

## **Virtual Learning Code of Conduct (Addendum)**

While some students may participate in a virtual (online) classroom environment, standards for student conduct remain important to our school environment. To help ensure that our students understand how to behave in a virtual classroom environment, we have developed a code of conduct for students to follow. This code of conduct addresses student interactions with IDEA faculty, staff, and students in the online environment. Additionally, while participating in virtual learning opportunities, students remain subject to all conduct expectations and disciplinary consequences outlined in IDEA's Student Code of Conduct.

### **A. Interactions with Faculty and Staff**

1. Students should address IDEA faculty and staff members as adults with courtesy and respect. Students should use the appropriate title (Mr., Mrs., Ms., or Dr.) and the faculty or staff member's last name only.
2. Students should phrase communications IDEA faculty and staff in a polite and courteous manner appropriate for speaking to adults.
3. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with IDEA faculty and staff.
4. Students must use a screen name and/or virtual platform profile picture that is appropriate for an educational environment. Virtual backgrounds cannot include:
  - a. Lewd, vulgar, or obscene pictures, emblems, or symbols;
  - b. Profanity or other inappropriate language;
  - c. Images that may be construed as discriminatory, harassing, or otherwise offensive; and/or
  - d. Advertisements or depictions of tobacco products, alcoholic beverages, drugs, or any other substance prohibited by IDEA Policy.

Profile pictures generally should include only the student's face. IDEA's administration reserves the right to determine if a student's screen name and/or profile picture is inappropriate. Students using an inappropriate screen name and/or profile picture will be required to update their user profiles.

### **B. Interactions with Other Students**

1. All communications with other students in the virtual classroom must be of a course-related nature.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.

3. IDEA takes seriously the integrity and authenticity of student work. Copying the work of others, allowing others to knowingly copy your own work, and/or misusing content from the Internet will result in disciplinary consequences as allowed under the school's Student Code of Conduct.
4. Students are not to collaborate with other students on assignments unless directed to do so by the teacher. Additionally, parents are not permitted to log in to a student account to complete coursework on the student's behalf.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.
6. Students are not to send or post discriminatory or harassing messages or images.
7. Students may not use the virtual classroom environment to engage in bullying conduct.
8. While using the virtual classroom environment, students may not view or exchange pornographic materials.
9. Students must be dressed appropriately for class while participating in the virtual classroom.

We also recognize that parents play a large part in helping students conduct themselves appropriately while engaging in learning activities at home. We understand that children take cues from adult behavior and attitudes, so we ask that parents please maintain a home environment conducive to the learning process. The following strategies can help us all make the best of the remote learning experience:

1. Set expectations and establish routines: Prepare a daily schedule to help your child wake up, get dressed, and be ready to learn. Schedule adjustments may be needed, but please work to not have your child stay up too late and sleep in.
2. Have a place for your child to learn: Whenever possible, try to set up a physical location dedicated to school lessons. Try to keep this area quiet and free from distractions.
3. Set a positive example: Please model appropriate behavior for your child while at home, including wearing appropriate clothing and using appropriate language during periods of remote learning. Please remember that your child may be involved in "live" discussions with teachers and other students, and that you may appear on screen at times and your voice can be heard if your child's device is not muted.
4. Check in with your child: Consider regular check ins with your child during the day. For example, you may start the day by asking:
  - What classes/subjects do you have today?
  - Are you prepared to work on your assignments for today?

- Do you have any tests coming up?
- How will you spend your time today?
- How can I help?

Then, at the end of the school day, you may ask:

- How did your day go?
  - Have you completed your homework for the day?
  - What did you learn during your studies?
  - What can we do to get ready for tomorrow?
5. Allow for quiet time: With children at home and many parents trying to work from home, it may be helpful to build in some quiet time during the day. You may consider setting a schedule for access to electronic devices during the day, and look for opportunities to help your child decompress and relax.
  6. Encourage time for exercise and physical activity: Look for opportunities for your child to move around and be active. Consider taking time to take a family walk, or for your child to exercise independently. You may also set exercise goals with your child, or find ways for your child to pitch in around the house with chores and other responsibilities.