A close up of a logo

Description automatically generated

**Example Matrix**

**Setting/Area: Online Meetings**

|  |  |  |
| --- | --- | --- |
|  | 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 |
| 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 |