



Book	Policy Manual
Section	4000- Instruction
Title	Acceptable Use-Distance Learning
Code	4528
Status	Active
Adopted	October 1, 2020
Last Reviewed	September 17, 2020

## **I. OVERVIEW**

From time to time, schools may be closed as a result of social unrest, act of God, public health emergency, epidemic, pandemic, weather conditions, or regulations or restrictions imposed by any government or governmental agency, but may, pursuant to governmental action, be required to provide distance learning opportunities for students.

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the "District") may implement alternate distance instruction in the event of a prolonged school closure or student absence (the "Continuity of Learning Plan").

To facilitate the Continuity of Learning Plan, the School District has authorized its faculty and administration to utilize online learning platforms. These platforms are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology.

## **II. USE OF ONLINE LEARNING PLATFORMS**

The privacy and confidentiality of all participants is important.

Parents/guardians must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a distance learning session. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in distance learning. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/guardians, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the distance learning session.
2. Altering a videoconference session or any content presented during distance learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any

- videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the distance learning platforms for any purposes other than their intended use as directed by their teacher.
  5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.
  6. In the distance learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
    - o Making inappropriate faces, gestures or comments
    - o Displaying an inappropriate virtual background or profile picture
    - o Projecting or displaying an inappropriate image
    - o Bullying or cyberbullying of other students or the teacher.
  7. Complying in all respects with the Code of Conduct (Policy 5300).

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her Building Principal or designee to investigate and follow up accordingly with the student(s) and their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

### **III. RULES OF ETIQUETTE and PROCEDURES**

General rules of etiquette that students should follow when participating in an online learning session include the following:

1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencil and paper should be at hand to use, as needed.
2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session.
7. Where applicable, students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the

session.

8. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session.
9. Where applicable, students should be entering the online learning session with their microphones on “mute”. If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.
10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.
11. At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, teachers or students should contact the School District’s administrative offices.

**Cross-Ref:** 0100 Equal Opportunity  
0110 Sexual Harassment - Policy  
4526 Computer Network and Internet Access Use Acceptable Use  
4528 Internet Safety  
5050 Dignity for All Students Act  
5300 Code of Conduct

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Last Modified by Melinda Young on October 6, 2020