

August 2020

REMOTE LEARNING: POLICIES & PRACTICES FOR VIRTUAL CLASS SESSIONS

ATTENDANCE

Students are expected to log into their classes daily, participate and remain active in the completion of course assignments. The district will track, and document, student online activity for attendance and academic purposes. In the event an extended absence from class is necessary, it is the student's responsibility to contact the teacher and inform Admin Services (760.312.6073), who will determine alternatives and/or a course of action for meeting course requirements.

DISTANCE LEARNING (DL)/VIRTUAL CLASS SESSIONS

Virtual class sessions, using Zoom or Google Meet or some other platform, are a mandatory component of Distance Learning. The state, and local, offices of education, require integrated live instruction. Due to shortened class periods, students are expected to comply with the following rules and practices to ensure that every student has the best possible opportunity for learning.

DL Basics

- Students should not enter, attempt to enter, a virtual session using the name of another student, teacher or staff member
- Student may not enter a class session that is not part of their assigned schedule
- Class meeting IDs, links or invitations may not be shared with students not enrolled in the class
- Students should only use the meeting entry keys/IDs for classes within their assigned schedule
- Backgrounds used in virtual sessions must be the student's existing room setting and/or a neutral color (gray, white, light blue, beige). **Virtual or animated backgrounds are not permissible.** The setting must be appropriate for other students and participants. Sufficient lighting must be used to ensure that each participants is visible

Participation Protocol

- Enter scheduled class sessions on time. It is recommended that students enter to the waiting room before being class begins
- Use BUHSD provided email, logins, etc. Non-district emails, applications will not be admitted to scheduled classes and/or advisory sessions

- Students must report to class sessions dressed appropriately. Hoodies, hats, coverings, sunglasses, etc. may not be used to conceal a student's appearance and/or distract other students (review DL Basics point 1). Pajamas and nightwear are not appropriate for virtual class sessions
- DL/Virtual instruction is a formal extension of the BUHSD therefore, all classroom, dress code and student behavior policies are in effect
- Student names are to be used for identification when entering a virtual class session. Nicknames, slogans, numbers, etc. may not be used in place of the student's name
- Posture before the device camera must be conducive to active learning and participation. The student's full face must be visible in the camera frame.
- Profile pictures and still display images are prohibited during scheduled class sessions
- Participants are expected to treat each other with courtesy and respect. Disrespectful comments, gestures, posts, etc. are prohibited
- Inappropriate language and/or profanity is not permitted. This includes use in class emails, discussion postings, group assignments, written, drawn, displayed or spoken formats
- Taking screenshots or screen recordings of virtual sessions without the consent of the classroom teacher is prohibited

Disciplinary Actions for Policy Violations

- Disruptions of a virtual class session can result in the dismissal/removal of the student from the class session for part, or all, of the session
- Students dismissed from a virtual class session are subject to forfeiture of any credit assigned to the activity, regardless of the type (class work, tests, participation points) per the instructor's discretion
- Repetitive class disruption will be reported to Administration Services for review and potentially further consequences, including suspension from the class and/or being dismissed from the class for the current semester

Severe Policy Infractions Subject to Suspension from Distance Learning

- Entering a virtual class fraudulently (posing as another student)
- Capturing and/or posting screenshots, or screen recordings, of faculty or staff members
- Verbal abuse of school personnel
- Intimidation, harassment or threatening behavior of any kind directed toward staff members or fellow students
- Plagiarism is subject to being dismissed from an assigned class and/or Distance Learning completely