

File Code 4119.27/4219.27/6142.14 CODE OF CONDUCT REMOTE TEACHING – ONLINE CLASSROOM PARTICIPATION

This code of conduct establishes guidelines for teaching and learning via remote environments. While teaching and learning, all board policies for attendance and conduct for staff and students that apply to in-person education shall apply equally to the remote classroom setting.

The term e-resources is used throughout the code to refer to any type of tool, resource, or platform that may be utilized for educational purposes.

For Students

- A. Conduct in the remote classroom
 - 1. Dress appropriately and according to the school dress code (5132 Student Dress and Grooming);
 - 2. Set up your own study space well in advance of a remote class. Make sure you are able to work quietly, in an environment where you can focus without being disturbed by family members;
 - 3. Join the class at least 5 minutes before the scheduled start time;
 - 4. Be aware that you are on camera, use civil language when speaking during remote teaching sessions, and conduct yourself in a respectable manner towards your peers and your teacher that is in line with face-to-face teaching;
 - 5. Comply with the rules your teacher will establish inside the online classroom, e.g. your audio/video settings and how to ask questions or interject during a live session.
- B. Communication outside of remote classrooms
 - 1. Respect the methods and times established by your teacher for contact hours and extra help;
 - 2. Be polite and respectful in all electronic education-related communications;
 - 3. Frequently check your email and other communication channels provided by your teacher to stay up-to-date with any changes or new information shared with you by your teacher.
- C. Accessibility
 - 1. Where possible, make use of the software provided/recommended by the district to avoid technical issues;
 - 2. Inform your teacher if you do not have access to a stable internet connection, and/or a desktop/laptop/mobile device on which you can attend classes, and work on and hand in assignments;
 - 3. Inform your teacher of all issues affecting your ability to attend class such as problems with your internet connection, problems with your electronic equipment, and circumstances at home that make privacy and a quiet work area difficult.
- D. Privacy and general data protection
 - 1. It is prohibited to share documents and/or communications that are exclusive to the course with outsiders or third parties;
 - 2. In compliance with copyright law, it is prohibited to take screenshots of, or record any of the classes or e-resources used within the course. The teacher may, however, choose to record sessions for students to watch remotely or to use for subsequent classes for educational purposes. The teacher will clearly announce it in advance if a session is recorded. Recorded classes will not be distributed to third parties outside the district or posted for public viewing. Recorded classes will only be accessible to the students in that class and may be made accessible to other teachers and students of the district with parental consent;
 - 3. You may inform your teacher if you do not wish to be filmed/recorded, and can subsequently choose to turn off your webcam. You still need to meet attendance/participation requirements;
 - 4. Student will handle privacy issues responsibly.

Students shall comply with the code of student conduct (board policy 5131 Conduct and Discipline) and shall be subject to discipline for violating this policy and other policies related to conduct, dress and attendance. Board policy 5113 Attendance, Absences and Excuses shall apply. Students may be marked absent for missing class or tardy for attending class late.

For Teachers

- A. Formal clarity
 - 1. Clearly inform students and parents/guardians on the class schedule, how to access the online classroom and what e-resources you will be using;
 - 2. Explain what the e-resources will be used for;
 - 3. Inform students how their assignments, examination and other data will be downloaded, handed in, used and stored;
 - 4. Instruct students on how to work with, and/or access these e-resources.
- B. Assignment clarity
 - 1. Specify in advance how, where, and when students have to upload their online assignments;

2. Use standardized software/files as much as possible to minimize technical issues for students.
- C. Information on communication
1. Instruct students on how you will communicate with them, and how they should communicate with you (i.e. email, posts, chat features);
 2. Create a consistent daily schedule as much as possible and consistent virtual office hours for extra help. Remote platforms lower the threshold of constant communication – be mindful of work/life balance. Additionally, sticking to the schedule ensures that students have minimal conflicting demands from other classes;
 3. Emphasize to students that they will be asked to be more flexible to changes to the class. It is important to keep them informed and updated on what to expect;
 4. Keep parents/guardians informed by scheduling time to address their questions and/or concerns.
- D. Recording quality
1. Use a platform that can blur out your background, or have a quiet and neutral backdrop for your live sessions – e.g. a plain wall. Avoid having sensitive pictures and/or documents lying around that may be visible when broadcasting/recording;
 2. Do not use virtual backgrounds unless necessary. If you must use a virtual background make a neutral selection and use it consistently (i.e. no beaches, cartoons, etc.);
 3. Check whether you have a stable internet connection, and a properly working camera and microphone. Students should be able to rely on the quality of your broadcast;
 4. Teachers and other staff members having difficulty with equipment, internet connections or other problems shall report the problem to their supervisor and the IT director immediately.
- E. Online Etiquette
1. Open the session at least 10 minutes before the actual start time;
 2. Start on time and take attendance;
 3. Dress and speak professionally as you would in a regular classroom. Board policy 4119.22/4219.22 Conduct and Dress shall apply;
 4. Start your class with instructions on what you expect from students in terms of behavior, e.g. how they may signal that they have a question, and whether they should mute their microphones (possible to enforce by using the mute all button) and turn on or off their webcam at the start of each session;
 5. When sharing your screen, close all sensitive documents or tabs. Check your browser bookmarks and other open applications and furthermore, be aware that you are on camera;
 6. When presenting live, consider there might be some time lag – check regularly with students if they are able to follow along, and provide enough time to comment/ask questions when prompted;
 7. Ensure that content shared with students is appropriate and accessible to all, and is course-related;
 8. Moderating online discussions requires extra care from the teacher. If you feel uncomfortable in that role, ask a colleague to help moderate;
 9. Clarify when the live session has ended, and wait for all students to log off/leave the session.
- F. Privacy and Compliance
1. Students camera's should be off, unless it is of added value to your classes to switch them on. Students may always choose to switch them on voluntarily;
 2. Inform students in advance of live sessions if they will be recorded and only record sessions if this is of added value to your classes. Students may then choose to turn off their webcam if they do not wish to be part of the recording – this should not affect their attendance;
 3. The teacher will clearly announce it in advance if a session is recorded;
 4. Recorded classes will not be distributed to third parties outside the district or posted for public viewing.
 5. Recorded classes will only be accessible to the students in that class and may be made accessible to other teachers and students of the district with parental consent;
 6. Teachers must secure sensitive materials that they may use while operating from a remote workplace;
 7. Images involving third parties (e.g. guest teachers, lecturers, etc.) may only be part of a recorded session if the third party agrees to be recorded;
 8. If a third party is part of your (non-recorded) class then you should stay within a reasonable level of expectation of the third party involved regarding the use of their images.

Teachers and other staff members found in violation of this policy and policies related to conduct, dress and attendance may be subject to disciplinary action consistent with the negotiated agreement (where applicable) up to and including a written warning, suspension and termination. (See board policies 4111.1/4211.1 Nondiscrimination/Affirmative Action; 4119.22/4219.22 Conduct and Dress; 4151/4251 Attendance.)

Adopted:

Key Words

Remote Class, Remote Classroom, Employee Conduct, Student Conduct, E-Mail, Electronic Communication

Legal References:

[N.J.S.A. 2A:38A-1](#) *et seq.* Computer System

[N.J.S.A. 18A:6-10](#) Dismissal and reduction in compensation of persons under tenure in public school system

[N.J.S.A. 18A:11-1](#) General mandatory powers and duties

[N.J.S.A. 18A:27-4](#) Power of boards of education to make rules governing employment of teacher, etc.

[N.J.S.A. 18A:36-35](#) Disclosure of certain student information on Internet prohibited without parental consent

[N.J.S.A. 18A:36-40](#) Written policy concerning electronic communications between school employees and students

[N.J.S.A. 18A:37-13](#) *et seq.* Anti-Bullying Bill of Rights Act

[N.J.S.A. 18A:54-20](#) Powers of board (county vocational schools)

[N.J.S.A. 47:3-15](#) *et seq.* Destruction of Public Records Law

[N.J.A.C. 6A:9-3.3](#) Professional standards for teachers

[N.J.A.C. 6A:9B-4.7](#) Grounds for revocation and suspension of certification

Adapted from the Universiteit Leiden, *Code of Conduct Remote Teaching – Online Classroom Participation*; <https://www.organisatiegids.universiteitleiden.nl/binaries/content/assets/ul2staff/reglementen/onderwijs/code-of-conduct-remote-teaching.pdf>.

Cross References:

*2224 Nondiscrimination/affirmative action

*3570 District records

*4111.1/4211.1 Nondiscrimination/affirmative action

*4119.21/4219.21 Conflict of interest

*4119.22/4219.22 Conduct and dress

*4119.23 Employee substance abuse

*4119.26/4219.26 Electronic communication between staff and students

*4131/4131.1 Staff development, inservice education, visitation, conferences

*4151/4251 Attendance

*4219.23 Employee substance abuse

*4231/4231.1 Staff development, inservice education, visitation, conferences

*5125 Student records

*5131 Conduct and discipline

*5131.1 Harassment, intimidation and bullying

*6121 Nondiscrimination/affirmative action

*6142.10 Internet safety and technology

*6144 Controversial issues

*6173 Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

Berlin Township School District
