacher a while to invite you into the lesson.

Establish a conducive learning environment in your home.

Use a neutral, non-distracting backdrop. Others should not be able to study the elements of your home, bedroom, etc.

Do not use your bed, bathroom, or other private locations of your home for your virtual setting.

Eliminate environmental sounds in your background. Pets and relatives should not be visible to those who are in your viewing audience.

Maintain the same physical space during a lesson; do not move around with your device within your home.

Wear attire that is acceptable for school. For example, this means having shoulders covered, no pajamas, and following The OFCSD Code of Conduct for appropriate clothing, which is still in effect during virtual learning.

Be personally visible during instruction. Do not turn off your camera. Teachers may permit students to turn off their cameras, but this is at the teacher's discretion.

Sit properly in order to stay focused, so to not fall asleep.

Follow your schedule each school day and sign in at scheduled times.

Attend online classes in the same way as you would if you were at school. Have a water bottle and school supplies at your access. Be ready to go.

Non-enrolled students are not permitted to join the online classrooms, this includes parents or other household members.

Browsing other sites while engaged in the online lesson is prohibited.

Recording, taking screenshots, or taking digital images of your instructor or peers is prohibited in the same manner as it is prohibited in live classrooms. The OFCSD Code of Conduct applies.

Understand teachers may mute discussions between a teacher and a learner(s) when necessary, for privacy reasons. Be patient and respectful.

Refrain from asking private questions in an online classroom such as "Why did I get 'X' for a grade on this test?" Discussions like these are for a private online meeting or email discussion.

Stay viewing all live video sessions, while attending all virtual breakout sessions.

Use earbuds or headphones as they greatly improve an online student's concentration.

Only leave an online session with the permission of your teacher, like you would if you were present in person. (example: to use the restroom during a lesson)

Complete all work and assignments by established due dates.

Conduct yourself with integrity when completing assignments.

Complete your own work and do not plagiarize. Plagiarizing is subject to discipline standards per The OFCSD Code of Conduct.

The use of online translators by students to complete assignments in foreign language courses is prohibited and will constitute cheating. If such a situation arises, the student will be held to the district's/school's cheating policy.

Engage with the classroom lesson, be interactive and ask relevant questions.

Communicate with your teacher to best understand and apply feedback.

Seek help when you are overwhelmed or when you need it.

Collaborate with online peers using respectful language and behaviors, while demonstrating proper online etiquette.

Respond within 24 hours to email/phone communication from all school personnel such as teachers, counselors, and administrators, Monday through Friday. Only use your OFCS email address for school matters.

These standards may be altered by the OFCSD administration as needed, as this is an ongoing process.

Be patient with yourself and your teachers - we are all learning together!