

## DISTANCE LEARNING TECHNOLOGY RULES & GUIDELINES

### ***Guidelines for a Positive Distance Learning Environment***

The purpose of distance learning is to allow students equitable access to continued internet based learning, educational materials, instructional activities, and to assess student’s knowledge and understanding. The district’s *Distance Learning Technology Rules & Guidelines* provide reasonable safeguards to limit the risks of the internet and digital platforms to students and teachers. This document provides technology rules and tips for students to follow during distance learning to ensure a safe learning environment.

### Distance Learning Positive Behavioral Interventions & Supports Matrix (PBIS)

SAFE	RESPECTFUL	RESPONSIBLE
<ul style="list-style-type: none"> <li>Use kind words</li> <li>Use technology as directed and safely</li> <li>Never communicate with strangers online</li> <li>Only post appropriate questions &amp; comments in the chat box</li> <li>For privacy and safety, do not video or post photos of your home</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher directions &amp; guidance</li> <li>Be respectful of your teacher and classmates</li> <li>Mute when not speaking</li> <li>Listen attentively</li> <li>Take turns speaking</li> <li>Respect others’ cultures, opinions &amp; views</li> <li>Be present &amp; avoid distractions</li> <li>Use appropriate &amp; respectful language</li> </ul>	<ul style="list-style-type: none"> <li>Charge your device in advance or plug it in</li> <li>Participate and be on time for virtual instruction, class meetings, &amp; office hours</li> <li>Have materials ready (paper, notebook, pencil/pen, calendar, etc.)</li> <li>Complete Study Packets &amp; assignments</li> <li>Ask your teacher for help, if needed (during virtual instruction/meetings/office hours, email, during instruction, or possibly by phone)</li> <li>Ask clarifying questions</li> </ul>

### Distance Learning Technology Rules

<p><b><i>In accordance with Board Policy 6163.4 Student Use of Technology, the district expects all students to use technology responsibly in order to stay safe and to avoid potential problems and liability. Below are the district’s technology rules.</i></b></p>	
<b>1</b>	Students do not access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
<b>2</b>	Students will not bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
<b>3</b>	Students will not disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.

4	Students will not infringe on copyright, license, trademark, patent, or other intellectual property rights.
5	Students will not intentionally disrupt instruction or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers).
6	Students will not install unauthorized software on district Chromebook.
7	Students will not "hack" into the system to manipulate data of the district or other users.
8	Students will not engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice.
9	Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.
10	Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent from a teacher or person monitoring the Internet use.
11	Sending messages with the intent to intimidate, frighten, threaten, or bully another person is considered harassment
12	It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to other students, faculty, or staff.

#### GUIDELINES FOR VIRTUAL CLASS MEETINGS, OFFICE HOURS & INSTRUCTION

1	<b>Dress appropriately.</b> Wear clothing that is acceptable for school. You do not need to wear your school uniform for distance learning. Do not wear pajamas.
2	<b>Mute your device or phone</b> when not speaking.
3	<b>Sit in a spot that is appropriate for school.</b> Do not sit on your bed, unless there is no other location available.
4	<b>Choose an appropriate background.</b> A wall, a door, an outside location that is quiet, or other safe location works. Keep your home confidential by limiting your video background.
5	<b>Turn off video, when needed and listen to audio.</b> You may turn off the video mode on your Google Class Meetings/Office Hours at any time. If something is happening in your home that is confidential, you can turn off video and listen to the teacher by audio only. If you need to step away for the bathroom or other activity that will create a sound that is confidential, turn off your video.
6	<b>Do not take photos, screenshot or video your class meetings or lessons.</b> Do not post on any social media platform photos, screenshots or videos of your virtual instruction. This is not allowed during class at school and will also not be allowed during distance learning.

Violations of the law, board policies, and these district distance learning rules and guidelines may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, board policies, and these district distance learning rules and guidelines may be reported to law enforcement, as appropriate.

Chromebooks connected to the internet outside of the San Ysidro School District Data Network (off campus), such as at home or in public places, are not filtered by the San Ysidro School District. While Google Safe Search is turned on for District accounts, in these instances, it is the parent/guardian's responsibility to ensure their student is using the device appropriately.

Thank you students and families for your cooperation and adherence to the district's [Distance Learning Technology Rules and Guidelines](#). Please know that the purpose of these rules and guidelines are to keep our students and staff safe while engaging in the distance learning program.