



# GUIDELINES FOR SAFETY & COMMUNICATION DURING DISTANCE LEARNING (GRADE K-8)

## ONLINE PRIVACY

The internet can give the impression that we are anonymous. However, everything we do (and say) online leaves a digital footprint behind. Once we post or share, we no longer have control of where it goes or who sees it. This is true for comments, photos, videos, etc., and applies to the online classroom and everywhere online.



## RESPECTFUL COMMUNICATION



When we are communicating online we don't always have the benefit of seeing how other's are responding so we need to be thoughtful about what we say and how we say it to avoid any hurt feelings. You can help by avoiding the use of slang or text abbreviations.

No one wants to be shouted at so **AVOID ALL CAPS!**

**Cyberbullying and harassment are never okay.**

## BE A DIGITAL CITIZEN!

- Before posting, think about what you wish to say... then re-read before posting
- Be kind, respectful and appropriate just as you would be in the classroom
- Keep your comments & questions relevant and on topic
- Do not make jokes or interrupt when someone else is speaking
- **Never** share inappropriate material - if you wouldn't share it in class or school, don't share it online!



## LEARNING TOOLS & SUPPORT



**You must use your PPS email/login for all school-related communication.**

K-8 students will communicate w/teachers and classmates using tools such as: Seesaw, Gmail, Google Classroom & Remind.

Never share passwords, course codes, meeting links, or any personal information.

**WWW.PPS.NET/TITLEIX**

TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972

PROTECTS KIDS FROM **DISCRIMINATION,**

**HARASSMENT & (CYBER)BULLYING**

**AT SCHOOL & ONLINE**



### ONLINE AWARENESS & SAFETY

**Never share** personal information such as your address or contact info or communicate online w/people whom you do not know in-person.

**If you feel unsafe** using video (there may be many reasons for this), turn your camera off and participate using the microphone only.

**Always alert your parents and your teacher or principal** to anything that makes you feel unsafe or uncomfortable online.



### VIDEO CLASSROOM ETIQUETTE



- Dress as you would if you were going to school
- Be on time; bring a pencil & notebook
- Mute your microphone (unless you are actively speaking)
- Avoid eating or doing other things while in class
- Keep the camera off if there are distractions around you or if you are
- concerned about safety (the camera picks up everything!)

### SUPPORT & REMINDERS

**PPS Student & Parent Portal**: links to help guides, access to Canvas, Seesaw

**2020 Student Rights, Responsibilities & Discipline**: expectations for behavior apply online, too!)

**PPS Tech Support for Students & Parents & Fall 2020 District Info**



### REPORT



Title IX protects PPS students regardless of whether school is online or in-person, from (cyber)bullying, harassment or any form of gender discrimination.

During the physical closure of our schools, our focus is on ensuring online student/community safety and modeling safe, healthy relationships.

**We will continue to respond promptly to every Title IX report.**



**WWW.PPS.NET/TITLEIX**