Remote Learning Guidelines and Expectations
A Student’s Guide to Remote Learning

As Ottawa Hills Junior/Senior High School transitions to remote learning, we need to be mindful of appropriate behavior when using video conferencing and two-way communication applications like Google Meet. Our positive school climate must extend into our new reality with remote learning. Please help maintain this climate by adhering to the following:

Be respectful and school-appropriate at all times
Exhibit respectful behavior and appropriate language. Video-conferencing and remote learning is an extension of our regular school and classroom experience. The Student Code of Conduct and the Internet Acceptable Use And Safety Policy, as spelled out in the Junior/Senior High School Handbook, are in effect during the sessions of Google Meet, as well as lessons, projects, and activities created during remote learning. Click here to review the handbook (pp.14-38 and pp. 61 to 65).

Be present and mindful of others
The success of your experience with online learning is dependent on your active engagement. Logging out of email and instant messages allows you to focus on the virtual class and removes audible chimes of new message notifications that can be distracting to other attendees. Place your device in “Do Not Disturb” mode during class. This can be done by activating the drop down menu in the upper right corner of your computer screen.

Practice active listening
Practice active listening by taking notes, asking questions, and giving your classmates opportunities to speak.

Be punctual
Join the virtual class on time or a few minutes early so everyone can use the class time efficiently. Attendance during scheduled times for remote learning is strongly encouraged. If you are unable to attend a session, please email the teacher.

Be aware of your surroundings
Find a place in your house that is free from distractions where you can also be comfortable and focus on connecting with your class. Be mindful of your surroundings and what may be seen while you are on video and remove noisy distractions like pets, TV, and music. Mute your microphone when you are not speaking.
Speak clearly
When contributing to the virtual class, speak clearly and concisely to address the topic/lesson. Remote sessions are limited to 30 minutes so it’s essential to stay focused and on topic.

Respect privacy
Recording of class activities by anyone other than the teacher on Google Meet is prohibited. School administrators have requested teachers record remote learning sessions and share with students for use at a later date. Neither the student nor parent may record, share, or alter the content of live class-related activities. Students may not record any live activity with other students when that activity is for the purpose of school-related work unless express permission is provided by a school official. In cases where a teacher does record a class lesson, he or she will make that recording available only to the students in the class. This posting will happen through secure means. Any sharing of that recording by anyone other than a school official is prohibited.

Dress appropriately
Please wear appropriate attire by following the dress code in the student handbook.

Maintain academic integrity
Students are expected to do their own work and respect the honor code (p. 22).

If you have questions about these guidelines and expectations, please contact Principal Ben McMurray at bmcmurray@ohschools.org.