



The High School for Language and Diplomacy

College Ready

Service Oriented

Globally Aware

Ms. Sarah Hernandez, Principal

40 Irving Place New York, NY 10003

212.253.2480 (phone)

212.253-2539 (fax)

Dear Students and Families,

We hope that everyone is staying safe and healthy during this unprecedented time. While school buildings are closed until April 20th, we want to support all of our students to continue learning and growing. Since schools are shifting to classroom learning online, we want to ensure that our students are able to engage safely and respectfully. More importantly, these guidelines are here to honor our mental health and wellness.

Please review the following document carefully as it outlines important guidelines and responsibilities expected of students, parents/guardians, and teachers.

Online Guidelines

In general, all students are expected to use good judgment and common sense; be safe, appropriate, careful and kind online; do not attempt to get around technological protection measures; and ask an adult if they need help.

Student Responsibilities

Students must:

- Follow all school and class rules for technology and the same guidelines for respectful, responsible behavior online that students are expected to follow offline.
- Collaborate in positive ways that help you learn.
- Use technology to support an inclusive school community.
- Be cautious to protect the safety of the student and others.
- Alert a teacher or other staff member if students see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Email RespectForAll@schools.nyc.gov or call Respect for All at 212-374-2350 for support on keeping a respectful online community.

*Students must **not**:*

- Open emails from unknown senders. If the sender is **not** an LAD teacher or staff, do **not** open the email and do **not** respond. Flag any suspicious or inappropriate email as SPAM.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others. Such conduct will result in disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Teachers will refer this behavior to the Dean of School Culture for follow-up with you and your family.
- Use a school account to send spam or chain mail.
- Use language online that would be unacceptable in the classroom.

Students are expected to demonstrate positive behaviors in alignment with the Department of Education's [Citywide Behaviors to Support Student Learning](#) (see below).

Student Personal Safety and Privacy



The High School for Language and Diplomacy

College Ready

Service Oriented

Globally Aware

Ms. Sarah Hernandez, Principal

40 Irving Place New York, NY 10008

212.253.2480 (phone)

212.253-2539 (fax)

- Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission.
- Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.
- Users should never agree to meet someone they meet online in real life without parental permission. If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they should bring it to the attention of an adult immediately.

Parent Responsibilities

- Make sure your child acts responsibly. This includes knowing and understanding the Discipline Code, Internet Acceptable Use and Safety Policy (IAUSP), and Social Media Guidelines for Students 12 and Younger or 13 and Older.
- Keep track of your children's online use when they are not in school—including mobile apps, online games, and other social media
- Share values with your children and talk with them about what is—and is not—acceptable online behavior.

Teacher Responsibilities

- Support students through daily communication via Google Classroom.
- Maintain healthy boundaries for students and faculty: The 8:20am to 2:40pm school day still remains (except for LAD online tutoring sessions). Please do not engage in official email or electronic communication prior to 6am or after 9pm.
- Only share Google Classroom codes to students and families in your class
- Send invitations to Zoom meetings to students in your classes.

Please also see:

NYC DOE [Digital Citizenship guidelines](#)

[The Citywide Behavioral Expectations to Support Student Learning Grades 6-12](#)
(B19, B27, B30, B32, B34, B39, B40)

A-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying

<https://www.schools.nyc.gov/docs/default-source/default-document-library/a-832-student-to-student-discrimination-harassment-intimidation-and-or-bullying>