



# AGUEDA I. JOHNSTON MIDDLE SCHOOL

Fully Accredited by the Western Association of Schools and Colleges  
192 Dero Road, Ordot GU 96910

Guam Department of Education Central Office

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Jon J. P. Fernandez  
SUPERINTENDENT

Dr. Rebecca G. Perez  
PRINCIPAL

## PARENT & STUDENT VIRTUAL MEETING AGREEMENT

The following guidelines are established in order to provide our students with an engaging and safe virtual learning environment. Parent/Guardian and student must sign off in agreement to the established protocols in order to participate in any live virtual live sessions. Additionally, parents must also complete the Education Technology Use Policy Parent/Guardian Agreement (Acceptable Use Policy, AUP). The expectations set forth in the AUP pertaining to safety, applies to all technology types used during virtual live sessions (e.g. GDOE laptops, iPads, personal laptops, cell phones, etc.)

| Student Responsibilities  | Parent/Guardian Responsibilities   |
|---|--|
| <ul style="list-style-type: none"> <li>✓ All online students must wear their uniforms during live virtual sessions, like Face-to-face students (School Uniform Policy - BP401). No other attire is acceptable (e.g. pajamas, house clothes, hoodies, inappropriate shirts, etc.) Failure to adhere to uniform policy will result in progressive disciplinary action.</li> <li>✓ Join your class on time, and follow the teacher’s directions</li> <li>✓ Sit upright in a chair ready to focus and interact with your teacher and classmates in your designated online learning space at home.</li> <li>✓ Use of cellphones during class is not allowed. Please place it elsewhere or have it turned off during live sessions.</li> <li>✓ Walking around, laying on a bed, watching TV, playing games, or interacting with other household members during your live virtual classes is unacceptable.</li> <li>✓ Grab a snack <u>during your breaks</u>. <b>No eating</b> during live virtual sessions.</li> <li>✓ Use the restroom before or after classes.</li> <li>✓ Mute your microphone and turn on your video camera. These requirements are for your safety and accountability measures.</li> <li>✓ You must be the only one visible on the camera at all times during live virtual sessions in your classes.</li> <li>✓ When your teacher asks questions, you are expected to participate without any prompting from a parent/guardian (or others in your home) for the answer. This is important for your teacher to precisely assess your level of understanding of the content/skills being taught.</li> <li>✓ Ensure that laptop or computer device is properly charged for the day.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Designate a consistent, quiet workspace for remote learning for SY21-22, during school days from 8:30 a.m. to 3:30 p.m. Your child’s designated workspace should not be in an area where adults and/or other family members are watching television, talking on the phone, playing video games, browsing the internet, etc.</li> <li>✓ Ensure your child has his/her school supplies readily available.</li> <li>✓ Please pay attention to your child’s online learning space. Make sure background is educationally appropriate to ensure privacy of your home is maintained.</li> <li>✓ Help keep distractions to a minimum while your child is in a live virtual meeting during instructional time, reminding him/her of acceptable and appropriate behaviors.</li> <li>✓ If possible, headphones are encourages to help your child maintain focus.</li> <li>✓ Supervision should be provided to ensure disruptive behaviors are not preventing a student from engaging in the lesson. We understand that students may need redirection, so we appreciate your help and support</li> <li>✓ Ensure that student laptop or computer device is properly charged for the day.</li> </ul> |

### “Home of the Pirates”

Maria T. Duque  
Assistant Principal

Anderson A. Joseph  
Assistant Principal

Eliza U. Paulino  
Assistant Principal



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I further understand and agree to the following:

- **Teachers may record live sessions (virtual meetings) for the purpose of accountability and safety monitoring.** These live recordings will not be available to students or parents, because other students are in the video and we must adhere to privacy laws (FERPA Law). If additional support is needed, parents/students will communicate directly with the teacher and arrange for additional support or intervention.
- Students/Parents are NOT allowed to record any session or take pictures of other students or the teacher during a virtual class meeting (live session). We must maintain the rights and privacy of all our students and individuals.
- Parent/Guardian, to include any other family member or friend, must not converse with other students who are in the virtual class meeting during live sessions.
- The teacher/school is not responsible or liable for language used or background images/sounds coming from another student’s home environment. Any issues or concerns that arise will be addressed by the administrator for action.
- Only students will log in the virtual class meeting (live sessions). Parent/guardian is highly encouraged to provide supervision, but cannot log on separately to the virtual class meeting.
- Teachers have the right to block/delete any unrecognized names/numbers who log on to their virtual class meetings.
- The chat feature will only be used when directed by the teacher. Students will not personally be messaging one another in a virtual class meeting (live session).
- Assignments must be turned in on or before due date. Late work may not be accepted. Please communicate directly with your child’s teacher if arrangements are needed due to family emergencies or unforeseen circumstances.
- Parents/Guardians must not interrupt any of their child’s virtual class meetings by asking teachers questions during live sessions.
- If parents/guardians have questions or concerns regarding their child’s virtual lessons, they must communicate with the teacher through email, or phone calls.
- Parents/guardians may use the GDOE parental grievance procedures to address concerns regarding online or unforeseen circumstances.

Please note that failure to abide by these protocols may result in disciplinary action where the student’s removal from the virtual class meeting (live session) may be necessary. The student may not return until such time that the concern has been addressed.

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**STUDENT AND PARENT/GUARDIAN ACKNOWLEDGEMENT**

I have read, understand, and will comply with the above guidelines for virtual class meetings (live sessions) for my child during Online Learning. I further understand that failure to abide by these guidelines, which are meant to ensure the safety and rights of all (teacher and students), may result in non-participation of any future virtual class meetings. Any action that is illegal, immoral and/or unethical may result in disciplinary action, access privileges revoked, and/or appropriate legal action may be initiated.

Student Name (PRINT): \_\_\_\_\_

Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: Dr. R. Perez, Principal

Date: \_\_\_\_\_

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