



CVSU Guidelines and Information for Families

Online Learning & Meetings with Students

Many of our educators may use Google Classroom and a video conferencing tool from Google called Google Meet to connect with students. This is intended to maintain relationships and check-in.

- Teachers will be using Google Meet for online meetings with students and families. If families for any reason are not comfortable with their child participating in these live online video meetings, families should let the teacher(s) know that they choose not to have their child participate. The opt-out form is at the end of this document.
- CVSU Students do not have the ability to start one of these meetings using Google Meet, but they can join one that their teacher creates. Students should not access these Meets without the creator of the meeting present.

We know that some parents/guardians may use this or other video conferencing tools for your own remote work. Thus, you may be familiar with some important elements. We would like to provide everyone with information to consider while students participate in these online sessions.

Expectations for those who join these video sessions:

- Please be dressed for school
- Attend from an appropriate place: kitchen table, desk, common area, etc. (not sitting on your bed or walking around the house, etc).
- A place with good lighting is helpful.
- Headphones are a good option to help hear the conversations better. Headphones with a built-in microphone can help to prevent the possibility of unwanted audio being picked up from the background.
- Consider who else might be at home and how to ensure that your child can focus on the video conference session without interruption or distractions, if possible.
- Teachers will be mindful of the time of day during which these are scheduled and they will try to be consistent to accommodate for your schedules as well.
- There may be **1:1 video sessions between teachers and students** especially in the case of special education services. If there are other circumstances that require 1:1 meetings, teachers will reach out directly to you with a permission protocol. **All 1:1 video sessions will be recorded by the meeting host.**

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Joining the Google Meet:

- Go to <https://meet.google.com> or launch the Google Meet app and sign in with your cvsu.org Google Account.
- Teachers will share a meeting nickname that students will use to enter the Google Meet. This meeting nickname will be sent out either via their school-provided email account, Google Classroom, or class webpage.
- Students can join the Google Meet from their school-issued device, or they can use a personal device using the Google Meet app. If they are using a personal tablet or phone, it is likely that you will need to add the Meet app. You must sign-in to the Google Meet app or website with your cvsu.org Google account.
- Students can also join the meeting with a home or cell phone. The teacher will provide a special phone number and meeting code to do so.

Google Classroom:

Teachers may invite parents/guardians to their Google Classrooms using the “guardian access” option to help with accountability. We prefer that parents/guardians are not invited as “students” to a Google Classroom, although this may be needed with lower grades at the teacher’s discretion. The best practice is for students to sign into the Google Classroom with their cvsu.org Google Account.

If You Need Technical Support:

- You can email the CVSU Technology Team at helpdesk@cvsu.org or visit www.cvsu.org/helpdesk for more support options.

Thank you for your help and support in this uncharted territory! If you have any questions or concerns, please contact your student’s teacher or the building principal.