

**WESTERN SUFFOLK BOCES REGIONAL SUMMER SCHOOL  
2020**

**STUDENT RESPONSIBILITIES**

**WESTERN SUFFOLK BOCES REGIONAL SUMMER SCHOOL ONLINE  
CLASS ETIQUETTE FOR LIVE INSTRUCTION**

**STUDENTS ENROLLED IN WESTERN SUFFOLK BOCES SUMMER SCHOOL ARE EXPECTED TO ADHERE TO THESE ONLINE CLASS RULES TO ENSURE MEANINGFUL AND PRODUCTIVE CLASSES. PLEASE MAKE SURE TO REVIEW THESE INSTRUCTIONS AND ADHERE TO THEM. VIOLATION COULD RESULT IN REMOVAL FROM THE PROGRAM.**

- Please arrive online at the scheduled time.
- Everyone’s home is different, do your best to try to find a quiet place free from distractions.
- Maintain respect in speaking, writing, and appearance.
- Your name must be clearly spelled out on the screen. (No nicknames will be admitted to class)
- Stay muted. Only unmute if you have a question or something relevant to contribute.
- When utilizing the chat function, be considerate, respectful, and do your best with proper spelling and grammar.
- Video must be kept on at all times and try to maintain eye contact with the teacher to help with focus.
- Refrain from chewing gum, eating, or drinking during the live meet.
- Please remember that live meets are for teachers and students. Parents should not interrupt during the session. All parent questions and/or communication should be sent to the teacher via email or phone conversation.
- The privacy and confidentiality of all participants is important. Taking photos, screenshots, and/or video is prohibited during the online class, as are postings by parents of any parts of the class to any social media platform.
- Please be the best digital citizen that you can be by following all of these expectations. Each student is required to adhere to a code of conduct that will insure that all students have equal opportunity to a quality education.

**I have been informed of the Western Suffolk BOCES Regional Summer School Online Class Etiquette for Live Instruction and understand that if I violate these rules I will be asked to be removed from the program.**

<b>Student Name (print)</b>	<b>Signature</b>	<b>Date</b>
<b>Parent Name (print)</b>	<b>Signature</b>	<b>Date</b>