



Video Conferencing Guidelines

for teachers/staff members, parents & students

Information to know BEFORE the Video Conference:

- Teachers/staff members and students must use their Palisades School District email account when joining a Google Hangout.
- Palisades School District will utilize Google Hangouts as the primary video conferencing platform.
 - Palisades teachers/staff members will host the conference.
 - If a parent would like a video conference, the teacher/staff member will host the meeting and email the parent a calendar invite/Google Hangout invitation.
 - The teacher/staff member will be the last person to leave a video conference to ensure all participants have left the meeting before signing off.
- This is an optional live conference and is **not required**; students/participants can come and go as you need. Teachers/staff members may use video conferencing for enrichment and/or differentiated activities, office hours, or other non-mandatory purposes.
- Activating your camera is optional and may not be necessary to receive extra help. Please refer to the teacher's/staff member's direction on this topic.
- Recording of the Google Hangout, which is being conducted for supportive and/or enrichment opportunities, is not permitted by anyone participating and/or listening to the Google Hangout, including the teacher/staff member. A teacher may make a recording for an asynchronous learning activity as long as students are not present in the Google Hangout.

Information to know DURING the Video Conference:

- School Appropriateness:
 - Expectations - Depending upon the class and/or grade level, the teacher/staff member may review etiquette and expectations for the session.

- Profile picture - the picture used must represent you and be appropriate and respectful for all individuals. If you choose not to use your picture, the use of your name's initials is acceptable.
- Dress - students must be dressed as they would for school. No inappropriate or disrespectful clothes may be worn. Please refer to the student handbook for Dress Code.
- Behavior - Language, either written or spoken, must be respectful and appropriate for school. The same language expectations should be used online as you would use in your face-to-face classes. Be polite and courteous to all parties in the Google Hangout.
- Location - Teachers/staff members and students must have an appropriate background that is not distracting or inappropriate to other members of the video conference.
 - You must be seated during the conference.
 - Be aware of your background and others in your household that might be seen in your camera.
- The teacher/staff member, who is hosting the video conference, reserves the right to mute or dismiss someone from a video conference that is not school appropriate as referenced above.
- If a one-on-one conference is being held with a student, the parent/guardian is welcome to join the meeting.

Information to know AFTER the Video Conference:

- Material and/or content developed by Palisades School District teachers is the property of the Palisades School District and may not be copied and/or posted/used elsewhere. However, an asynchronous video developed by the teacher may be copied and/or shared for the students' academic use.

Disclaimer: Educators are mandated reporters, thus they are required to report any suspected child abuse to the Pennsylvania Department of Human Services regardless of where or how they become aware of the information.