

*ARBOR REMOTE CLASSROOM TEACHING  
ENVIRONMENT (RCTE)*

# **BEST PRACTICES – PARENTS & STUDENTS**



## **1. Classroom Location in the Home**

- A particular and appropriate location in the home
- Ensure enough desktop space
- Ample space (as reasonable as possible) between siblings, so that they don't disturb each other

## **2. General Discipline:**

- Uniform Requirements – Arbor Polo
- Be Punctual - Have the link(s) to the Live Class readily available or bookmarked (teachers will be using the same link for all of the Live Classes they will be teaching unless otherwise communicated)
- Keep the home classroom place tidy & orderly



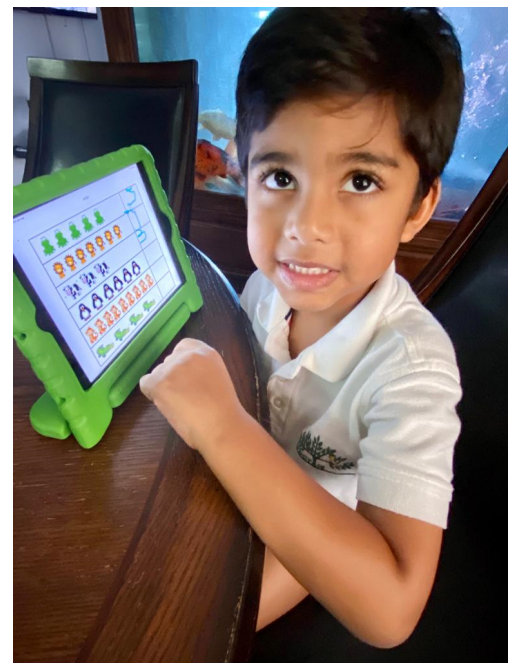
### 3. Live Classroom Etiquette for Students

- **Equipment** - Ensure that the device(s) being used are in good working order. Headphones may be used as they not only reduce background noise but may reduce distractions
- **Entering (Joining) a Live Class** - Having difficulty joining a live class? - Firstly, **DO NOT ASSUME THE CLASS IS NOT HAPPENING!** Immediately message the teacher directly...most of the time it's as simple as the address is incorrect or the teacher has not admitted you in a timely manner
- **Teacher's Rules of regular classroom apply, such as:**
  - **No eating during class**
  - **Asking to drink water**
  - **Asking to go to washroom**
  - **Asking to be excused if they have to go get something**
  - **Leave on Mic & Cam unless instructed otherwise by teacher, for some bandwidth may be an issue but you should advise teacher/school to make us aware**
- **No walking around with the device they are using to access the Live Class...This can be very distracting when the cam is on.**



## 4. Live Classroom Discipline:

- Attendance Register - Teachers will continue to practice taking attendance
- No chatting or texting on any platforms during Live Class, unless instructed by the teacher
- Exclusions - In Class – Students' microphones will be muted and the teacher will un-mute the students as required.



## 5. On Line Security, Privacy & Confidentiality

- Parents are to be reminded to be diligent and protective of all links, Passwords, PIN's, etc.
- Please note that all content shared by the school and it's Faculty & Staff (links, documents, any other content) are strictly confidential and it is not permitted to:
  - Record, Capture Images, etc. of Live Classes or extracted from shared content
  - Share any of the aforementioned with anyone outside of the school without permission from the school or the teachers, and the school or the teachers are not obligated to give their consent



# Video Conferencing Resources:

## **Best Practices For Securing Your Virtual Classroom**

(<https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/>)

## **How to Keep Your Zoom Chats Private and Secure**

(<https://www.wired.com/story/keep-zoom-chats-private-secure/>)

## **Use Zoom? Here Are 7 Essential Steps You Can Take To Secure It**

(<https://www.forbes.com/sites/kateoflahertyuk/2020/04/03/use-zoom-here-are-7-essential-steps-you-can-take-to-secure-it/#71b1c8407ae1>)

## **The CEO of Zoom Just Gave a Fascinating Interview About What Happened to Zoom Last Month. Every Smart Business Leader Should Pay Attention**

(<https://www.inc.com/bill-murphy-jr/zoom-ceo-privacy-growth-customers-eric-yuan.html>)

## **How to Secure Zoom Calls and Protect from Exploitative “Zoombombing”**

([https://endsexualexploitation.org/articles/how-to-secure-zoom-calls-and-protect-from-exploitative-zoombombing/?](https://endsexualexploitation.org/articles/how-to-secure-zoom-calls-and-protect-from-exploitative-zoombombing/?utm_source=newsletter&utm_medium=email&utm_campaign=ncose)

[utm\\_source=newsletter&utm\\_medium=email&utm\\_campaign=ncose\)](https://endsexualexploitation.org/articles/how-to-secure-zoom-calls-and-protect-from-exploitative-zoombombing/?utm_source=newsletter&utm_medium=email&utm_campaign=ncose)

