

UNIONDALE UNION FREE SCHOOL DISTRICT REMOTE LEARNING EXPECTATIONS

The following are the expectations from all students, staff and parents/guardians of the Uniondale Union Free School District with regards to the virtual learning process.

In accordance with guidance from the New York State Department of Education (NYSED) alternate remote instruction may be implemented due to the COVID-19 pandemic. As such, the students will still be required to engage in the virtual learning process each day, which will be monitored by their teachers daily. The virtual learning classroom is an extension of the normal classroom and the District's Code of Conduct is applicable at all times to the virtual learning process.

To facilitate the virtual learning process, the District is authorized to utilize online learning platforms. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology. Teachers, administrators, students and parents are all vital partners in ensuring that these Remote Learning Expectations, as well as the District's Code of Conduct and all other policies are adhered to at all times. Any party who identifies a security and/or safety problem in the school devices and/or education platform should contact the school's administrator and notify Techservices@uniondaleschools.org.

The virtual learning process is for students and parents/guardians should not be observing virtual platforms while their child is engaged in remote learning. Parents/guardians should contact their child's guidance counselor if there is an extenuating circumstance that prevents their child from participating in virtual learning. If a parent/guardian has a question for their child's teacher, they should send an email to the teacher outside of the virtual learning session and it is expected that the teacher will respond to the parent/guardian during school hours.

USE OF ONLINE LEARNING PLATFORMS

In addition to the policies noted above and other District policies, the following expectations apply while the District's Remote 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:**

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

1. Sharing, stealing, using, or disclosing any links, ID numbers, passwords or invitations to a school video conference session with anyone.
2. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
3. Altering a videoconference session or any content presented during remote learning.
4. 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 video conference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
5. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher, including but not limited to:
 - a. Copying, pirating, or downloading software and electronic files without permission;
 - b. Engaging in unauthorized transactions that may incur a cost to the school or initial unwanted Internet services and transmissions;
 - c. Attempting to break into the computer system of the District or any other organization or person; or
 - d. Disturbing the virtual learning process.
6. Engaging in inappropriate behavior, including but not limited to:
 - a. Making inappropriate gestures or comments, including but not limited to cursing and profanity;
 - b. Sending or posting discriminatory, harassing, or threatening messages or images;
 - c. Displaying an inappropriate virtual background or profile picture;
 - d. Projecting or displaying an inappropriate, pornographic, or obscene image or material; or
 - e. 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 student at any time, in his/her sole discretion.

In the unlikely event that inappropriate and/or egregious behavior which obstructs the virtual learning process 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).

RULES OF ETIQUETTE AND PROCEDURES

General rules of etiquette that students are expected to 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, paper and classroom materials 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 in accordance with the District's Code of Conduct.
6. Students should arrive to their class on-time and should remain in the class for the entirety of the session.
7. 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. 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 Technology Office TechServices@uniondaleschools.org.