



DISTANCE LEARNING CODE OF CONDUCT

In light of the COVID-19 pandemic, Fenton Charter Public Schools (“FCPS”) may have to rely on distance learning to continue to serve students. “Distance learning” means instruction in which the student and instructor are in different locations. This Code of Conduct applies to all distance learning settings, including student’s use of FCPS-issued email accounts. Students who violate this Code of Conduct are subject to discipline.

- **Video Etiquette**

- FCPS teachers are responsible for managing the virtual classroom and should endeavor to host the virtual classroom from the most private, quiet location possible.
- Students should do their best to join the virtual classroom from a quiet and private location.
- Use a plain background if possible.
- Silence cell phones and other electronic devices.
- Be aware of your surroundings: no items should be visible on the video that would not be permitted in the classroom.
- Minimize distractions such as TV, posters, other individuals, or pets in the background.
- Do not bring or show any distracting items on the video (e.g., toys, food).
- Teachers shall use reasonable security protections for virtual classroom sessions to protect against unauthorized access to the sessions, but FCPS cannot completely guarantee the security of any session because students can share access information to unauthorized parties. FCPS will discipline students (e.g., suspension and expulsion) who share virtual classroom access information to unauthorized parties.

- **Video Dress Code**

- Staff members are required to follow the same dress code that applies at school and wear clothes that are neat, clean and professional.
- Students are expected to follow the Dress Code and wear clothes that are neat, clean and would be appropriate for a classroom.
- No pajamas, inappropriate logos, or other distracting attire are allowed.

- **Distance Learning Conduct: Treat the Virtual Classroom Like a Regular Classroom**

- No one should eat, interrupt others, talk out of turn, or otherwise disrupt the virtual classroom.
- Students may be asked to mute themselves or be muted by the teacher during virtual classroom activities.
- Students are required to follow teacher and staff instructions, follow the classroom behavior rules, behave appropriately, and treat others with mutual respect, just like in the classroom.
- Students are required to pay attention during virtual classroom instruction and not be on their cell phones or on other websites during distance learning.
- Teachers are responsible for monitoring, addressing, and reporting student behavior issues in the virtual classroom as they would in a normal classroom.
- No profane, threatening, or bullying language is permitted.
- Students and teachers must use their FCPS email addresses and, as applicable, a profile picture that is appropriate for an educational environment.
- All communications and “chats” on distance learning platforms must be school-related.
- The integrity of student work is something FCPS takes seriously and may check using a variety of technologies. Cheating, copying, allow others to knowingly copy, and/or misusing content from the Internet are prohibited.
- Students may not record virtual classroom sessions that occur by video or telephone (e.g., using cell phone or other technology) without express instructions to do so.

- **Student Email Addresses**

- FCPS will issue students email addresses to connect to their classrooms, receive and submit assignments, and participate in collaborative school-based virtual environments such as message threads and chatrooms.
- Students must not share their passwords to any other individuals.
- FCPS shall implement reasonable security measures (e.g., student emails can only be used to contact other FCPS email accounts). However, FCPS cannot control messages students may send to other students.
- Students must follow FCPS policies (e.g., Distance Learning Code of Conduct, Student Responsibility Code, Technology Responsibility Code, etc.) when using FCPS-issued email addresses.