

Dear Parents and Guardians:

As part of our Returning to School Hybrid and Remote Learning models, the district will be using Google Meet to connect with students synchronously. It is important for our staff to connect with students in live face-to-face meetings to build community within their classrooms.

There are a few things we would like to remind parents and students about before staff hold their first Google Meeting on Wednesday, September 16th. Staff will continue to remind students of expectations at the beginning of each meeting just as we do in school. These expectations ensure that all community members can listen well and hear new information.

The District is still utilizing the Disclaimer Statement for Google Meetings that was created in March 2020. We ask that students and families abide by the statements. Staff will not be reading this at the beginning of each Google Meet.

To the extent that this remote learning activity discloses confidential student information, all participants agree, by participating in this distance learning activity, to refrain from recording, disseminating, or sharing any confidential student information about other student participants, with any third parties.

By participating in this remote learning experience, your consent to this request is hereby provided. Anyone who fails to comply with the conditions of this agreement will be subject to disciplinary actions to include loss of access to remote learning participation.

It would also be extremely helpful if you can:

1. Check to ensure that the device your child is using is fully charged or connected to power before the meeting starts.
2. Ensure that the device has been connected to your wireless network.
3. Help your child get ready and set-up. Ensure that your child is “camera ready” and situated in a quiet, distraction-free space, ready to listen and participate.
4. Have students close out extra tabs in the browser. This can slow the device down, but also distract students while in the meeting.
5. Headphones may be an option for your child while on their device. This is a personal preference.

Here are some things your child should know that will help to promote a productive meeting. Please review this list with your child(ren). Staff will remind students of these expectations.

- Students joining the Google Meet should:
 - Check their @student.hudson.k12.ma.us (student) email for the Google Meet invite OR use the link provided in the teacher's Google Classroom.
 - Join at least 5 minutes before the meeting begins.
 - Test the video and microphone, if needed.
 - Mute the microphone and stay on the video for the entire time.
 - Dress for school. Make sure your appearance is appropriate as it would be if you were in class.
 - Check the surroundings for any inappropriate materials. Be aware of your surroundings—no beds (unmade or made) in the background, messy rooms, open closets, artwork that is not safe for work/school (NSFW)
 - Listen and pay attention (no podcasts, music, videos or games). Manage devices and eliminate potential distractions.
 - Make sure that your webcam is positioned at an appropriate angle and distance.
 - Make sure all physical materials are within reach.
 - Sit up (and not lay down)
 - Not distract the teacher, others, and themselves with off-task behavior.
 - Not bring in other objects, pets, and blankets into view.
- Staff members will be working with students and families to become good digital citizens when participating in Google Meets.
- Google Meet participation will be part of a student's attendance.

Thank you for your continued support as we begin the new school year. If you have any questions, please contact your classroom teacher or building administrator.