

Distance Learning

RULES FOR USE OF COMPUTERS AND NETWORKS

When students use district/school computers they agree to:

1. Handle all equipment with care.
2. Be considerate and respectful of other users.
3. Not have food, drinks, or gum near computers/equipment.
4. Follow the directions/rules of teachers, school staff, school, and district.
5. Obey the rules of any accessed computer network.
6. Use school computers for school-related education and research only (including Lion's Den).
7. Never copy data, copyrighted materials, or other students' assignments.
8. Not use school computers and networks for personal or commercial activities.
9. Not change the log-in or desktop screens, any software or documents (except ones they create).
10. Never share their password with anyone or use someone else's password.
11. Use caution when giving their e-mail address to anyone.
12. Never give out personal information about themselves or anyone else such as home address or phone number.

Students may not produce, distribute, access, use or store information that is:

1. Unlawful
2. Private or confidential
3. Copyright protected
4. Harmful, threatening, abusive, or denigrating to others
5. Obscene, pornographic or inappropriate in language
6. Disruptive to the work of others
7. Damaging to systems (or that is designed to slow down the system)

If students fail to follow the rules, they may be disciplined and lose their computer privileges.

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## Zoom Rules

- Find a quiet location to join.
- Use a **headset** (if possible) to reduce distractions.
- Use **your name** (not nickname or a make-up name) when Zooming.
- As soon as you are on, **mute yourself** if you are not muted. The mute/unmute button is at the lower left hand side of the screen.
- Avoid side conversations with others around you.
- Be aware that your video/ webcam is on.
- If you wish to speak, there is a "raise hand/ thumbs up" button (the button is in the "reactions" at the lower right hand side of the screen). Please use this and wait to be called on. Remember to unmute yourself before talking.
- When done speaking, **mute yourself again** to limit background noise.
- **DO NOT use the chat (typing) function or "share screen" function unless the teacher asks you to do so.**
- Video must be on so your teacher can see your participation.
- Follow school dress code and behavior as stated in Parent/Student Handbook.
- Use a teacher-approved background or common space to ensure student privacy.

***Please complete & return 'Distance Learning & Zoom Rules' page in first day packet***