

Guide to Appropriate Student / Family Engagement In E-Learning at William E. Cottle School

Below, please find some guidelines and expectations for students and families as we expand our use of E-Learning at WEC. Students should follow these guidelines to ensure productive, respectful class time when using all of our E-Learning platforms.

We remind all students and families that the Tuckahoe Union Free School District's Code of Conduct continues to be in effect during these unprecedented times.

Respect. Respect and protect the privacy of all participants. Students and their families are prohibited from taking screenshots, videos, pictures, video or audio recordings of your teachers or fellow students. These behaviors would be a violation of District policies. No E-Learning sessions at WEC should be recorded or shared on social media!

Teachers will communicate to the administration any inappropriate behavior that violates our Student Code of Conduct, the District's Code of Conduct Policy, and/or the District's Responsible Use Policy, TUFSD Responsible Use Policy, and appropriate disciplinary action will be enforced if necessary.

- **REMINDER: Audio or video recording of a TUFSD student or staff member is strictly prohibited.**

Focus and engage. While in a synchronous videoconference, the microphone should be muted and released only when speaking in the virtual class. Keep your video conference platform open and do not navigate to other tabs or web pages unless directed by the teacher. During synchronous video conferences, students can join the video conferences via audio only, if so desired, and please try to use your Chromebooks or other technical devices in a quiet area with minimal distractions.

Practice Social Distancing. The reason we have turned to E-Learning is to practice social distancing, in order to prevent the spread of the virus. Please do not congregate at each other's homes to do work, socialize, etc. We want you to stay safe and healthy!

Thank you for adhering to these guidelines.