



LEVITTOWN PUBLIC SCHOOLS

Levittown Memorial Education Center
Abbey Lane
Levittown, New York 11756
Success for Every Student



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Dear Parent/Guardian,

As a district, we continue to review our remote learning procedures and make revisions and improvements as necessary. In order to maintain the best environment possible for all of our students, we have compiled a list of online etiquette guidelines for students. Please review the attached document with your child and he/she will be asked to sign a tear-off sheet in school saying that they have reviewed and understand the guidelines. Fully remote students should sign the tear-off and mail it to the school. Thank you for your cooperation.

Very truly yours,

A handwritten signature in cursive script, appearing to read 'Debbie Rifkin'.

Debbie Rifkin

DR/ds

Levittown Public Schools



Online Etiquette Guidelines

Online or remote classes are challenging for all those involved and are designed for students only, except in situations where parents need to assist our youngest children in accessing the programs. These are enhanced, however with the following general rules of etiquette that should govern all online interactions.

Learning environment:

1. Students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television). Pencil and paper should be at hand to use, as needed.
2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video games, consoles, which might distract from learning. Recording of live-streamed video and screen shots without a teacher's permission are prohibited.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and keep distractions to a minimum.

Expectations for behavior:

1. Students should aim to arrive a few minutes early to their online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session.
2. Students should be entering the online learning session with their microphones on "mute." If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.

3. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual background during an online learning session, as changing it is distraction to other students.
4. Posting, sharing, or publicly displaying comments, quotes or statements made by school personnel or students during remote instruction is prohibited.
5. Online learning sessions should be treated the same as in-class experiences. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately as they will be seen by their teacher and classmates. Inappropriate behavior online will be treated in the same fashion it is in the school building.

Using applications:

1. When using Google Classroom, student names are pre-populated. If another video conferencing application is used, students must type their first and last name and enable their online learning session so that the teacher can identify and see each student before allowing them into the session.
2. Where applicable, students will be admitted to the “waiting room” and their teacher then will individually admit students into the online learning session.
3. At the teacher’s discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.

If technical assistance is needed, teachers or students should contact the school.

Please sign and return the portion below:

I have read and understand the Online Etiquette Guidelines:

Student Name (please print): _____ School _____

Student Signature

Date

Thank you.

