



## **Digital Citizenship:** **Elementary Expectations for Distance Learning**

### **First Steps:**

- Sign up for your teachers' Distance Learning Platform (e.g. ClassDojo OR Remind).
- Log onto your teachers' Distance Learning Platform (or access the Distance Learning Plan directly on the EHPS website) daily to check for assignments and complete school work.
- The Distance Learning Plan has a suggested daily schedule for families which can be adjusted as needed.
- Please ask for help if you need it. Teachers have daily office hours and are there to help.

### **General Expectations:**

- Participation, work completion, and timely responses to teacher communications are **crucial**.
- Be thoughtful and kind in all your online communications with your peers and teachers.
- All school rules apply when using ClassDojo, Remind, and any other technology platform.
- All online activity must be school-appropriate, so please be **safe, respectful** and **responsible** at all times.

### **Specific Guidelines:**

- **Photos and Videos**
  - *Clothing* - students should be fully dressed in all photos and videos.
  - *Place* - photos and videos including students should take place at table, desk, or other appropriate space.
  - *People* - Take care not to include other family members in photos and videos.
- **Netiquette (online manners)**
  - *Punctuality* - Please be ready to start scheduled meetings on time.
  - *Recordings* - Students/Parents/Guardians should not take photos, screenshots, record any video or audio from video conference sessions. You do not have permission to do so and it is a violation of student privacy and Responsible Use Guidelines.
  - *Respect* - we value positive relationships with adults and students by:
    - Posting content that is educational and relevant.
    - Using appropriate language and icons at all times.
    - Staying out of video conferences unless the teacher is present.
    - Avoiding bullying and mean-spirited behavior.

### **Disciplinary Actions:**

The school reserves the right to discipline a student who disrupts the educational process for his/her peers. Disciplinary action may include but not limited to the following consequences: removing a suspending privileges of technology (if device is property of EHPS). Teachers will report any incidents that disrupt learning via electronic referrals to the building administrator(s). If this offense is deemed as a warning, then the classroom teacher will reach out to the student's family. However, if disciplinary measures are necessary, then the building administrator(s) will contact the student's guardian(s).