



## Plainview-Old Bethpage Central School District

### Online Learning Etiquette

Plainview Old Bethpage CSD is committed to providing a safe and orderly online school environment where students will receive, and district personnel will deliver quality educational services without disruption or interference. There is an expectation that all participants in the online learning environment exhibit respectful and civil behaviors to allow learning to take place in a productive manner and abide by the Plainview-Old Bethpage CSD Chromebook User Agreement, the Acceptable Use Policy, and Internet Safety Policy, and the Code of Conduct.

*The following guidelines have been established to achieve a meaningful and engaging online learning experience for all learners.*

### Online Class Etiquette

#### *For Students*

- The privacy and confidentiality of all participants is important. Taking photos, screenshots and/or video is prohibited during the online class, as is posting any portions of the class to social media.
- Please arrive online at the scheduled time and follow all provided links or passwords to your online class session.
- Find a quiet and appropriate workspace (desk/table and chair), free from distractions (siblings, pets, televisions).
  - Maintain respect in both speaking, writing, and appearance always, including breakout rooms.
    - Stay on mute. Only unmute if you have a question or something relevant to contribute, and raise your hand or signal to your teacher prior to unmuting.
- When utilizing the chat box, please be considerate, polite, and utilize proper spelling and grammar.
- Keep the camera/video on and maintain eye contact to promote focus for the entire class period.
  - Utilize earbuds to reduce background noise, maintain privacy, and increase sound quality.
    - Wear appropriate school attire.
    - Refrain from chewing gum, eating, or drinking in front of the camera.

#### *For Parents/Guardians:*

- The privacy and confidentiality of all participants is important. Taking photos, screenshots and/or video is prohibited during the online class, as is posting any portions of the class to social media.
- Please remember that online classes are for students, please refrain from interrupting the learning.
  - Any interaction with the teacher and parent should occur through established means or email outside the classroom period.