



Hicksville Public Schools

2020-2021

Remote Learning
Code of Conduct

This document has been created to provide guidance and clarity regarding the daily and overall expectations of students regarding attendance and behavior in all manners of virtual learning, i.e. Full Distance Learning, or a Hybrid format. Just as with academic expectations, teachers, in conjunction with building administrators, will reiterate and enforce all behavioral expectations at the start of, and throughout the school year.

Hicksville has authorized its faculty and administration to utilize online learning platforms such as Schoology. 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.

I. USE OF ONLINE LEARNING PLATFORMS

_____The privacy and confidentiality of all participants is important.

Parents/guardians must remember that online learning are for students and they should not be observing 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 other existing District policies, the following rules of conduct apply while the Reopening Plan is in effect, as well as other times when students and teachers may be engaged in remote 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 remote learning session.
2. Altering a videoconference 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 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 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:
 - Making inappropriate faces, gestures, or comments
 - Displaying an inappropriate virtual background or profile picture
 - Projecting or displaying an inappropriate image
 - Bullying or cyberbullying of other students or the teacher
7. Complying in all respects with the Code of Conduct

The teacher may stop the video feed of any participant at any time, at 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 his/her 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 5300).

II. 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). 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. 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. The chat may also be used.
8. 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.
9. 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.