

Student Zoom and Edsby Chat Protocols



DO know your class times

You must be available via Zoom for classes Monday through Friday between 10:00AM and 12:30PM. See schedule below:

We have created a truncated schedule for live instruction (synchronous), lessons and class notes that can be accessed at the student's convenience (asynchronous), and virtual office hours for extra help on an individual or group basis. Classes are 30 minutes with a 10 minute break between classes.

- All live instruction (synchronous) is done between 10:00AM and 12:30PM.
 - Period 1 10:00 - 10:30
 - Period 2 10:40 - 11:10
 - Period 3 11:20 - 11:50
 - Period 4 12:00 - 12:30
- At the start of every period you will receive an Edsby invitation to link to the zoom class conference. If you get there early you will be entered into the "waiting room" until the class begins.
- Extra-help from 9:00 - 9:50 (synchronous and asynchronous) and from 2:00 - 4:00 (synchronous and asynchronous)
- Additional extra-help will be conducted in an asynchronous manner with students posting queries on Edsby or Google Classroom and then teachers responding to them in a timely fashion.

DO treat the online zoom classroom like a physical classroom. Online education can feel less formal than in-person, in-class time. However, that should not change the way that students behave while on camera in the online zoom classroom. During class time, students must:

- a) Abide by the Toronto Prep School's Code of Conduct and Dress Code while participating in all Zoom interactions.
- b) Be punctual for online lectures (attendance is taken for all classes)
- c) Ask questions by raising your (virtual) hand

DO have a proper work area set up for class time. You should not be in your bedroom unless your work desk is located there. You should be at a desk/table with enough room to comfortably use your laptop and school supplies to complete the assigned tasks.

DO be engaged. Listen intently, ask questions, and add to discussions

DON'T

be disruptive or distracted during the classroom sessions. It is the responsibility of every student to be respectful of other classmates and teachers in the online learning environment. During class time, students must refrain from:

- a) Using a virtual backdrop but rather the live backdrop of your actual location is required
- b) Direct messaging fellow classmates
- c) Interrupting the teacher during a lecture or other students when they are asking a question

DON'T

initiate contact with your teachers via Zoom if you have questions. You may contact them via Edsby and your teacher will respond to you in a timely fashion. Teachers will not engage in zoom sessions unless the teacher is the host.

Edsby Chat

Use Edsby Chat to ask questions, to clarify expectations for assignments, and to collaborate with classmates.

We have also enabled the Chat feature on Edsby which will allow students to have discussions with both the teacher and with other students. It is important to note that students do not have the ability to delete their posts - only teachers and administrative staff can do that. As such, students must be mindful of their language as they are accountable for their posts. The school's Code of Conduct applies to all such communications. All communications on Edsby Chat will be viewable by the teacher.