

## Newark Catholic's Virtual Communication Procedures and Acceptable Use Policy

There are times when interpersonal connections are needed in this time of remote learning. For the safety and protection of privacy for all concerned, Newark Catholic will be utilizing the following procedures and guidelines when that communication is needed.

- Google Classroom and Newark Catholic email should be the primary form of communication.
- When necessary, Google Meet may be utilized by teachers to communicate with their classes.
  - Meet sessions will not be required contact time, but used for questions and discussions.
  - Meet sessions between teachers and students are only to be created by the teacher.
  - Meet sessions should use the Audio feature only. Video feeds can be disabled before the chat begins and cameras should remain off. Only the student name will be visible to other members of the session.
  - All Meet sessions will be recorded by the teacher who created the session. This record can be used to provide information to others who may not have been able to attend.
  - Chat postings within the Meet and screenshots of attendants' names may be saved by the teacher for recording purposes.
  - It is proper etiquette to MUTE your microphone when you are not talking. Keep your device volume as low as you can to avoid feedback and echo effects to the other participants.
  - Be aware of your surroundings and try to find a quiet place without distracting background noise – the microphones pick up a surprising amount.
  - When Meet sessions are finished, teachers should dismiss the last students before closing the meeting to help reduce clogging up background bandwidth.
- Parents are encouraged to use email to communicate with teachers during this time.

If it is ever necessary to be involved in a video online conference, here are some guidelines to consider:

- Be aware of your surroundings – know what will be visible in frame behind you and set yourself up in a suitable location.
- Leave your device in a stationary location. When you move the camera a lot, it can be very distracting to those on the other end.
- Stay an appropriate distance from your camera and mic.
- Dress for the event. Be aware of your appearance and what message it sends to the listener as you would in person.
- Keep distractions to a minimum. Find a quiet place where there will not be members of your household seen or heard in the background.
- Mute mics and cameras when not needed to present information to the group.