

Student Reminders

FOR APPROPRIATE BEHAVIOR IN DISTANCE LEARNING COURSES

KAMEHAMEHA SCHOOLS
MAUI

COURSE RESPONSIBILITIES

- Log-in to each of your classes daily. If you have a class that only meets on A days, for example, make sure you're logged in on your A day.
- Respond promptly to all teacher communication (email, Google Classroom, Seesaw, etc). Promptly means within 24 hours.
- Report any technical difficulties immediately.

THINGS TO KEEP IN MIND

- While we are not physically on campus, a school day is from 8:15am - 3:00pm, Mon - Fri.
- If you communicate with your teachers during this time frame, you should expect a response before the end of the day.
- If you contact your teachers after 3:30pm, keep in mind that they may not respond to you until the next day, but they will respond promptly (within 12-24 hrs).
- Please have all course materials with you (books, resources, notes, etc.) to promote an efficient working space while in class online.
- Live sessions are being recorded and the microphone will be live at all times. Chat will be documented as well.

LIVE VIDEO GUIDELINES

- Students must be appropriately dressed. Approved T-shirt and shorts/pants (no pajamas),
- Sit in an upright position at a table or designated study location (not on bed).
- Check your background (Be aware of back light that will darken your video and individuals who may walk behind you) Having a wall in the background is preferred.
- Be aware of background noise that may interfere with the audio (e.g. TVs, radio, individuals talking, or children playing).
- Please use a microphone and speak loud/clear.
- Test your computer before class starts to make sure you can be seen and heard.
- Be on time for each class. Logged in at the designated class time.
- Please do not leave the class early (unless kumu has previously approved this early release)

*** **Note:** Live Video Guidelines apply to any pre-recorded videos you might be assigned.