

Zoom Guidelines

A brief set up and informational guide for all of the ECS students and parents

The Episcopal Cathedral School, San Juan Puerto Rico



1. **Before joining** a video conference via zoom an account must be created at zoom.us this process should take about 5 mins.

2. **After creating an account**, you should download the software or APP for the phone, PC or tablet this process can take a few moments, depends on your connectivity.



zoom.us

How to join zoom meetings?

- ▶ Sign into your zoom account at zoom.us
- ▶ As general rule, only official student names should be displayed.
- ▶ Click join meeting with video on at top right of page.
- ▶ Paste meeting ID and passcode.
- ▶ Wait for host (teacher) to start the meeting.

Important reminder:

- ▶ Each teacher has a special meeting ID and passcode (for a list of those please visit cathedralschoolpr.org)
- ▶ The meeting ID's will be the same all year long for the same teacher.
- ▶ A passcode will be required in all classes (as an extra measure of security to protect privacy for all).
- ▶ Each teacher will have their own set of zoom guidelines as "classroom rules".

ATTENTION PARENTS: For students under 13 years of age, we ask for their parent/guardian to create and manage their online accounts per The Children's Online Privacy Protection Act (COPPA). This is a federal law created to protect the privacy of children under 13. Out of prevention we also ask parents to monitor regularly the online activity of their children in the effort to ensure safe practices and online uses. You may access parental controls in the settings tab of the device being used for safer internet navigation.

General ZOOM Guidelines for Students :

1. Student's behavior should be consistent with classroom expectations throughout the meeting (student handbook from The Episcopal Cathedral School still applies).
2. Students are expected to be punctual to their classes and participate daily from class/platform. If absent or experiencing technology issues please communicate with your teacher promptly.
2. Students should dress appropriately for video conferencing meetings (Uniform guidelines apply).
3. Recordings of video conferencing can be made by the teacher only (host) and no one else to ensure students' privacy and stored in platform for student's future access.
4. The teacher (host) can post the recording in the ECS platform for student's educational purposes for a total period of 5 weeks.
5. Students are not permitted to take photos, screenshots, or recordings (audio or video) of the meeting.
6. Student's audio may be muted throughout the meetings in order to diminish interruptions and misuse of time.

For any questions regarding ZOOM class schedules, meeting ID's or meeting passwords, please reach out directly to your teacher via email. You may also find a full list of classroom meeting ID's at the school webpage cathedralschoolpr.org

For any questions regarding the content of this guide, please reach out to Mrs. Santiago (School Principal) at k.santiago@cathedralschoolpr.org or Mr. De Leon (Dean of Discipline) at g.deleon@cathedralschoolpr.org

Teachers may develop additional guidelines that are tailored to their classes. These will be communicated ahead of time to their respective groups during orientation week.