











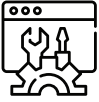



# Video Conferencing Guidelines

A guide for Ocean City School District students


## Before Your Video Conference

	<b>Get ready!</b> Your teacher(s) have sent you or your family an invite through your Google Classroom. Check what days and times your class will be meeting.
	<b>Get permission.</b> Make sure an adult knows when you are live conferencing. If your parents do not want you to use the camera, please email that to your teacher. Please remember that students should not be recording any of these sessions.
	<b>Appropriate clothing.</b> If your teacher enables the camera option, you will be seen from your shoulders up. Please wear school appropriate clothes.
	<b>Check the technology.</b> Check the audio on your device to make sure your speakers are not turned off. You will be able to check the mic when you get to the video conference program. If you are using the video feature, be sure to allow your camera. Be sure to download the Zoom extension, log in and test before your meeting begins so you can troubleshoot any issues in advance.
	<b>Choose a quiet area.</b> Try to find a place to set up the device where it is quiet with few distractions so you can engage in the conference.
	<b>Check your lighting.</b> Make sure you have front lighting so your teacher and classmates can see your face. A window in the background may create shadows on your face and others will not be able to see you.
	<b>Check your background (or turn off your camera).</b> Make sure whatever is behind you, and visible to the camera, is simple and school appropriate.

## During Your Video Conference

	<b>Be on time.</b> Click the link from your teacher at the time when he or she has scheduled the video conference. Actually, you may want to join a couple of minutes early, just to be safe!
	<b>Troubleshoot.</b> You may have some technology difficulties. Check the settings on the video conference interface. The video and microphone icons usually have settings close by and prompt for permission. Also, use the chat function appropriately to communicate with the teacher/others. You may be able to get help from the chat. If you continue to have technology problems please work with your teacher, and your teacher can then elevate it to tech support if more help is needed. Check out the Coronavirus tab on the District Website for FAQ help!
	<b>Listen for expectations.</b> You may be muted when entering the room. This means that nobody will be talking except the teacher. The teacher will talk about the expectations and functions of the video conference tool. Please use the chat features appropriately.
	<b>Look at the camera.</b> If you get a chance to talk, look at the camera on your device so your teacher and classmates feel like you are looking at them.
	<b>Say good-bye.</b> The teacher will end the video conference. This will close the video conference window. Make sure you understand the assignment/action (if any) from the video conference.

## After Your Video Conference

	<b>Follow-up.</b> You can always connect with your teacher if you have feedback, questions or need clarification.
--	---