

## **REMOTE LEARNING CODE OF CONDUCT**

The standards of behavior in a remote setting are as important as they are in brick and mortar classrooms. In other words, remote classrooms are real classrooms with certified teachers; therefore, appropriate student behavior is expected. To ensure all students in a remote setting understand how to behave in an online environment, we have developed a Remote Learning Code of Conduct that expands upon and shall be used in concert with the existing Student Code of Conduct.

### **Student Interactions with Faculty and Staff**

- 1) Recording of staff or students is strictly prohibited. Doing so will result in disciplinary consequences.
- 2) Students shall address all faculty and staff respectfully.
- 3) Students shall communicate with faculty and staff in complete sentences in a polite and courteous manner.
- 4) Students shall use email accounts provided by the district for all school-related communication and for access to all district-provided programs.
- 5) During Google Meet and live streaming sessions, students shall turn on video and audio functions unless otherwise directed by teachers and shall use their given names when logging into programs.
- 6) Students shall contact teachers when in need of assistance.

### **Student Interactions with Classmates**

- 1) Students shall address each other respectfully.
- 2) Students shall communicate with each other in a polite and courteous manner.
- 3) Students shall use email accounts if one has been provided by the district for school-related communication and shall not engage in personal conversations with friends.
- 4) Students shall use email accounts provided by the district to access all district-provided programs.

### **District Email Accounts**

Students in select grades are provided district email accounts to be used for school-related communication and for access to all district-provided programs. Email transmissions are monitored by district staff who will be alerted to inappropriate content. Unacceptable use of email includes but is not limited to harassment, intimidation, profanity, obscenity, cyber-bullying, hate mail, discriminatory or racist remarks, political activities, etc. All email and email content are property of the district.

- 1) Email accounts shall be used by the authorized owner of the account.
- 2) Students shall protect passwords and shall not share passwords with anyone other than their parents.

### **Creative Credit and Copyright**

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Using the creative work of others without appropriate citations leads to copyright infringement, plagiarism, piracy, and displays a general lack of respect for the work of others. Students shall not engage in the following:

- **Cheating:** Cheating takes on many forms and includes fabricating written assignments; giving assistance to another student without the consent of the teacher on tests, quizzes, and assignments; accepting assistance from another student without the consent of the teacher on tests, quizzes, and assignments; and accessing unauthorized teacher's editions or answer keys. Cheating also includes the use of technology to obtain answers for graded course material, tests, quizzes, and assignments. Using one assignment to fulfill the requirements of more than one course without prior approval from all involved teachers is another form of cheating. Upon investigation, any child to have engaged in any form of cheating shall be disciplined.
- **Colluding:** Colluding is permitting one's individual or group assignments to be copied or used by another student or group of students for graded assignments. This also applies to the transmittal of assignments to another student to be submitted as his/her own. Team projects, where students work together as assigned by a teacher and submit one final product, are permissible. Upon investigation, any child to have engaged in colluding shall be disciplined.
- **Plagiarism:** Plagiarism is the act of presenting the work of others as one's own because information, ideas, phrasing, words, artwork, music, figures, diagrams, graphs, song lyrics, films, maps, illustrations, data, etc. are not properly cited in the final product. Upon investigation, any child to have engaged in plagiarism, whether accidentally or with intent, will be disciplined.

### **Parents are expected to:**

- 1) Ensure technology is ready for use each day.
- 2) Ensure their children are available for instruction each day per student schedules.
- 3) Monitor their child's Internet use.
- 4) Apply parental controls available through their Internet Service Provider and/or wireless router.
- 5) Ensure their children use district-provided email (when one has been assigned) to engage in school-related communication with teachers and fellow students.
- 6) Ensure their children use district-provided email to access district-provided programs, when possible.
- 7) Ensure an adult is home with their children during remote instruction sessions.
- 8) Ensure their children contact teachers when in need of assistance.
- 9) Work in collaboration with teachers to ensure their children maintain appropriate behavior during Google Meet and live streaming sessions.
- 10) Understand that the district monitors all email communication and will render discipline when an investigation reveals inappropriate use.
- 11) Visit the Technology Support section of the school's Google Site when in need of technical assistance as teachers cannot provide both technical support to parents and instruction to students during Google Meet and live streaming sessions.
- 12) Contact teachers via email during scheduled office hours.

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- 13)** Understand that teachers will return phone calls and/or emails within 24 hours, but may not be able to do so immediately.
- 14)** Understand that, due to the abbreviated schedule, missing any part of ELA, mathematics, science, social studies, or Encore classes will result in an absence for that day.
- 15)** Understand that their children are required to complete and submit ELA, mathematics, science, social studies, world language, physical education, health, art, music, and technology assignments in accordance with teacher directions and timelines.