

Microphone & Webcam Requirement

When participating in the online Vocations Retreat, students must use their microphone appropriately and be on webcam during discussion group times to facilitate a safe and productive meeting time. If a student does not turn on their camera, they will be asked to leave the discussion group. For traditional homeschool families who may not have cameras as an option, prior arrangements/agreements will need to be made with a Kolbe Vocations Retreat team member to not have on cameras. **Background should be appropriate for school and pointed away from distractions as much as possible.**

NOTE: For the safety and security of our students and family members, *no other family members should be in webcam view unless invited to do so.*

For parents with younger Kolbe Academy students who may need assistance to participate during the retreat, we ask that you please sit out of view of the webcam so as not to distract the other students.

Live Retreat Behavior

Students are expected to be true to our Catholic faith and Kolbe's mission during the Vocations Retreat. Should a student deviate from these expectations, they may be removed from the retreat event by the moderator and forfeit participation in the remainder of the retreat.

Dress Code

The dress code for being on webcam is as follows. Remember you should always come to class prepared to be on webcam:

- No pajamas
- No sunglasses
- No low-cut shirts or blouses
- No spaghetti straps
- Any clothing items that appear on webcam may not display images, logos, or writing that would pose a distraction to others in the online learning environment. Kolbe Academy spirit wear is welcomed and encouraged!

Student Behavior

Students may be removed from retreat events at the moderator's discretion for the following violations, but not limited to:

- Persistent unresolved technology disruptions
- Spamming of off-topic conversations in the chat box
- Being disrespectful to the leaders, moderators, or fellow students
- Using inappropriate or vulgar language or gestures
- Use of inappropriate symbols or pictures
- Inappropriate dress or gestures while on webcam.
- Parent interference - parental involvement beyond basic observation or assistance with tech issues.

Internet Safety

- It is important to not give personal information to others.
- Personal info includes email address, phone numbers, age, home addresses.
- Sharing account information, such as logins and passwords, is not allowed.
- Always err on the side of caution and tell an adult if someone is asking for this information or makes you feel uncomfortable.

Bullying

Cyber Bullying is the use of electronic information and communication devices to harm a person through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to:

- Sending unwanted texts or emails.
- Sending inappropriate, false, or vicious texts or emails.
- Creating profiles or websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Hacking into an email account and sending vicious or embarrassing materials to others.

- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and forwarding that information to others.
- Posting of a student picture without their permission.

Kolbe Academy has the authority to apply reasonable consequences or disciplinary action to a student:

(a) Who bullies another student within Kolbe's school infrastructure related to classes, or school sponsored activities.

(b) Who bullies another student outside of Kolbe's infrastructure if the conduct interferes with a student's educational opportunities, creates a hostile environment for that student, or substantially disrupts the orderly operations of Kolbe Academy.