



Office of the Superintendent

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**Protocols and Procedures  
For  
Student and Parent Appropriate Access  
And  
Use of Distance Learning**

As we continue with our Distance Learning program, we are excited to learn about the rich, engaging lessons and learning activities throughout the District. Our teachers, administrators, and support staff have been working extremely hard to provide outstanding services to our community. We appreciate the work that students and parents are doing to make the best out of a challenging situation. We look forward to the time when we will be able to have full in-person instruction, but until that time we are committed to providing excellent remote services.

The following Procedures and Protocols draw upon existing law and regulations of the State of California, as well as District policies and rules, and are designed to provide a convenient resource to students, parents, and teachers to review expectations, limitations, and prohibitions related to Distance Learning information technology, platforms, and applications.

It is hoped that, by reference to these guidelines, students and their families will be able to realize the greatest possible access and educational benefit that Distance Learning can offer while staying safe, responsible, and legally compliant in the virtual educational environment.

Cathy Nichols-Washer  
Superintendent

## **I. STUDENT ATTENDANCE AND READINESS FOR LEARNING**

Just as with in-person instruction, regular attendance and proper participation in Distance Learning is not only necessary for student success, it is a required component of the school day. Accordingly, students *shall*:

1. Use all Distance Learning technology, including internet access and virtual learning platforms and applications, for educational purposes only.
2. Maintain proper attendance and document all absences in accordance with school rules.
3. Wear school-appropriate attire, consistent with each student's school of attendance dress code.
4. Join to the class prepared, according to protocols and instructions of the class teacher.
5. Complete all learning assignments on time.
6. Have paper, pen, pencil, ruler, calculator, and all other expected learning tools and devices readily accessible when the virtual class begins.
7. At all times, demonstrate respect for class participants, including students, teachers, and visitors.
8. Communicate verbally and in writing using school-appropriate language.
9. Set school appropriate, non-distracting backgrounds on electronic devices for live instruction and activities. Adjust background immediately upon a request by the class teacher.
10. Mute the device microphone during class, unless otherwise directed by the teacher.
11. Mute the video feature immediately upon teacher direction. If the teacher "mutes" video and/or audio, use the "raise hand" function and await teacher further instruction prior to attempting to "un-mute."
12. Use a direct student-to-teacher message, by approved applications, only for specified pre-approved purposes as allowed by the class teacher, such as part of an IEP or Section 504 accommodation, to request a break, or to step away to use the restroom.
13. Disconnect from the class activities as directed by the teacher.

## II. **STUDENT CONDUCT EXPECTATIONS AND PROHIBITIONS IN THE VIRTUAL CLASSROOM**

Virtual classroom participation carries important responsibilities and requires strict compliance with all District, school, and teacher-directed guidelines for conduct and communication, just as it would in a physical classroom at a school site. Violations of these expectations can lead to serious consequences (as set forth in District policies and rules and the school of attendance Student Conduct Code).

The following is a non-exhaustive list of mandatory guidelines pertaining to attendance in the virtual classroom.<sup>1</sup>

### A. **Student Conduct Expectations**

Students *shall*:

1. Become familiar with, and strictly follow, the District's Student Use of Technology Policy (Attachment A, Board Policy 6163.4). Unfamiliarity with the contents of the Policy **will not** be considered a valid defense to a discipline charge.
2. Refrain from misuse or abuse of the District's Distance Learning technologies (including, but not limited to, devices, servers, software, applications, websites, email accounts, and/or internet connection).

### B. **Prohibitions in the Virtual Classroom**

Prohibited conduct during class time, school activities, or otherwise, includes, by way of illustration and not limitation:

1. Using District technologies for other than approved educational purposes.
2. Recording, or directing anyone on your behalf to record instruction or individuals in the class, either by audio or video means, without the express, prior written permission of the class teacher.
3. Communicating, publishing, posting, or distributing audio or video recording of class activities or individuals without the express, prior written permission of the class teacher.

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<sup>1</sup> The entirety of the District's Board Policies and Rules, including offenses subject to discipline, interventions, and procedural rights can be accessed at <https://www.lodiUSD.net/board-of-education/board-policies>. Conduct codes and procedures applicable to each school of attendance can be accessed at <https://www.lodiUSD.net/schools>.

4. Invading the privacy of individuals, including sending or receiving any person's personal information, including, but not limited to, records, videos, photographs, audio recordings, and names without prior written consent of the respective individuals and the class teacher.
5. Engaging in cyber-bullying or other forms of bullying, including harassing, insulting, or attacking others verbally or in writing.
6. Using profanity, obscenity, or other language that may be offensive to other users, including, direct or implied, racist, inflammatory, or sexist messages.
7. Gaining intentional access or maintaining access to materials which are obscene, pornographic, or whose dominant appeal is sexual arousal, and/or distributing any such materials to other students or adults.
8. Attempting to persuade, entice, or coerce a minor to engage in any criminal act. Should a student receive such communication, it is to be reported to a teacher or administrator.
9. Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks.
10. Theft or vandalism of data, equipment, or intellectual property.
11. Gaining, or attempting to gain, unauthorized access to resources, files, or data of any type, including access to student records, grades, or files, or other users' files.
12. Engaging in any activity that would be considered cheating including but not limited to using technology to find answers if not authorized by a teacher to do so, sharing exam questions or answers in any format, having another person complete student work, and plagiarism.
13. Identifying oneself with another person's name or password or using an account or password of another user without proper authorization from a school or District official.
14. Using encryption software without District authorization.

15. Taking part in any virtual or cyber activity which creates a clear and present danger or the substantial disruption of the orderly operation of the District or any of its schools.
16. Creating, distributing, or activating a computer “virus or worm,” or otherwise intentionally disrupting traffic on the network and connected systems, including causing congestion or disruption of the network through lengthy downloads of unapproved large files or other activities.
17. Intentionally wasting District resources or accessing the internet in any manner that results in monetary expense to the District.
18. Engaging in any illegal activity, including any form of computer “hacking” and/or copyright or intellectual property law violations, circumventing or disabling security measures, or otherwise violating the terms of use of platforms or applications.
19. Accessing social media, unless authorized by the class teacher for a class activity directly supervised by the class teacher or a District staff member.
20. Using the network for personal, financial, or commercial gain without District permission.
21. Creating a web page or associating a web page with the school or District without proper authorization.
22. Providing access to District internet or other technologies to unauthorized individuals.
23. Using personal mobile technology to access resources or information without teacher direction or approval.
24. Violating any federal and/or state laws or regulations, and/or District policies or rules.

### **III. PARENT RESPONSIBILITIES AND OBLIGATIONS**

The Lodi Unified School District believes that parent participation and support of their child’s education is a key component of student success. The District wishes, at all opportunities, to support and facilitate parent involvement. The District understands that challenges for parents have greatly increased in the time of Distance Learning, and the District will endeavor to provide recommendations, and in some instances, identify parameters and boundaries to facilitate effective parent participation.

The District recognizes that Distance Learning takes place primarily in the home, creating unique challenges to maintaining a distraction-free and educationally appropriate learning environment for all students. The District is committed to principles of equity, mutual respect, effective education, and legal compliance in the delivery of virtual instruction.

In that context, parents, with respect to their child's Distance Learning program, will be expected to:

- A. Ensure their child's prompt and appropriate attendance.
- B. Support their child's readiness for class and instruction. (See Section II, above.)
- C. Be familiar with and support their child's compliance with all conduct expectations. (See Section III, above.)
- D. Notify the class teacher prior to being present during live instruction.
- E. When present for live instruction, maintain all electronic device microphone(s), both audio and video, on "mute" and do not participate in or interrupt the lesson in any way.
- F. Communicate with teachers outside of class time by methods established by the teacher and/or principal.
- G. Refrain from creating any audio or video recording of any instruction/class activity or individual without the express, prior written consent of the class teacher.
- H. Never distribute, share, or post, by any means or in any format or virtual application, any audio recording or video recording of any class lesson/activity or individual without the express, prior written consent of the class teacher or school principal.
- I. Refrain from bullying, harassment, or any other form of discrimination or adverse conduct towards any student, parent, or staff person.
- J. Be aware at all times, and comply with all federal, state, and local laws providing protection of children online, including, but not limited to the Children's Internet Protection Act (CIPA) (see <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>).

#### **IV. PROCEDURES FOR RESOLVING CONCERNS ARISING FROM DISTANCE LEARNING**

The Lodi Unified School District has well-established methods for parents to communicate concerns regarding the implementation of their child's education, including matters pertaining to the Distance Learning. In summary, the typical procedure is for parents to:

- A. If practical, confer with the class teacher directly about concerns.
- B. If the matter remains unresolved, confer with the supervising principal, including submission of concerns in writing if desired.
- C. If still unsatisfied with the resolution of concerns, proceed through the District's formal complaint process, which is readily available for review on the District's website at <https://www.lodiUSD.net/board-of-education/board-policies>.

## **VI. PRIMARY REFERENCES**

- A. California Education Code section 35160
- B. California Education Code sections 48900-48929
- C. Lodi Unified School District Board Policies and Rules:
  - 1. Student Use of Technology Policy (BP 6163.4)
  - 2. Student Discipline and Procedures (BP/AR 5144, 5144.1)
- D. Lodi Unified School District Student Handbook