



Synchronous Learning Checklist for Students and Parents/Guardians

Working Document

Students and parents/guardians are encouraged to communicate regularly with teachers, support staff and Principals and Vice-Principals about ongoing progress and achievement during synchronous distance learning. The following information and Checklist support and provide expectations to students and parents/guardians for synchronous learning sessions with staff through Board-approved virtual learning platforms. Parents/guardians must exercise discretion while supervising students engaging in synchronous learning sessions with staff and other students.

The word “synchronous” is defined in the Merriam-Webster Dictionary as “happening, existing, or arising at precisely the same time; recurring or operating at exactly the same periods.” During this time of distance education, the delivery of synchronous learning range from a number of real-time, interactive platforms available for staff ranging from Google Meet/Hangout and Virtual Classroom in the Niagara Catholic Virtual Learning Environment, e-mails, phone calls, audio and video conferencing, all of which are interactive, in real-time.

The Niagara Catholic [Code of Conduct Policy \(#302.6.2\)](#), [Electronic Communications Systems \(Students\) Administrative Operational Procedures \(#301.5\)](#), [Privacy Policy \(#600.6\)](#) and other Board policies and Administrative Operational Procedures apply during distance learning to support the continuity of learning for all students.

BEFORE a synchronous learning session...

- Students are to be prepared for the session in advance of the scheduled start time.
- Students must dress appropriately as they may be on camera.
- Students are to find a quiet and well-lit space for the session.
- Students are to avoid pointing the camera into their personal living space.
- Students are to ensure that their microphone and camera are on and working.
- Students will use their Niagara Catholic Google account credentials (@niagaracatholic.ca username and password) to enter the session.

DURING a synchronous learning session...

- Students are expected to follow the instructions of the teacher or staff member.
- Students are to follow the expectations in the Board Code of Conduct which applies to all schools and the online virtual Catholic classroom.
- Students must be respectful, use appropriate language and behave at all times.
- Students are not permitted to record the session.
- Students are to mute their microphone if they are not speaking.
- Students will request to speak by using the chat tool associated with the online platform.
- Students are to let their teacher know if they need to leave a session.
- Students may turn on closed captioning to help with understanding the presentation and discussion.

AFTER a synchronous learning session...

- Students must exit the session as directed by the teacher or staff member. The teacher or staff member will be the last participant to exit and close the session.
- Students and/or parents/guardians are asked to follow-up with the teacher or staff member with any questions or concerns.