



## West Mifflin Area Middle School

### **West Mifflin Remote Learning Digital Code Of Conduct**

As schools continue to be closed due to the COVID-19 pandemic, districts have relied on online learning environments to educate students. The West Mifflin Area School District, with consideration to all students and staff members health as a priority, has opted to continue remote learning throughout at least the first nine week grading period of the 2020 – 2021 school year. All students receiving digital curriculum and direct online instruction are subject to any applicable District policies and the following Remote Learning Digital Code of Conduct. In this ever-changing time, the remote learning student is expected to follow additional rules and expectations regarding proper online etiquette in order to protect all student and staff members and not disrupt the educational process. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronics and internet use, availability of inappropriate, illegal, defamatory, inaccurate, or offensive information is not uncommon. Please review the following rules and expectations carefully:

- **Students are responsible for proper behavior during online remote learning.** Always use a computer in a way that shows consideration and respect. As in a classroom, it is not acceptable to use obscene, profane, threatening, or disrespectful language.
- **Academic Integrity and authenticity of student work still apply.** Do not cut, copy, or plagiarize internet content or the work of your online classmates. Teachers utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and or misusing internet content will result in disciplinary action.**
- **Security and Safety is a top priority,** especially since remote learning involves many users. If you identify a security or safety issue with the school's computers or educational platform, please notify a building administrator. **It is illegal to create harmful computer viruses.**
- **Remote Learning is not private.** Never say, write, or record anything that you would not in a regular classroom setting.

- **Protect your computer and passwords.** Keep your passwords secret from anyone other than your parents or guardians.
- **There will be not tolerance of any cyber bullying.** Any form of bullying, hazing, or behaviors of intimidation will be met with disciplinary action in accordance of the West Mifflin Bullying Rubric.

## **Acceptable Use Of Internet And Technology**

The district reserves the right to monitor any Internet usage and any electronic communication. Users of the WMASD technologies should not have an expectation of privacy in the materials that are created, sent, or received by them on the WMASD systems. To the extent allowed by laws and regulations, WMASD authorized personnel may examine all material stored on WMASD systems without prior notice. Messages that are created, sent, and/or received using the WMASD email system are the property of the West Mifflin Area School District. The West Mifflin Area School District reserves the right to access and disclose the contents of all messages created, sent, and/or received using the email system. The Board establishes that use of the Internet, Network, email and equipment is a privilege not a right. Inappropriate, unauthorized and illegal use may result in the cancellation of those privileges and appropriate disciplinary action. For more information on the internet policy please see The Acceptable Use of Internet and Technology Policy (815)

Abuse of internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited, but are not limited to this list. These behaviors will result in disciplinary action.

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, passwords, or information outside of the district.
- Violating copyright law.
- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of WMASD, another organization, or person.

- Refusing to cooperate with a security investigation.
- Using the Schoology for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the WMASD's electronic communications systems.
- Sending or posting messages that disparage students or staff members.
- Passing off personal views as representing those of WMASD.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.
- Disturbing the remote Learning Environment.
- Refusing to follow the rules of the specific Remote Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (examples, dressed in reveling clothes, dressed in clothes with inappropriate sayings). School appropriate clothing is **REQUIRED** for all Zoom Sessions. For any questions please refer to the district student dress policy.
- Participation in Cyberbullying and/or Harassment
- Cheating and/or Plagiarism

## **STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT**

Students of Remote Learning are public school students, and will be held to The West Mifflin Area School Discipline Matrix. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then disciplined in an appropriate manner. Accordingly, in addition to district applicable policies, the Remote Learning Code of Conduct incorporates expectations of conduct specific to remote learning classrooms. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

**Parents, as partners in supporting student learning, you are encouraged to:**

- o Ensure that their child's work is authentic and original.
- o Monitor, via your parent account.
- o Ask any questions regarding plagiarism or cheating if they are not sure.
- o Report any suspicious activity.

## **PARENT/GUARDIAN'S RESPONSIBILITIES**

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way. Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email and/or instant messaging to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

Parents/guardians should also be aware of the course progression plan that their student is following and use that to help plan for the child's academic and educational future.

Any other procedures will be referred to the student handbook.

Lastly, with the surrounding uncertainty of future events with regards to the current pandemic, the WMASD wish you and your families health and peace of mind as we navigate these uncharted territories together.