



IC CATHOLIC PREP

Video Conferencing



Expectations for Video Conferencing

In Week 1 of e-Learning, ICCP teachers used apps like Zoom and Google Hangouts to communicate with their students, explain difficult content, and help with further explanation. Additionally, video conferencing allowed us to connect with each other and feel a truer sense of community by seeing each other's faces.

As we continue our e-Learning, here is guidance and teacher's schedules when they are available for students who may need help, meet as a class for discussion, present virtual lectures, etc.



Virtual Office Hours

On Friday of each week, teachers will post “virtual office hours” on Google classroom for the upcoming week. Teachers will designate a time for students to check in, chat, connect with their classmates and teacher, or ask for help at least once a week.

Example: Zoom Conference- Period A Biology

Monday, 10am-10:30am (Teacher available for video conferencing)

[Link to the video conference will be provided here](#)

The link provided in Google Classroom will take students directly to the conference.



Academic Video Conferencing Schedule

Period A	10:00-10:30
Period B	10:35-11:05
Period C	11:10-11:40
Period D	11:45-12:15
Period EF/FG	12:20-12:50
Period GH/HI	12:55-1:25
Period J	1:30-2:00
Period K	2:05-2:35

Video Conferences that REQUIRE student attendance



If students are required to attend a video conference for an assessment, graded discussion/socratic seminar, etc, then the teacher will clearly post expectations including what students must do in order to prepare ahead of time.

Example: Zoom Conference- Period A Biology

Monday, 10am-10:30am (REQUIRED-GRADED DISCUSSION)

Students must complete reading from Unit 10.1 and prepare 3 questions to share on the topic.

[Link to the video conference will be provided here](#)



Keep in Mind

Teachers will post a video conference schedule on Friday for the upcoming week. Students must plan their attendance accordingly.

Students are only required to attend if the teacher states that the video conference is required. Attendance will be taken for required activities only.

Some classes may require more than one (1) video conference a week.

If a student needs one-on-one instruction/tutoring outside of the designated schedule, they may contact their teachers to set up an individual video conference.

Student tips for successful **VIDEO CALLS**



1



Check in with your teacher. Gather your materials.

2



Be on time. Check in thru the chat when you arrive.

3



Stay engaged (nod or thumbs up) if others are talking.

4



Mute your mic if you're not speaking.

5



Use the chat or raise hand to share ?s/ideas.

6



Wait for teacher to call on you or unmute your mic.

7



Take notes in a doc or on paper for reference.

8



If using video, look at the camera, not the screen.



Student Expectations & Norms

While e-Learning, what I say, and how I say it, MUST be school appropriate and positive!

I **will** use posts to discuss school-related content only.

I **will** use a respectful tone of voice when posting. All school rules and consequences related in the ICCP Parent-Student Handbook apply to e-Learning.

I **will** use appropriate grammar instead of texting language, unless the assignment calls for it.

I **will not** reveal any personal information to others. This includes birthdays, telephone numbers, addresses, emails, etc.



Student Expectations & Norms

Posting & Replying to Emails, Messages, Discussion Boards, etc...

- Post a note to the whole group if your question is about something the whole group should know (assignments, instructions, due dates etc.)
- Send a note only to your teacher if you want to talk about something that doesn't relate to everyone.
- Don't post questions or comments about personal issues or topics.
- Keep private information private.
- Keep your conversations on topic.
- If you're not sure if a word, joke, or image is okay, then it's probably not. Do **NOT** write posts that tease, bully, annoy, spam, or gossip about any other person.
- Be a leader and rise to the occasion. This is a watershed moment in history that will be in classroom learning for generation.




Student Expectations & Norms

Inappropriate or Harmful Content

- If you think there is something inappropriate or harmful to others posted within your e-Learning community, please tell your teacher immediately!
- Behavior or language that is inappropriate or harmful to others can result in a school consequence.

Punctuation & Grammar

- Refrain from txtng lingo. I am ur tcher...show me that u have lrnd how 2 spell.

- DO NOT PUT SENTENCES IN ALL CAPITAL LETTERS. This is considered shouting! and **do NOT** end sentences with more than one exclamation mark!!!!!!!!!!!!!! Or question mark??????????????
- Please, please, please do not repeat a word more than necessary.