

Distance-Learning Etiquette and Behavior

We each have a role to play in the Yinghua Academy online learning environment. At Yinghua, we ask all students—hybrid learners and distance learners—to model behavior that leads to respectful, engaged learning. When using online learning platforms, the following behavior expectations are referred to as “zoom etiquette.” You can learn more about the basics of zoom etiquette in this excerpt from the newly published [Distance Learning Playbook for Parents](#).

Zoom Etiquette

1. Be respectful. Do not distract classmates with toys, pets, dancing, excessive movement, goofy faces, and the like. Do not get too close to your camera. Remember, classes are recorded!
2. Mute yourself until you are called on. Typically, teachers will pre-set all participants to mute.
3. Share your video. Teachers need to view your participation. If enabling the video poses a problem, communicate with the teacher about this.
4. Turn off the self-view feature if you are uncomfortable looking at yourself during the meeting. Others will still be able to see you.
5. Stay in one spot during the meeting. Do not walk around.
6. No backgrounds! Do not use green screens or other backgrounds. These are a distraction to the teacher and to classmates.
7. Stay in the meeting unless you *must* leave. If you need to step away, chat to the teacher or unmute yourself to briefly share that you need to step away. Take full advantage of your time with the teacher.
8. Have all your learning materials ready before you join the waiting room. Join the waiting room five minutes before a live (synchronous) class starts. The teacher will admit you.
9. Students should identify themselves using their first and last name in English. No nicknames or aliases. If you do not use your first and last name, the teacher will change it. The teacher will let you know when Chinese names should be used.
10. When chat is enabled, use it with care. Avoid ALL CAPS, bold, italics, sarcasm, jokes, etc. These can be misinterpreted in a digital space. Use chat for questions or answers. Address the teacher privately or address everyone in the class. Do not chat with classmates. Teachers may disable the chat function if needed.
11. Be engaged. Participate in the meeting, complete your work, and submit assignments.
12. Be patient with yourself and others—we are all learning together!

Virtual Classroom Expectations

1. Students have all day to work on their Virtual Classroom assignments. Families may customize these days to fit their schedules. Those who prefer to stick to a schedule similar to live-learning days may follow the schedule for the prior day.
2. In each subject (Chinese, Math, English, etc.), students will have up to three Virtual Classroom activities to complete.
3. Students should expect to spend up to an hour per subject working on Virtual Classroom assignments.
4. Virtual Classroom activities are due by 8 a.m. on the following school day.

Student Online Profiles

School accounts are secure and private. They may only be accessed and viewed by Yinghua families and staff.

1. **Use Your Yinghua Email** Students should log into all school resources and online learning platforms using their school-issued @yinghuaacademy.org email addresses and profiles whenever the program allows it. This will automatically the student's profile with the correct name and profile picture.
2. **Profile Information** The information in your profile should be accurate, school-appropriate, and real. This is not the place for joking around. Inappropriate information, like unapproved names or profile photos, will be reported to Mr. Brewer and Dr. Chu, and your account may be suspended.
3. **Profile Pictures** It is challenging to get to know one another when meetings are online. To help us get to know students better, we want to be able to connect their names and faces. School policy is that all school-related online profile pictures (Gmail, Zoom, etc.) may *only* be a current and accurate school portrait picture. Use your Lifetouch portrait photo or a school-appropriate headshot. Download your latest Lifetouch photo here: <https://tinyurl.com/yy139ter>. If using a non-Lifetouch portrait, it should be a simple school-appropriate headshot (no silly faces), and your face should be clearly visible in the picture, unless wearing religious garments.
4. **No Photo** If families are uncomfortable placing a student picture on a profile, they may choose not to add a picture. They may not substitute another type of image. Either picture is a school portrait, or there is no photo at all.

Student Email Accounts (grades 4*-8)

1. Check your email inbox daily.
2. Use your Yinghua email to communicate with your teachers. It's one of the best ways to ask questions and stay connected with them.
3. Reply to an email when a teacher or member of the Yinghua staff asks you a question or requests a response in the message.
4. Your Yinghua email is an official account that represents you as a student.
5. Use appropriate language and proper spelling, grammar, and tone in emails.
6. All emails are permanently saved. Administrators can view your emails, even if the email is sent only to a classmate.
7. Inappropriate emails will be reported to Mr. Brewer and Dr. Chu, and your account may be suspended.
8. *Fourth grade students' email accounts are for Google Classroom only, and their Gmail feature is disabled.