

I. OVERVIEW

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

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the "District") may implement alternate remote 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 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. In compliance with law, regulation, and District policy, the District will take measures to protect the personally identifiable information of students and employees from unauthorized access when using online learning platforms.

Parents/guardians must remember that online learning is for students and they should not be participating in virtual platforms while their child is engaged in a remote 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 remote learning. **Violation of the following rules may result in appropriate disciplinary action, pursuant to Policy 5131 Code of Conduct.**

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 remote learning session unless specified in an IEP or permitted by the teacher.

2. Altering a videoconference session or any content presented during remote learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as X, 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 remote 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 remote 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
 - o Playing inappropriate audio or video files.
7. Complying in all respects with the Code of Conduct (Policy 5131).

The teacher may stop the video feed of any participant at any time, in their 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 their Building Principal 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 5131).

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 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, parents/guardians should ensure that the batteries of their devices are charged, or that they are plugged into a power source.
3. Students must not have out or must 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. -Student lateness will be addressed in accordance with Policy 5113 Student Attendance.
7. Students must enable their online learning session using their school enabled platform 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. 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 engage and ask questions. When utilizing the chat feature, students must be considerate and polite, utilizing school appropriate language.
12. If technical assistance is needed, teachers or students should contact the School District's administrative offices.

<u>Cross-Ref:</u>	0100	Equal Opportunity
	0110	Sexual Harassment - Policy
	0115	Dignity for All Students Act
	5113	Student Attendance
	5131	Code of Conduct
	6166	Computer Network and Internet Access Use Acceptable Use
	6167	Internet Safety

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