Virtual Classroom Policies

1. **Be prepared and ready to learn.** Have a designated work area that is set up with all the materials needed. Do not work in bed. Be appropriately attired. Be seated upright at a table, desk, or in a chair. It is also essential to continue with routines - get up, have breakfast, brush teeth, get dressed, and then be ready to learn.

2. **Use your school Gmail account.** Students must use their school-issued Gmail account for all schoolwork to log in to meetings, Canvas, email, etc.

3. **Check your email at least twice a day during the school week.** Links, reminders, and other information is sent to your Academy email address.

4. **Be prompt.** Please be on time for any video conferencing one-on-one sessions or synchronous lessons. Arriving a couple of minutes early is excellent too! Check your calendar the night before to make sure you know when your sessions are and what links you need to access them.

5. **Mute Yourself.** When you arrive, please be sure to mute yourself. If an instructor asks a question or if you have a question, then it is okay to unmute yourself, but please remember to go back on mute. Background noise and talking can be distracting. To mute yourself, click on the microphone icon on the video display.

6. **Keep your camera on.** Have your face visible for the duration of the meetings. If you have a concern with having your camera on, please talk to your instructor prior to class.

7. **Have an accurate screen name.** Make sure the name on your screen is accurate, so the instructor knows you are present. If you do not know how to change your name, ask your instructor.

8. **Fully engage in the sessions.** Do not use your phone, type on another tab, change backgrounds, or show any other distracting behavior. Communicate with your instructor and classmates using facial expressions, these hand signals, and any other appropriate means provided by your instructor.

9. **Create a safe learning environment.** Greet each other respectfully, don’t comment on people’s home backgrounds, have fun, and be your best self!

10. **Communicate.** Convey your needs, questions, and concerns to your instructor and classmates. If you need tech help, clarification on the lesson, or any other guidance, just ask for it; your instructor is there to support you and your classmates are there to support each other.