

Guidance Document

To maintain a serious, focused, and academic approach to learning, students are expected to:

1. Establish daily routines for engaging in the learning experiences.
2. Establish an office/workspace within the house that limits distraction and includes a desk, chair, lamp, and access to electrical outlets.
3. Have Google tools set up including: Classroom, email, and calendar. Notifications for these features are to be turned on.
4. Check email regularly throughout each school day and respond in a timely manner.
5. Closely follow the published daily schedule, as posted by the teacher.
6. Be on time for synchronous appointments.
7. Do your best to meet timelines, commitments, and due dates.
8. Communicate proactively with your teachers (e.g., phone, text, email, etc.) especially if you cannot meet deadlines or require additional support.
9. Collaborate and support your HIDOE peers in their learning.
10. Comply with HIDOE's Acceptable Use Policy, including expectations for online etiquette.
11. Ensure the background that will show up behind you is appropriate for school.
12. Enter each school day groomed and with the mindset of being on campus in appropriate attire: pants, shorts, tops, not pajamas.
13. Be prepared with the appropriate supplies: computer, earphones, textbooks, notebooks, calculator, writing implements.
14. Proactively reach out to teachers, advisors, and administrators with questions and/or concerns.
15. Abide by the community's academic integrity expectations: submit only original work, using only permitted materials and documented sources.

In order to support the academic success and social emotional well being of students, parents are expected to:

1. Establish routines and expectations
2. Define the physical space for your child's study
3. Monitor communications from your child's teachers
4. Begin and end each day with a check-in
5. Take an active role in helping your child process and own their learning
6. Establish times for quiet and reflection
7. Encourage physical activity and/or exercise
8. Remain mindful of your child's stress or worry
9. Monitor how much time your child is spending online
10. Encourage healthy, balanced use of technology
11. Keep your child social, but set rules around their social media interactions

Online Technology Use Guidelines (This is in addition to the DOE's [Technology Responsible Use Guidelines](#))

1. When in synchronous class sessions, video is to be on with microphone muted. The instructor will guide microphone usage. Each participant's full face should be in view.
2. When in synchronous class sessions or meetings, cell phones or other private means of communication should not be in use unless directed by the teacher for educational purposes.
3. Chat functions within a video conference should be used for the educational benefit of the class.
4. Students are to disconnect promptly when a video meeting ends.
5. If an individual is unaware of their camera or microphone being on, community members are expected to let them know.
6. Without express and written permission from the administrator (principal?) of the school, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of the distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
7. Students may not manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.