

## **ACCEPTABLE USE OF REMOTE INSTRUCTION**

The Board of Education of the Great Neck Public Schools recognizes that technological advancements have changed the ways in which instructional material can be delivered to students. From time to time, as a result of an act of God, epidemic, pandemic, public health emergency, social unrest, weather conditions or regulations or restrictions imposed by any government or governmental agency, the Board or the Superintendent of Schools may close schools, and pursuant to governmental action, may be required to provide remote learning opportunities for students. The District may implement alternate remote instruction in the event of a school closure as described above and/or as authorized by the New York State Education Department. The District may authorize its faculty and administration to utilize online learning platforms in these circumstances. Applicable laws, regulations and Board of Education policies apply to online/remote instruction.

### **USE OF ONLINE LEARNING PLATFORMS**

The privacy and confidentiality of all participants during online instruction must be respected.

Parents/guardians must remember that online instruction is 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 following rules of conduct apply when the District is providing online/remote instruction. **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 session or any content presented during remote instruction.
3. Posting, sharing, or otherwise distributing, in any manner, either electronically or physically, via email, social media (such as Facebook®, Instagram®, Snapchat®, TikTok®, Twitter®, etc.) or text or 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 the teacher.
5. Sharing any electronic links, ID numbers, invitations to a school videoconference session or passwords with anyone.

In the remote learning environment, students must comply in all respects with the [District Code of Conduct](#). Inappropriate behavior includes, but is not limited to:

- Bullying or cyberbullying of other students or the teacher
- Displaying an inappropriate virtual background or profile picture
- Making inappropriate faces, gestures or comments
- Playing an inappropriate audio file
- Displaying or projecting an inappropriate image.

It is the teacher's sole discretion to stop the video feed of any participant at any time, mute the participant's audio and/or remove the participant from the remote session.

In the event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and notify the parent/guardian and/or the 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 [District Code of Conduct](#).

The word *content* as used in this policy includes, but is not limited to: audio, chats, photographs, screencasts, screens, videos, visual or written copy. Social media platforms (e.g. Facebook®, Instagram®, SnapChat®, TikTok®, Twitter®, etc.) are prohibited. Online/remote instructional content is the property of the District.

## **RULES OF ETIQUETTE AND PROCEDURES**

General rules of etiquette and procedures that should be followed when participating in an online learning session include the following:

1. The Board expects students learning remotely to observe similar behavioral ([Policy 5300 Code of Conduct](#)) and attendance ([Policy 5100 Student Attendance](#)) requirements as though they are in the school building. Students must speak, write and dress appropriately during the remote school day.
2. All teachers will provide daily synchronous instruction and follow their assigned period by period schedule in circumstances where online/remote instruction is in place.

3. Parents will provide a quiet, yet supervised, space in a distraction-free location, if available.
4. Students will use District platforms for their intended educational use as directed by their teacher(s).
5. Students are expected to arrive on time for their online learning session to enable the teacher to take attendance and to promptly begin the online learning session. Once the online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the “room”.
6. 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 with paper and pen/pencil at hand to use, as needed. Personal items in the background of the camera should be kept to a minimum.
7. 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 into a power source.
8. Students should not have access to or use any other electronic devices unrelated to their instruction, such as cell phones or video game consoles, which might distract from learning.
9. 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.
10. Students must display their first and last name as issued by the District and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.
11. Where applicable, students will be admitted to the “waiting room” and the teacher will individually admit students into the online learning session.
12. Students will enter the online learning session with their microphones on mute. If a student would like to speak or has a question or comment, the student should raise a hand, and the teacher will unmute them or allow the student to unmute themselves.
13. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. The student’s background for the online remote learning session needs to be appropriate and not distracting to others. Students should not change their virtual background during an online learning session.

14. At the teacher's discretion, the chat feature may be enabled to allow students to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
15. If technical assistance is needed, teachers or students should contact the District's administrative offices or the technology staff in their respective school.

*Great Neck Public Schools*  
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