



## Webex Guidelines for Parents

Once your student is set up for their Webex meeting please allow them to attend the session without distractions. Learning coaches, please assist your student if he or she is experiencing technology issues so that they can continue with their lessons.



Create a designated meeting space where there are minimum distractions. Utilizing a desk or a kitchen table is strongly encouraged. Discourage the use of a comfortable chair, sofa or bed while participating in live classroom lessons. Please try to replicate a classroom setting to maximize concentration, focus and accountability.



Please do not use any photography or recording devices during Webex sessions. Please keep in mind that teachers will not be available to respond to your emails or posts during live instruction. Teachers will return messages in a timely manner after the instructional day is over.



Please remember to review and reinforce all virtual classroom expectations with your student. We need everyone to work together as a team, teaching and reinforcing the expectations to make your student's virtual learning experience a success.



\*If you need assistance the technology department can be reached at [One2One@wyomissingarea.org](mailto:One2One@wyomissingarea.org) Monday through Friday.

## **Wyomissing Area Student Guidelines for Videoconferencing**

During the 2020-2021 school year, your teachers/educators will provide the opportunity for virtual meetings/live instruction via Webex Teams video conferencing tools. Participating in video conferences is a great way to stay connected with your educators and classmates, but it is important for you to follow these rules and guidelines.

***NOTE: Only educators can initiate Webex Teams calling/conferencing.***

- 1. Remember that you are on camera and live. Your educator and fellow students can see what you are wearing and your facial expression. Find a quiet place in your house. Dress appropriately, following school dress codes.**
- 2. You are not anonymous. Be mindful of your expressions, speaking tones, and what you say. Your voice and video are viewed by everyone participating in the conference. Other people in your house can hear what you and others in the video conference are saying.**
- 3. Follow the same classroom rules that you would follow in the traditional classroom. Listen to the teacher. Take turns to speak. Be kind and considerate.**
- 4. Think before you speak. Stay on topic. Make sure your comments are clear and appropriate to the conversation. Don't say anything you wouldn't say in your actual classroom.**
- 5. Be a good listener. Take the time to listen to what people are saying. Don't interrupt others.**
- 6. Think before you type. If your educator enables the Chat feature you may be able to participate by typing into a chat box. Choose your words carefully. Use appropriate spelling and grammar. Stay on topic. Don't use sarcasm or humor that could be misunderstood. Don't type in all caps.**
- 7. Take it slow. Remote learning is probably a new experience for you. Resist the impulse to be silly or to say or type the first thing that comes into your mind.**
- 8. Videoconferencing is a privilege. If you cannot use it responsibly, your access to school-managed video conferencing tools will be removed.**