

Stockton Teacher Education Program Guidelines for Video or Virtual Communication with PK – 12 Students

For all video or virtual communication with PK-12 students, we expect Stockton preservice teacher candidates to adhere to the following guidelines for safety and professionalism. These guidelines are in addition to existing behavior guidelines found within the Stockton Teacher Education Handbook.

Any deviation from these guidelines may result in disciplinary action, per existing Behavior Expectations Policy.

When communicating via video and/or virtual means, candidates should:

- Clearly identify yourself by your professional name and role (ie. Mr., Miss.,...).
- Follow any and all guidelines provided by your mentor teacher.
- Get your mentor teacher's approval for any video BEFORE distributing to students.
- Be sure that there are no personal or inappropriate items or images in the frame of an image (live or still).
- Have explicit permission before conducting any live sessions with learners. Permission should be via your mentor teacher or other designated professional that monitors your work in the school setting.
- Turn off any automatic notifications on the device used (laptop, cell phone, etc) for live sessions such as text alerts, emails, etc.
- Ensure that you are dressed professionally if you appear in the image and/or live video.
- Select an appropriate location to participate in a live teaching session. It is best to be in a stationary location and find a space that is appropriate for school-related work such as a desk or table.
- Avoid distractions and provide your full attention to the class if participating in a live video.
- Ensure that no other people appear in the images unless you have express written permission to include them from your mentor teacher and those people adhere to standards of professional dress and behavior.
- Ensure that no animals appear in the images unless you have the express written permission of the mentor teacher and the images are appropriate and inoffensive.
- Use clear, concise, grammatically correct speech and text images.
- Limit all communication to information concerning the students' learning or the online assignment.
- Exclude any personal information.
- Use or include no profanity, slang, violence, or images of a lewd nature.
- Be respectful of students' privacy and feelings.
- Provide a written plan to your mentor teacher(s) BEFORE any virtual meetings or activities with students.
- Provide a written summary to your mentor teachers AFTER any virtual meetings or activities with students.