

Anne Frank Elementary School

Distance Learning

Code of Conduct

STUDENT RESPONSIBILITIES

- **Students should work in a productive space**
 - *Work area*
 - Students should work in a quiet area. Do your best to limit background noise
 - All technology devices other than the one you are using for school should be off (example - TV, video games)
 - Toys and pets should not be visible on your screen during instructional time
 - Do your best to work in an area of your living space where you can be alone.
 - *You the student*
 - During instruction, make sure to have good posture. No lying in bed.
 - Get enough sleep
 - Bathroom breaks should be taken before Google Meets
 - Students should take food and drink breaks between Google Meets. Students should not be eating during synchronous learning.
 - *Your virtual appearance*
 - Stay engaged
 - Keep your microphone muted/unmuted as instructed by your teacher
 - Proper attire - You are not required to wear a uniform, but make sure your clothes would be acceptable for school and should not be a distraction to other students' learning.
- **During Meets**
 - Make sure to be on time
 - Come prepared with all supplies as instructed by your teacher
 - Use chat only as instructed. All chats will be monitored to ensure that it is being used appropriately.
- **Class Times**
 - Be sure to know and respect every teachers' schedule
- **Complete assignments**
 - You are responsible for finishing your school work by the due date
 - Be aware of your schedule and what Google Meets you are expected to attend
- **Students work**
 - Cheating - Individual students are responsible for their own work.
 - Plagiarizing (using someone else's' words or ideas as your own) virtually is still plagiarism.
 - Do not collaborate with other students unless instructed to do so by your teacher.

- **Cyberbullying**
 - Respect other students' comments
 - Be sure to only use respectful language towards each other
 - No harassing others
 - Your Google Meet time is for academic work only. This is not social media
 - Anne Frank follows the SDP Code of Conduct on issues pertaining to bullying.
- **Active learner**
 - Students are expected to participate in synchronous learning both verbally and through the chat.
 - Students should not call out during synchronous learning. You must follow your teacher's rules for participation.
 - Be attentive
- **Proper use of technology**
 - Chromebooks are property of the SDP. They should be only used for Google Meets, Google Classroom and your school work. Students should only visit websites that have been approved for use by your teachers or the school.
 - Be sure to **ALWAYS** keep your passwords a secret
 - Make sure your device is fully charged or already plugged in
 - Setup your device before the Google Meet to accurately video your face
- **Specialists**
 - Familiarize yourself with each specialists schedule
- **Attendance**
 - Attendance is not optional. You must be in class every day. Anne Frank will follow the SDP 2020-2021 attendance policy.
- **Technological issues.** Let teachers know if:
 - You lose your internet connection
 - Your Chromebook is malfunctioning

PARENT/GUARDIAN RESPONSIBILITIES

The existing Anne Frank and SDP Code of Conduct stipulations are still in effect. This virtual code of conduct is an addition to both.

- Support your student's virtual working environment
- Support your students when meeting teachers dates & times
- Encourage your student to complete and turn in assignments on time
- Do not complete your student's work for them
- **Be sure to ask questions during teacher's office hours. Do not ask them in the middle of synchronous learning.**
- Be sure to adhere to teacher's office hours