



Video Conferencing Etiquette & Rules

Purpose

Manistee Area Public Schools has established guidelines for using Google Meets for video conferencing between our staff and their students and families. The District is only establishing these guidelines for the purpose of safely allowing video conferencing for interactions such as office hours, one-on-one interactions, and perhaps small group applications. It is being used as a communication enhancement, not for delivery of educational content. Any interaction provided via video conferencing have also have an equivalent opportunity for offline learners.

Safety

Google has recently changed the parameters for security in the Google Meets platform. We have created settings on our end that allow students access to join a meeting established by a staff member, however they are unable to create Google Meets sessions of their own. Also, when the staff member that creates the session leaves the Google Meet, it automatically ends the session so that students are not left in video conferencing unattended.

District Email Only

To ensure safe use, only assigned district email accounts will be used when staff interacts with students via video conferencing. Accommodation have been made by the IT Department to allow Google Meet sessions on student district devices.

No Recording

Google Meet sessions that include students will not be recorded for viewing. Any images or recordings that include students' faces or names make these materials an "education record" according to FERPA, which has strict rules around how photos and videos can be accessed, stored and shared.

Rules & Etiquette

1. **NO RECORDING** It is a **violation of school rules** to record other people without their consent. Screenshots and recording of the screen during video conferencing sessions is strictly prohibited and punishable by law.
2. Mute you microphone when joining a session, and only unmute your microphone when it is your turn to speak. Background noise from your microphone is very distracting to others.
3. Be on time for your scheduled session and have materials available to take notes.
4. You can stay engaged during the session by nodding, giving a thumbs up, or raising your hand if you have a question or something to share.
5. When called on to speak, remember to turn your microphone back on first.
6. When your microphone is on, please reduce background noise. View session from a quiet place, turn down your television or radio, do not tap your pen or shuffle papers.
7. Look at the camera when speaking, not your screen. Also be aware of your camera angle. Whatever you see on your camera screen is viewed by all in attendance of the session.