

Community Guidelines for BlueJeans Videoconference

Scholars should follow these guidelines to ensure productive, respectful class time when on BlueJeans.

1. **Show up on time.** Scholars should log into the platform at the start of each subject block on the schedule. They should be prepared with any needed materials and ready to learn. Teachers will take attendance.
2. **Mute your microphone immediately.** As soon as you log in to the platform, mute your microphone. This will prevent any excess background noise. Release the mute button when it is your turn to speak in the virtual class.
3. **Everyone is visible in a videoconference.** Scholars don't have to wear uniforms, but all participants should wear appropriate clothing. You should have your laptop in a common space of your home (e.g. kitchen, living room, etc.) or a quiet space like your bedroom, but not in a bathroom or other inappropriate setting.
4. **Focus and engage.** It is easy to get distracted on your computer or your cell phone. Remember that this is class. You are responsible for the material presented in class. Keep your video conference platform open and do not navigate to other tabs or webpages unless directed by your teacher. Make sure that the teacher is your main screen. If needed, you can pin the teacher to be the main focal point to ensure that you do not get distracted by your peers.
5. **Respect.** Seeing yourself on a screen can bring up vulnerabilities. Do not take a screenshot, picture, Snapchat, etc of your teacher or fellow students. Do not make any audio or video recordings. These behaviors violate our [Success Academy Charter Schools Technology, Internet Safety, and Social Media Acceptable Use Policy](#) and will result in disciplinary action.
6. **Support one another.** Scholars should not interfere with their teacher's instruction and/or their classmates' learning. Please do all you can to support this process. Remember that each scholar and the teacher are responsible for effective learning, just as you would be if we were together in school.