

Dear Tiegerman Family,

In our new reality, online learning and technology are becoming a staple in our education system. To reflect this new reality, Tiegerman has adopted a new online policy applying many of the standards students are already expected to follow when physically in our buildings. It is crucial to the success of our remote learning program that students are engaged, well prepared, and behaving appropriately during their remote learning classes and teletherapy sessions.

Please carefully review this policy with your child and ensure that you are aware of these new policies. We appreciate your cooperation, and welcome any questions.

ACCEPTABLE USE – REMOTE LEARNING

USE OF ONLINE LEARNING PLATFORMS

The privacy and confidentiality of all participants is imperative. While the support of parent(s), guardian(s) or other adult(s) is vital to student engagement and learning, unless a Tiegerman student is in need of technical assistance, such individuals should not interrupt the instructional session. If a parent or guardian has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing Tiegerman policies, the following rules of conduct apply while students and teachers are engaged in remote learning. 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 learning.
3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) 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 their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.

In the remote learning environment, students are to behave at all times as if they were at school, complying in all respects with the Tiegerman Code of Conduct. Inappropriate behavior that will not be tolerated includes, but is not limited to:

1. Making inappropriate faces, gestures or comments
2. Displaying an inappropriate virtual background or profile picture
3. Projecting or displaying an inappropriate image
4. Bullying or cyberbullying of other students or the teacher
5. Threatening, making derogatory comments or threats, hazing and/or harassing other students or the teacher

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her 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 Tiegerman Code of Conduct.

RULES OF ETIQUETTE AND PROCEDURES

General rules of etiquette that students should follow when participating in an online learning session include the following:

1. To enable the students to fully participate in their learning activities, students should be seated, preferably at a desk or table, and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, etc.). Students should be prepared and have class material readily available.
2. 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 in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning.
4. 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.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session.

7. Students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.
8. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session.
9. Students should be entering the online learning session with their microphones on “mute.” If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.
10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distracting to other students.
11. At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, please reach out to the teacher who will follow up with Tiegerman’s Technology Support team.