

**Example Matrix**

**Setting/Area: Online Meetings**

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|  | Student Expectations | Staff Expectations |
| Safe | * Make sure my family knows I am using my camera
* Cover up camera when finished meeting
* Keep log in information private
 | * Have a plan & practice what to do if a zoom room is hacked
* Have a plan for mandatory reporting
 |
| Respectful | * Log in 5 min. ahead of starting time
* Only open the apps or windows requested by teacher
* Take turns sharing and making comments
 | * Log in 10 minutes early and greet students
* Redirect students privately and with a focus on dignity
 |
| Responsible | * Listen to my peers
* Take turns speaking
* Reduce background noise
* Wear headphones if I can
 | * Teach, practice, reinforce all Zoom meeting rules
* Have lessons prepared
* Provide feedback on homework in a timely manner
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| Kind | * Disagree politely
* Choose kind phrases such as “I like that idea, AND…”
* Look for ways to support others
 | * Acknowledge desired behavior
* Use supportive statements
* Teach social-emotional skills
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