

RAINIER SCHOOL DISTRICT 13
Comprehensive Distance Learning Addendum

DIGITAL DEVICE AND INTERNET USE:

Digital Citizens are anyone who uses the internet regularly. Being a positive digital citizen requires appropriate online use and kindness in engagement. It is important both inside and outside the school day. The choices you make on a computer or the internet can have lasting impacts, and are not private. Tell an adult if you see something inappropriate or threatening. Rainier School District expects all students to be positive digital citizens.

Do not:

- Share private information about yourself or others.
- Damage computer equipment, data or files.
- Pursue hacking.
- Copy or download copyrighted materials.
- Look at, send, copy or create material that is rude, inappropriate or against policy.
- Plagiarize or steal information, music, videos, or other copy-protected digital artifacts.
- Buy, sell, or advertise merchandise unless it's part of a project.
- Install applications on computers unless approved by teacher or District staff.

Do:

- Acknowledge that the District is providing a safe online experience as long as rules are followed.
- Be respectful, responsible and safe while using devices. Communicate online in ways that are kind and respectful.
- Use only your account and not anyone else's and keep your account and password information private.

STUDENT ACCOUNTS AND DEVICES:

All students will receive a Google account login. At sign in, students will be logged into Google with access to a powerful suite of online tools called Google Apps. Students will be able to use free word processing, spreadsheet, and presentation software. Email is also provided but strict guidelines regarding the use of the Internet and email are enforced. Email and Google Apps files are archived for all users. Software and device is for the use of student attending Rainier School District only. Off campus, students are

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expected to follow the Rainier School District Internet Acceptable Use Policies while using district property, and District filtering will be present when Chromebooks are taken off campus. Personal devices being used for school activities will not have the safeguard of district filtering, so please use extra caution. Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational purposes.

STUDENT ACCOUNT PHOTOS:

All student accounts are required to have the default icon assigned to them by Google in an effort to create a safe and equitable learning environment.

LEARNING OPTIONS:

Synchronous and asynchronous learning sessions provide students the opportunity to receive live instruction from their teacher on topics covered in each week's unit. These sessions include opportunities for students to collaborate with their peers and to immerse themselves deeper into the content of the course. Because Rainier School District provides flexible learning opportunities for students, these sessions may be done both synchronously (in real-time), or asynchronously (at a different time). If a student needs a non-virtual option, paper-based learning may be available and they should reach out to their school office to discuss options.

PLAGIARISM, CHEATING:

Students may not copy written work or projects done by other people or cheat on tests and other schoolwork.

SOCIAL MEDIA:

Social media posts made on campus or at the site of a school event are subject to school policies. When the posts are of a harassing, threatening, or bullying nature and cause substantial disruption to the learning environment or when the posts are made in order to plan disruptive or illegal behavior at school, they will be reported and district staff will follow the appropriate procedures. Examples include harassing, threatening, or bullying posts, those planning to set up a fight, or announcements about planning to bring prohibited substances to school for sale or to share with other students.

PROHIBITED ITEMS:

Items prohibited in District policy or the student handbook are also prohibited in a virtual setting. This includes weapons, firearms, knives, or anything that looks or is used like a weapon at school or during a learning session. Words and actions that threaten or could frighten other people are not allowed – even in play or with friends. Students may not have dangerous or prohibited items in live sessions, in the background of a video or image, or at school activities. These items include but are not limited to: paraphernalia used in the transporting, sale or use of illegal drugs, stolen property, materials or devices which endanger the physical safety or persons or property, gang member identifying markings or paraphernalia; Materials, devices, identifying markings or paraphernalia which are patently racially, religiously or sexually offensive including those associated with clubs, sects or groups avowing or practicing discrimination against persons on the basis of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation; Other items or materials prohibited by Board policies, Administrative Regulations or school rules.

TIPS FOR AT-HOME LEARNING:

1. Keep a regular schedule: Start and stop at the same time each day, and tell yourself “I’m at school right now” when tempted to do other tasks.
2. Create a separate workspace: Create a space removed from distractions. If sharing space with others, consider using headphones and a physical barrier (like a cardboard box) to avoid distractions.
3. Track your progress: Checking items off a to-do list can be motivating!
4. Don’t forget to take a brain break: Elementary school students should try a movement break every 15 minutes, and Jr./Sr. High school students should aim for every 20-30 minutes.
5. Find a groove: Find out what works for you and your family, and don’t forget that you can always reach out to your teacher for ideas and support!