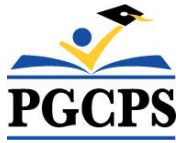


### **Virtual Learning Best Practices**

- Prior to joining a live lesson, students must be dressed appropriately, and they should use a location where the background is appropriate (e.g., without other family members in view, and without posters or other items that could be offensive). The location should be quiet, or microphones should be muted to avoid disturbing other students. If other people are in the child's vicinity, take precautions to make sure that they are properly dressed, do not talk too loudly, and do not distract the child or his classmates from the lesson, and/or mute the microphone feature on your child's device.
- Students and their parents/guardians are expressly prohibited from recording, duplicating, sharing, posting, or otherwise distributing any portion of the online learning classes or lessons.
- Parents should remind their students that they should not share log-in, passwords, Zoom ID codes and/or meeting links to anyone outside of their class and anywhere, to include social media.
- If video conferencing is not in use, parents/guardians should consider covering the webcam on students' devices to protect inadvertent disclosure of activities in your home.
- Remember that it is not mandatory for students to use the video/webcam function on their device in live sessions. Parents/guardians can opt-out of using that feature at any time. Contact your school for the relevant form.
- Remember that Administrative Procedure 0700 - Acceptable Use Guidelines, Administrative Procedure 5180 - Student Use of Social Media in Schools and the PGCPS' Student Code of Conduct which prohibits the following, applies to distance learning:
  - Sharing user names, passwords or user account information.
  - Accessing and/or using social media websites on school equipment.
  - Using electronic devices to distribute/post abusive, harassing, bullying, libelous, obscene, offensive, profane, threatening, sexually explicit or illegal material including photos and comments.
  - Attempting to bypass security restriction and computer devices, networks, or internet access.
  - Using network account for non-school related activities.
  - Copying licensed software, downloading or copying files without permission.
- Students must continue to act in a manner that is consistent with classroom expectations. This includes the use of audio, chat, and video features of virtual meetings. Students are reminded that they are prohibited from identifying one's self with another person's name or any misrepresentation of one's true identity.



- Electronic student records, like other student records, are governed by the Family Education Rights and Privacy Act (FERPA), applicable federal regulations, the Code of Maryland Regulations (COMAR) 13A.08.02, and Board policies.

Staff and parents should be aware that research has identified some increased risks from one-on-one video conference relating to the following:

- Child online sexual abuse – recorded images, video and streaming of children subject to sexual abuse and exploitation;
- Inappropriate content – harmful, age-sensitive or illegal content, such as pornography, substance abuse, hate speech, or the promotion of suicide, anorexia or violence;
- Inappropriate conduct – harassment or exploitation of other people online, cyberbullying; and
- Inappropriate contact – cyberbullying, grooming, etc.

**PGCPS is highly committed to providing staff with training regarding appropriate interactions with students. Providing safe, virtual learning environments for students is one of PGCPS's highest priorities.**