

# IICS 2020-21 Distance Learning Protocols

## Student Roles and Responsibilities

### 1. Be prepared for your courses:

- Establish daily routines for engaging in the learning experiences (e.g. 8:30 a.m. start)
- Be on time for all your classes
- Turn on your video and have sufficient lighting for your teacher and peers to see you clearly. Problems with complying with this expectation should be discussed by the teacher and student.
- Participate and be involved in the assignments of all your courses.
- Make sure you have the technology you need, read the Lesson Plan / Task on Managebac ahead of time
- Wear appropriate clothing (please, no pajamas), put your cell phones away, and ask other members of your household (including pets) to give you privacy during lessons.
- Reach out to your teacher with questions.
- Complete the assignments in time, communicate with your teacher ahead of time if you have a valid excuse for not showing up in video class or submitting work on time.

### 2. Be respectful and responsive:

- Be mindful about your use of language and your communication in video sessions. That includes using your own name logging into the sessions
- Comply with IICS Responsible Use Policy, including expectations for online etiquette
- Maintain the proper discipline that would be expected in a typical classroom.
- Allow others to speak
- Signal in the appropriate way to be recognized and wait for the teacher to let you speak
- Refrain from side conversations (using private chat windows)

### 3. Be present:

- You are expected to attend every virtual session. As you are working from home, absences will be marked as "unexcused".
- In any other extraordinary absence situation, you are expected to contact Mr. Gates.

## Teacher Roles and Responsibilities

- All course materials, assignments and deadlines posted on Managebac in a timely manner.
- Consistent feedback (minimum once every two weeks)
- Face to face contact with students each class period
- Provide time during each class for questions and responses from students
- Design lessons that promote student involvement and interaction with the subject matter.
- Maintain the same decorum and etiquette as in a face-to-face classroom