



# Virtual Learning Guide for Families



## Safety & Security



**Be Conscious**  
of your surroundings and what's around you in live video conference calls.



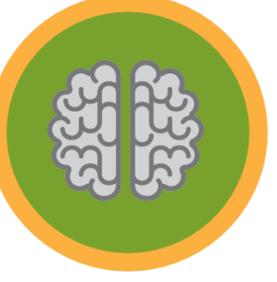
**Internet Safety & Content Filters**  
Consider placing a content filter on devices to meet CIPA (Child Internet Protection Act).



**Recordings**  
If you prefer not to have your student's voice or image recorded, please take steps to block your child's image from being recorded and notify their teacher of their non-verbal participation.



**Eye Health**  
Some parents believe that blue light blocking glasses are helpful to their children.



**Reduce Anxiety**  
If you're watching the news 24/7, so are your students. It elevates anxiety and bad news. Limit intake of news and trust reliable sources for taking to your children about COVID-19.

## Structure & Schedule

Set a schedule for weekdays. Children and teens do their best if there are plans for each day, especially weekdays. Even though they're not on campus, they are in school.



**Set Regular Bedtimes and Wake-Ups:**  
Follow the usual school day sleep schedule with a regular wake-up time and bedtime.



**Morning Meeting:**  
Start your day with a morning meeting to review the schedule with students before school starts and share your schedule of meetings with your student. It's good to remind children that while they're busy learning, you are busy with your work.



**Organize Materials In Advance:** Print off and gather any materials or assignments in advance, so materials are available before class begins.

## Dedicated Learning Space

Creating a dedicated learning space can make it easier for children to concentrate on schoolwork. Stock it with appropriate learning supplies including pencils, pens, paper, rulers, staplers, markers, computer, iPad, earphones, chargers, calculator, etc. (Children working in a bedroom isn't necessarily optimal because of the distractions.) Experts often share that technology is best removed from sleeping spaces.



## Get Outside

Have your students (and yourselves) take a break from your learning space from time to time. Just as we do at school, have lunch or a "recess" in the backyard on a nice day while observing social distancing.

These guidelines are intended to help them develop the habits of lifelong responsible digital citizenship:

## Set Expectations for Your Student



**Virtual Values**  
Establish values and norms with your student (e.g. be kind, work hard, etc.).



**Online Reputation**  
Encourage students to be mindful of their Online reputation and to take every precaution to safeguard it.



**Virtual Learning Honor Code**  
Access to technology comes with responsibility and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.

Learn more at

# ASPENACADEMY.ORG

Aspen Academy  
5859 S University Blvd Greenwood Village, CO 80121  
Phone: 303-346-3500