



# VIRTUAL LEARNING GUIDELINES FOR DEMOS

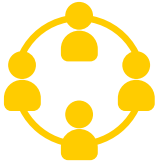
## ANONYMITY AND PRIVACY



**Anonymity:** The internet often gives us the impression that what we do online is anonymous, but everything we do online leaves a digital footprint.

**Privacy:** Everything you do online using your PPS account and/or technology is a matter of public record. You should not assume anything you say, post, submit, etc. is private.

## COMMUNICATING ONLINE



**Communicating Online:** When we are communicating online we don't have the benefit of reading other people's emotions so we need to be thoughtful about what we say to avoid any misunderstandings.

## COMMUNICATION EXPECTATIONS



- Always re-read before sending
- Be kind
- Be respectful
- Be professional
- Keep it relevant and on topic
- Use proper punctuation, spelling, and grammar
- No internet slang or abbreviations
- No shouting (using ALL CAPS)
- No joking about sensitive topics

## COMMUNICATION TOOLS



**All school-related communication must be done with your PPS account.** Students will be communicating with teachers and classmates using tools including but not limited to Gmail, Google Meet, Google Voice, Google Classroom, and Remind.



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## VIRTUAL LEARNING EXPERIENCES



**All virtual learning applications and experiences are for Jefferson students only.** Do not share passwords, course codes, meeting links, or any other information that gives non-Jefferson students access to our online content.

## GOOGLE MEET GUIDELINES



- Dress as you would for school
- Be on time
- Turn off the mic and camera before joining the Meet
- Keep the mic off if you are not talking
- Keep the camera off if there are distractions around you (the camera can see everything!)
- Avoid eating
- Avoid multi-tasking

## DIGITAL SUPPORTS



[PPS Student Portal](#)

[Jefferson High School Library](#)

## DISTRICT POLICIES



[Social Media Use and Expectations for Students](#)

[Student and Staff Acceptable Use of District Technology Policy \(AUP\)](#).

[Anti-Harassment Policy](#).