

The Technological Classroom: Expectations for Students and Parents/Guardians

Fostering a safe and engaging learning environment during this unprecedented time is a top priority, regardless if it is in person or online. Due to the highly unpredictable nature of the upcoming school year, as well as keeping the personal safety of all participants involved paramount, some changes have been necessary for this year's history curriculum. Please consider the class syllabus, curriculum, and the format of the class itself to be fluid. Any necessary adjustments will be made with the best interests of students and staff in mind as the year progresses. However, regardless of the medium, some guidelines are necessary and consistent. These will be outlined below.

To ensure a positive, productive, and enjoyable learning experience for all, it is important that all students and parents/guardians adhere to these expectations, which include online behaviors for students and privacy guidelines for parents/guardians.

The purpose of each of the following policies is to set clear expectations for behavior that support a safe, engaging, and supportive environment on school property and in the online community. This is meant to include any school system related activity, on or off school property, in which a student directly participates.

I. Civility:

One of the most important aspects of any learning environment is making sure all students feel safe to participate. Key to this is civility. **“Civility”** *is mutual respect and consideration reflected in language, attitudes, behaviors, and verbal, nonverbal, written, and digital communications.*

A. Be polite. You are responsible for your own online “behavior.” Do not use abusive or threatening language in your messages, postings to or about others.

Whether it is via text or verbal communication, remember that you are part of a diverse community and not everyone shares your outlook or opinions. That is okay. Be respectful of others at all times.

B. Always use school appropriate language in conversation and online. Do not swear or use vulgar words. Keep all comments clean. Our online portion of this course will be

considered an extension of school property; thus, all subsequent rules will apply.

C. Obscene or sexually explicit material will not be tolerated.

II. Integrity:

It is important that each student displays a high level of academic and personal integrity. **“Academic integrity”** is the commitment to and demonstration of honest and moral behavior in an academic setting.

A. LaSalle High School is committed to promoting the highest academic morality, including within the online atmosphere. Do not attempt to submit work that does not belong to you. This includes allowing others to use your sign in/password to complete assignments.

B. No illegal activity online or on the school premises is allowed.

C. Copyrighted material may not be used without the owner's permission or proper citations.

D. All class participation, whether online or in person, is of a confidential nature. Do not share another student's image, work, or communications with others, whether on social media or any other venues.

E. Any virtual or classroom materials accessed via passwords, special links, or other secure mechanisms must not be shared. This keeps people who are unauthorized to access the class from doing so.

III. In-Class use of Technology:

Even when in class is held on school grounds, virtual course content may be utilized. Thus, students are expected to bring their laptop or other personal technology device each day. If you do not have one, it will be provided upon request. Please note, if one is not currently available, equitable printed materials may be given until further notice.

A. Please, no food or drinks at or near computers and other electronic devices.

B. If you are bringing your own device, be sure it is completely charged before class and/or any necessary charging cables are brought with you. The school may not have a

compatible charging station to provide.

C. If the application you are using has sound, please turn it off or use headphones. You should be the only one that hears sound coming from your device.

D. When asked to put your device away, or shut it down, please be considerate and do so. All devices will only be used when there is time designated for them.

E. Only use the nearest electrical outlet when powering your device. This will keep the classroom a safer walking environment for everyone.

F. Attempting to harm others' data, computer/cell phone equipment, or network performance is prohibited; this includes computer viruses. Ask the device owner's permission before handling it in any way.

G. Be respectful! Any time your computer or device screen can be seen by others, your wallpapers, screensavers, etc. must be school appropriate.

H. Please only print school-related materials. Also, you must ask the teacher's permission before printing.

I. Almost all inappropriate websites have been blocked by administrative servers. However, if you notice something that is not, please let me know immediately.

J. The use of social media during class, unless otherwise instructed, is strictly prohibited.

IV. General:

A. When asked to turn in any printed, formal papers, please make sure they follow the standard guidelines of: typed, double-spaced, size 12 font, and 1 inch margins. (Note: These are typically standard on any word processor. You may not have to change anything.)

B. All assignments must be submitted through Google Classroom or otherwise indicated formats. Emailed assignments will only be accepted if the aforementioned are not functioning properly, or unless other arrangements have been made in advance.

→ Due to the sheer volume of files I receive, any assignments turned in via email will only be accepted when submitted as:

Email subject line: Your full name, the class, and the assignment name (Ex: Sarah Brown, World History, Reflection Paragraph)

It is also extremely helpful if you save all files following this same format.

C. Keep all usernames and passwords private.

D. Never divulge your name, accept downloads, or share information with anyone you do not know.

E. Immediately alert your parents/guardians/school staff if you receive an email or enter a website asking for your personal information. This includes any messages that appear to come from me or classmates. You will NEVER be required to give personal information via the internet for any school assignment.

V. Privacy Guidelines for Parents/Guardians:

To maintain a positive, productive learning environment and assure confidentiality for all students and teachers during any distance learning situation, all parents/guardians are asked to follow the following privacy guidelines:

A. Google Meet, Zoom, or Microsoft Teams may be used as virtual check-ins and are designed for students. To prevent disruptions to the learning environment, parents/guardians should not actively participate in check-in sessions, although parents/guardians may assist their student with technology and/or remain nearby.

B. Do not video record, audio record, photograph, live stream, or transmit any other part of any virtual meeting, including not posting on any social media platform.

C. Any confidential or personally identifiable information related to students participating during virtual check-ins should not be collected, discussed, or shared.

D. Parents/Guardians should not engage with students during virtual meetings. If you need to speak to your student during a session, please first mute your student's microphone.

E. If a parent/guardian has a question, please email me directly at: ogibson@eupschools.org. Please do not use your student's Google Classroom or other class application to communicate with me. This ensures that all communication is secure and that it is not confusing to either you or the teacher.

Please sign and return the form attached:

Classroom Technology Agreement

I have read through the Classroom Technology Guidelines, reviewed them with my student, understand the expectations, and will comply to everything incorporated therein:

Student Name (printed)

Student Signature

Parent/Guardian Signature

Date

If for some reason you are unable to return this form in person (i.e. in the event of a school closure), you may email your explicit adherence to this document by emailing me directly at: ogibson@eupschools.org.