

## SACHEM CENTRAL SCHOOL DISTRICT

### ACCEPTABLE USE – REMOTE LEARNING

Policy 4528

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In accordance with guidance from the NY 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 School District has authorized its faculty and administration to utilize online learning platform . These platform are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platform, teachers will be able to provide learning is for students and they should not be using virtual platform 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

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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:
  - 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 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.

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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

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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.