



Holy Spirit

EPISCOPAL SCHOOL

Google Classroom, Zoom and Online Learning Norms

Holy Spirit Episcopal School offers an exemplary education for infants through grade eight that develops the whole child while achieving academic excellence in a dynamic Christian-based environment. Though we are not currently meeting on campus, we still expect our students to approach their schoolwork with integrity and their teachers and classmates with respect and consideration. The following Code of Conduct defines expectations and boundaries for how students will demonstrate this integrity and consideration in the context of remote learning.

Using Google Classroom and Zoom

Students agree to use Google Classroom according to the following guidelines:

- All content posted in a classroom will be posted by the teacher. Students may not post in a class unless directed to do so by their teacher.
- Students may use the chat feature / hangouts to ask questions of their teachers. Students may not initiate a chat with other students.
- Students should expect that all of their communications within google classroom and zoom may be reviewed by HSES personnel. Any words or actions that threaten or diminish the loving and safe environment that HSES seeks to create will be met with appropriate disciplinary consequences as determined by the teacher and administration of HSES.

Students agree to use Zoom according to the following guidelines:

- teachers will initiate all meetings.
- Students may not join a meeting in progress unless invited to join by the teacher.
- To allow for better participation and concentration during a meeting, teachers determine how and when students participate. Students may not unmute themselves unless given permission to do so by the teacher.
- If invited into a meeting, students will ask the teacher's permission before leaving the meeting.

Academic Integrity

Students are expected to act with integrity at all times. In the context of remote learning, this includes doing their own work on all assignments according to the expectations set by the teacher. Students should never represent the work of another as their own by copying answers or plagiarizing another's written work. Any instance of plagiarism or of cheating will not be tolerated and will result in disciplinary action. As accountability is a necessary and beneficial means to help students resist temptation, parents are asked to oversee students' work to ensure that students are complying with the expectation set by the teacher.