



LINDEN PUBLIC SCHOOLS
RESPECT FOR DIVERSITY - EXCELLENCE IN EDUCATION - COMMITMENT TO SERVICE

Emergency Virtual Instruction Guide

2021-2022

Overview

In the event of a public health-related district closure, the Linden Public School District is prepared to accommodate students with quality virtual instruction, grab and go meals, and equitable access to internet services each, and every day.

The Linden Public School District is a technology 1:1 district for students in grades Pre-Kindergarten through grade twelve and views the use of digital resources as essential to the delivery of quality educational programs. It is expected that all students integrate digital resources into their daily learning experiences.

We believe that technology in the hands of every student creates equity that provides students with information and tools to empower them as learners. It changes the way teachers teach and offers educators effective ways to accommodate different types of learners and assess student understanding through multiple means.

While nothing can replace the quality and effectiveness of in-person learning, the Linden Public School District remains committed to providing every student with quality educational experiences even in the virtual mode.

If there are issues with your child's device, you may contact our IT Help Desk at 908-747-4001.

Strong internet connections are necessary to partake in virtual learning so if you lack or have weak internet connections you may contact our Chief Technology Officer, Slawomir Pajak at 908-486-2800 Ext. 8861.

Hot spots are available for families and will be distributed based on need.

Grab and go meals will be available for students from 12:30 pm – 2:30 pm at every school on days that schools operate virtually. Students will not be allowed to eat on premise but may take all meals home.

Virtual elementary, middle, and high school schedules are listed at the end of this guide for reference and will also be distributed directly from your child's school.

It is the policy of the Linden Public School District to maintain an environment that promotes ethical and responsible conduct in all digital resource activities (File Code 6142.10). Specific responsibilities are associated with this privilege, and it is important for students and parents to be aware of their roles and responsibilities in the digital world.

This guide provides information, inclusive of policies, to assist parents and students in understanding procedures, protocols, roles, and responsibilities for success on the virtual learning journey.

Linden Public School District students and families must understand that:

- All students are allowed access to digital resources unless the school is notified in writing by the parent/guardian.
- All users of the district network and equipment must comply with
 - Linden Public School District policies Internet Safety and Technology (File Code 6142.10), and Electronic Communication by School Staff (File Code 4119.26/4219.26)
- Laptops, iPads, and all technology equipment associated with the device are on loan to students and remain the property of Linden Public School District.
- All users are accountable to all school, district, local, state, and federal laws.
- All use of the technology equipment and network must support education.
- Students and families must follow all guidelines set forth in this document and by district staff.
- All rules and guidelines are in effect before, during, and after school hours for all district laptops, iPads, and technology equipment whether on or off the school campus.
- All files stored on district equipment or on the network are property of the district and may be subject for reviewing and monitoring.
- The term “equipment” or “technology” refers to laptops, iPads, batteries, power cord/chargers and bag/cases/covers. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook or a school issued calculator.
- Students are expected to keep the equipment in good condition. Failure to do so will result in bills for repair or replacement if insurance is not purchased.
- Students are expected to report any damage to their device as soon as possible.
 - This means no later than the next school day.
- Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- All users are expected to follow existing copyright laws and educational fair use policies.
- Students may only log in under their assigned Linden Public School District username. Sharing of passwords is prohibited.

- Students may not loan their device to any other person for any reason.
- Any failure to comply with the rules as outlined in this handbook may result in disciplinary action. The Linden Public School District may remove a user’s access to the network without notice at any time if the user is engaged in any unauthorized activity.
- The Linden Public School District reserves the right to confiscate the equipment at any time.

Device Maintenance

The laptop computer/iPad will need to be returned to the technology department from time to time to receive maintenance and upgrades. You will be notified when this becomes necessary. Software installations may only be done by the Technology Department. Any software not authorized by the district will be removed.

The Technology Help Desk is open every day to assist with device and technical issues. You may access it through the website or call **908-747-4001**.

Each laptop computer/iPad is equipped with remote tracking software. In the event of damage, loss, or theft, you must notify the Supervisor of Instructional Technology at JSCALDINO@lindenps.org in writing within 24 hours so a police report or insurance claim can be filed.

Virtual Learning Responsibilities for Students, Families and Staff

Student Responsibilities

- Be sure your iPad or laptop are fully charged and ready to go for a day of learning.
- Log into the digital learning platform through **Classlink** each morning that school is “virtually” in session.
 - **Seesaw** is the digital learning platform for elementary students
 - **Canvas** is the digital learning platform for middle and high school students.
- Be present in the morning for a daily attendance count. At the middle and high school levels, teachers will also maintain attendance for each class period.
- Follow the virtual schedule daily and attend **Webex** live instructional sessions throughout the day.
- Limit distractions and have a designated space to partake in virtual learning.
- Behave according to district guidelines and follow all district rules.
- Honor the expectation that all work completed is your own and not copied from anyone else.
- Communicate with teachers if you have questions or need clarification. This can be done during small group sessions and office hours held by the teachers each afternoon.
- Be responsible for all work and meet assignment deadlines so teachers can provide timely feedback.

Family Responsibilities

- Monitor the Linden Public School website for updates and check email regularly.
- Designate a workspace with few distractions for your child to participate in virtual learning and complete independent assignments.
- Maintain a daily school schedule and promote regular attendance.
- Check in with your child about the tasks, assessments, and activities they are working on.
- Support your child with their work and submission of assignments.
- Contact the teacher if you have any questions or concerns.
- Contact the school office if your child is going to be absent or “offline” for the day.
- Attend virtual meetings and or workshops provided by the school or district.

Staff Responsibilities

- Be online during virtual school hours throughout the day.
- Conduct live instructional sessions through **Webex** in accordance with the virtual schedule.
- Take accurate student attendance.
- Maintain lesson plans and post assignments and activities in the digital learning platforms.
- Assess students and provide feedback on any work that is submitted.
- Communicate with students and parents on a regular basis via district email, district platforms or apps and phone.

Guidelines for Webex Live Instructional Sessions

To ensure that all Linden Public School students understand how to conduct themselves in an online virtual environment, we have developed a set of guidelines that all students are required to follow. Our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. These guidelines address student interaction with faculty, staff and other students, as well as their individual actions. These guidelines do not replace or supersede the existing Student Code of Conduct but is an addition and holds the same weight and significance.

Appropriate Use of Video Conferencing

- Students must be in appropriate attire and follow the dress code found in their Student Handbook.
- Students must be aware of surroundings at all times, including everything that the camera sees behind them. Anything the camera sees becomes part of the “classroom” and thus must be paid close attention to. Ideally, students should have a wall/fixed background behind them to minimize distraction. Additionally, students should be mindful to mute their audio when not speaking so that background noise/discussions do not interfere with instruction.
- Students should have their camera on while they are videoconferencing but may request to turn it off if a teacher is recording a session.
- A teacher may choose to mute your mic, turn your video feed off, or remove you from the conference entirely. Inappropriate behavior will be reported to an administrator.
- Any image of peers or teachers are their own property and students have no right to use this image in any way. Therefore, no screenshots or recordings may be taken.

Interactions with Other Students

- All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous, and respectful.
- The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, completing independent assignments with others when it is not permitted by the teacher, and/or misusing content from the internet could result in loss of credit or disciplinary consequences upon return to school.
- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

Interactions with Faculty and Staff

- Students should phrase communications with faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and other conversations must be respectful.
- Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with faculty and staff.

Appropriate Use of the Internet

- Linden Public School students are subject to all local, state, and federal laws governing the internet.
- Consequently, school administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through internet access.
- In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
- Any student that violates this policy will be subject to loss of credit and/or disciplinary consequences upon return to school.

Disciplinary Consequences

- Upon the violation, the teacher will immediately contact their building administrator.
- The administrator will notify the student and parent that the student has violated these guidelines.
- Based on the report, the administrator will determine what, if any, disciplinary action must be taken. (Refer to Code of Conduct in the Student/Parent/Teacher Handbook and/or the Student Acceptable Use Policy)

Student Acceptable Use Policy

As a rule, the Linden Public Schools will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops and school-issued accounts in accordance with policies stated in the Student/Parent Handbook.

Violations of the Acceptable Use Policy fall into two broad categories: "Minor Offenses" and "Major Offenses." A Major Offense to the *Acceptable Use Policy* is also a Major Code of Conduct Violation.

Minor Offenses

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to their Principal or Vice Principal. Minor offenses include, but are not limited to, the following:

Laptop/iPad Usage

- Forgetting to bring the laptop/iPad to school.
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject.

Laptop/iPad Maintenance

- Transporting or using the laptop/iPad without a hard protective case similar to the one originally issued with the laptop/iPad.
- Placing stickers directly on the laptop/iPad or putting paper or other objects beneath the bottom protective case.
- Not addressing needed repairs (e.g., cracked screen, cracked track pad, missing keys, bent cases).
- Creating secondary accounts for the laptop/iPad (e.g., for a friend or parent)
- Installing operating systems other than those installed by the Linden Public School Technology Department.
- Changing the following settings in the System Preferences:
 - Changing the Computer Name
 - Disabling or changing settings for Remote Login
 - Disabling or changing settings for Remote Management
 - Enabling the Firewall

Power Management

- Practicing poor power management techniques (e.g., coming to school with laptop/iPad not fully charged).
- Charging computer in non-designated outlets or charging carts. Designated charging areas include:
 - Middle School: Library/Media Center
 - High School: Library/Media Center, Technology Department
- Please note: each student is responsible for his or her computer while it is being charged in any of the above locations.

Network Access (Minor)

- Using personal laptops or tablets instead of the school issued laptop/iPad.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet.
- Accessing non-LPS wireless networks with the laptop while in school.
- Attempting to connect to the LPS wired or wireless network with non-authorized devices including personal laptops, phones, or tablets.

Major Offenses

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the *Acceptable Use Policy* also count as Major Offenses to the Code of Conduct. Major offenses include, but are not limited to, the following:

Privacy, Property, & Community

- Accessing or deleting the LPS Technology Department administrative account.
- Vandalizing the laptop/iPad or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop/iPad and its components.
- Accessing laptops/iPads, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, application without the owner's knowledge or permission.
- Using the laptop/iPad and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- Recording, filming, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use

and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.

Illegal Activity

- Installing or distributing unlicensed or illegal software.
- Using the network in support of illegal activities or businesses or for gambling. The school will not be responsible for any financial obligations resulting from school-provided laptops/iPads, technology, or access to the Internet.

Network Access (Major)

- Placing, creating, or accessing sexually explicit, violent, obscene, or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or LPS network resources, excluding third-party e-commerce sites for sale or exchange of non-commercial personal items.

FILE CODE 6142.10 INTERNET SAFETY AND TECHNOLOGY

Monitored

Mandated

Other Reasons

The board shall develop a technology plan that effectively uses electronic communication to advance and promote learning and teaching. This system of technology shall be used to provide local, statewide, national and global communications opportunities for staff and students. Educational technology shall be infused into the district curriculum to maximize student achievement of the New Jersey Student Learning Standards.

It is the policy of the district to establish safe and effective methods for student and staff users of the district's technological resources and to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
2. Prevent unauthorized access and other unlawful online activity;
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. Comply with the Children's Internet Protection Act (CIPA).

The district shall ensure equal and bias-free access for all students to computers, computer classes, career and technical education programs, and technologically-advanced instructional assistance, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional/sexual orientation, gender, religion, disability, English proficiency, immigration status, housing status or socioeconomic status.

COMPLIANCE WITH CIPA

Filters Blocking Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the school district online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called "hacking," and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the school district staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or his or her designee.

The superintendent or his or her designee shall ensure that students and staff who use the school internet facilities receive appropriate training including the following:

1. The district established standards for the acceptable use of the internet;
2. Internet safety rules;
3. Rules for limited supervised access to and appropriate behavioral expectations for use of online resources, social network websites, and chat rooms;
4. Cyberbullying (board policy 5131.1 Harassment, Intimidation and Bullying) awareness and response.

Student use of the Internet shall be supervised by qualified staff.

Policy Development

The district Internet Safety and Technology policy shall be adopted and revised through a procedure that includes reasonable public notice and at least one public hearing.

ACCEPTABLE USE OF THE INTERNET

Purpose

To support its commitment to providing avenues of access to the universe of information available, the district's system of electronic communication shall include access to the Internet for students and staff.

Limitation of Liability

The Internet constitutes an unregulated collection of resources that changes constantly, so it is not possible to totally predict or control the resources that users may locate. The

board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system.

District Rights and Responsibilities

The computer system is the property of the district, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the Internet.

The board designates the superintendent as the coordinator of the district system. He/she shall recommend to the board of education qualified staff persons to ensure provision of individual and class accounts necessary for access to the Internet, designation of quotas for disk usage on the system, establishment of a document retention schedule, establishment of a virus protection process and coordination of other activities as required to maintain the system.

The superintendent or his or her designee shall approve all activities in the school; ensure that teachers receive proper training in the use of the system; ensure that students are adequately supervised when using the system; maintain executed user agreements; and interpret this acceptable use policy.

Access to the System

This acceptable use policy shall govern all use of the system. Sanctions for student misuse of the system shall be included in the disciplinary code for students, as set out in regulations for policy 5131 Conduct/Discipline. Employee misuse may result in appropriate discipline in accord with the collective bargaining agreement and applicable laws and regulations.

The board shall ensure the acquisition and installation of blocking/filtering software to deny access to certain areas of the Internet.

World Wide Web

All students and employees of the board shall have access to the Web through the district's networked or stand alone computers. An agreement shall be required. To deny a child access, parents/guardians must notify the building principal in writing.

Policy Development

The district Internet Safety and Technology policy shall be adopted and revised through a procedure that includes reasonable public notice and at least one public hearing.

Classroom E-mail Accounts

Students in grades K-8 shall be granted e-mail access through classroom accounts only. To deny a child access to a classroom account, parents/guardians must notify the building principal in writing.

Individual E-mail Accounts for Students

Students in grades K-8 may have individual accounts at the request of teachers and with the consent of parents/guardians. An individual account for any such student shall require an agreement signed by the student and his/her parent/guardian.

Students in grades 9-12 may be granted individual e-mail accounts and dial-up access to the system. An agreement shall be required for an individual e-mail account and must be signed by the student and his/her parent/guardian.

Individual E-mail Accounts for District Employees

District employees shall be provided with email access. Access to the system will be provided for staff members who have signed the acceptable use policy agreement. Email will be monitored and archived for three years. Employee email is discoverable and will be released if subpoenaed within the archival period set forth in this policy.

District Web Site

The board authorizes the superintendent to establish and maintain a district web site. The purpose of the web site will be to inform the district educational community of district programs, policies and practices.

Parental Notification and Responsibility

The superintendent shall ensure that parents/guardians are notified about the district network and the rules governing its use. Parents/guardians shall sign an agreement to allow their child(ren) to have an individual account. Parents/guardians who do not wish their child(ren) to have access to the Internet must notify the principal in writing.

Student Safety Practices

Students shall not post personal contact information about themselves or others. Nor shall students engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that child's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

Prohibited Activities

Users shall not attempt to gain unauthorized access (hacking) to the district system or to any other computer system through the district system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.

Users shall not deliberately attempt to disrupt the district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.

Users shall not use the district system to engage in illegal activities.

Users shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or hate. Inadvertent access to such material should be reported immediately to the supervising staff person.

Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.

Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

Prohibited Language

Prohibited language applies to public messages, private messages, and material posted on web pages.

Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language.

Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

System Security

Users are responsible for their accounts and should take all reasonable precautions to prevent unauthorized access to them. In no case should a user provide his/her password to another individual.

Users shall immediately notify the supervising staff person or data processing department if they detect a possible security problem. Users shall not access the system solely for the purpose of searching for security problems.

Users shall not install or download software or other applications without permission of the supervising staff person.

Users shall follow all district virus protection procedures when installing or downloading approved software.

System Limits

Users shall access the system only for educational, professional or career development activities. This applies to discussion group mail lists, instant message services and participation in Internet "chat room" conversations.

Users shall check e-mail frequently and delete messages promptly.

Privacy Rights

Users shall respect the privacy of messages that they receive and refrain from reposting messages without the approval of the sender.

Users shall not publish private information about another individual.

School Furnished Electronic Devices

The district may furnish students electronic devices such as laptop computers, tablets, notebooks, cellular telephones, or other electronic devices. When a student is furnished with an electronic device the district shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also

include a statement that the district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student furnished an electronic device shall acknowledge receipt of the notification. The district shall retain the acknowledgement as long as the student retains the use of the electronic device.

Failure to provide the required notification shall be subject to a fine of \$250 per student, per incident. If imposed, the fine shall be remitted to the Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils.

Implementation

The superintendent may prepare regulations to implement this policy.

Date: March 29, 2017

Legal References:

Use legal reference sheet.

Linden Public Schools

FILE CODE 4119.27/4219.27 CODE OF CONDUCT REMOTE TEACHING – ONLINE CLASSROOM PARTICIPATION

___ **Monitored**

___ **Mandated**

___ **Other Reasons**

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

1. 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. 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.);
 4. Join the class at least 5 minutes before the scheduled start time;
 5. 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;
 6. 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.
2. 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.
3. 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.
4. Privacy and general data protection
 1. It is prohibited to share documents and/or communications that are exclusive to the class 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 class. 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 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 shall be marked absent for missing class or tardy for attending class late.

For Teachers

1. 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.
2. 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.
3. 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 questions and/or concerns.
4. 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.
5. 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 class-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.
6. 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: August 27, 2020

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.

Linden Public Schools



LINDEN PUBLIC SCHOOLS
RESPECT FOR DIVERSITY - EXCELLENCE IN EDUCATION - COMMITMENT TO SERVICE

Virtual Schedules

Grades Pre K – 12



Pre-K Virtual Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45-9:00 <i>Opening Activity - (Social Emotional Component)</i>	8:45-9:00 <i>Opening Activity (Social Emotional Component)</i>	8:45-9:00 <i>Opening Activity (Social Emotional Component)</i>	8:45-9:00 <i>Opening Activity (Social Emotional Component)</i>	8:45-9:00 <i>Opening Activity (Social Emotional Component)</i>
9:00-9:30 <i>Opening Group</i>				
<i>Transition Fingerplay/Song</i>				
9:30-9:40 <i>Foundations</i>	9:30-9:40 <i>Foundations</i>	9:30-9:40 <i>Foundations</i>	9:30-9:40 <i>Foundations</i>	9:30-9:40 <i>Foundations</i>
<i>Transition Fingerplay/Song</i> Ex. ABC song	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>
9:40-10:00 <i>Story Lab</i>				
<i>Transition Fingerplay/Song</i>				
10:00- 10:20 <i>Math</i>				
10:20-10:40 <i>Science</i>	10:20-10:40 <i>Social Studies</i>	10:20-10:40 <i>Science</i>	10:20-10:40 <i>Social Studies</i>	10:20-10:40 <i>Alternating Science and Social Studies</i>
<i>Transition Fingerplay/Song</i> Ex. Wheels on the Bus	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>	<i>Transition Fingerplay/Song</i>
10:40-11:00 <i>Closing Group/Story Lab/Graphics Practice</i>				
<i>Independent Practice Work (pick just 1):</i> *Graphics Practice *Math Activity *SeeSaw Assignment *Buddy Reading	<i>Independent Practice Work (pick just 1):</i> *Graphics Practice *Math Activity *SeeSaw Assignment *Buddy Reading	<i>Independent Practice Work (pick just 1):</i> *Graphics Practice *Math Activity *SeeSaw Assignment *Buddy Reading	<i>Independent Practice Work (pick just 1):</i> *Graphics Practice *Math Activity *SeeSaw Assignment *Buddy Reading	<i>Independent Practice Work (pick just 1):</i> *Graphics Practice *Math Activity *SeeSaw Assignment *Buddy Reading
<i>Special Activity Link:</i>	<i>Independent Practice Work</i>	<i>Special Activity Link:</i>	<i>Special Activity Link:</i>	<i>Special Activity Link:</i>

Kindergarten Virtual Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:15-8:30 <i>Opening Activity</i> (Social Emotional Component) *Mystery Question				
8:30-9:00 <i>PE / Specials</i>				
9:00-9:30 <i>Math</i>				
9:30-9:45 <i>BREAK</i>				
9:45-10:15 <i>Science / Social Studies</i>				
10:15-10:45 <i>Writing</i>	10:15-10:45 <i>Writing</i>	10:15-10:45 <i>Writing</i>	10:15-10:45 <i>Writing</i>	10:15-10:45 <i>Writing</i>
10:45-11:00 <i>BREAK</i>	10:45-11:00 <i>BREAK</i>	10:45-11:00 <i>BREAK</i>	10:45-11:00 <i>BREAK</i>	<i>Writing</i>
11:00- 11:30 <i>Phonics</i>				
11:30-12:30 <i>Language Arts</i>				
1:30- 3:00 <i>Small Group Targeted Instruction / Office Hours</i>				

		First Grade					
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15		SEL	SEL	SEL	SEL	SEL	SEL
8:30 to 9:15		LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS
9:15		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:30 to 10:00		Writing	Writing	Writing	Writing	Writing	Writing
10:00 to 10:30		PE / Electives	PE / Electives	PE / Electives	PE / Electives	PE / Electives	PE / Electives
10:30 to 11:00		Science	Science	Science	Science	Social Studies	Social Studies
11:00		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11:15 to 12:00		MATH	MATH	MATH	MATH	MATH	MATH
12:00 to 12:30		WIN	WIN	WIN	WIN	WIN	WIN
1:30 to 3:00	Small Group Targeted Instruction / Office Hours						

		Second Grade					
		DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15		SEL	SEL	SEL	SEL	SEL	SEL
8:30 to 9:15		LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS
9:15		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:30 to 10:00		PE / Electives	PE / Electives	PE / Electives	PE / Electives	PE / Electives	PE / Electives
10:00 to 10:30		WIN	WIN	WIN	WIN	WIN	WIN
10:30 to 11:00		Writing	Writing	Writing	Writing	Writing	Writing
11:00		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11:15 to 12:00		MATH	MATH	MATH	MATH	MATH	MATH
12:00 to 12:30		Science	Science	Science	Science	Social Studies	Social Studies
1:30 to 3:00	Small Group Targeted Instruction / Office Hours						

Third Grade						
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15	SEL	SEL	SEL	SEL	SEL	SEL
8:30 to 9:15	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS
9:15	BREAK	BREAK	BREAK	BREAK	BREAK	Writing-I
9:30 to 10:00	SOCIAL STUDIES	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES	SCIENCE	BREAK
10:00 to 10:30	SECTION 1 SCIENCE	SECTION 1 SCIENCE		SOCIAL STUDIES	SOCIAL STUDIES	
10:30 to 11:00	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES
11:00	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
11:15 to 12:00	MATH	MATH	MATH	MATH	MATH	MATH
12:00 to 12:30	WRITING-LA	WIN	WIN	WRITING-LA	WIN	WIN
1:30 to 3:00	Small Group Targeted Instruction / Office Hours					

Fourth Grade						
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15	SEL	SEL	SEL	SEL	SEL	SEL
8:30 to 9:15	MATH	MATH	MATH	MATH	MATH	MATH
9:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:30 to 10:15	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS
10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:30 to 11:00	WRITING-LA	WIN	WIN	WRITING-LA	WIN	WIN
11:00 to 11:30	SOCIAL STUDIES	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES
11:30 to 12:00	SCIENCE	SCIENCE				
12:00 to 12:30	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES
1:30 to 3:00	Small Group Targeted Instruction / Office Hours					

Fifth Grade

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15	SEL	SEL	SEL	SEL	SEL	SEL
8:30 to 9:15	MATH	MATH	MATH	MATH	MATH	MATH
9:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
9:30 to 10:15	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS	LANGUAGE ARTS
10:15	BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
10:30 to 11:00	WRITING-LA	WIN	WIN	WRITING-LA	WIN	WIN
11:00 to 11:30	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES	PE / HEALTH ELECTIVES
11:30 to 12:00	SOCIAL STUDIES	SOCIAL STUDIES		SOCIAL STUDIES		SOCIAL STUDIES
12:00 to 12:30	SCIENCE	SCIENCE	SCIENCE	SOCIAL STUDIES	SCIENCE	SOCIAL STUDIES
1:30 to 3:00	Small Group Targeted Instruction / Office Hours					

MIDDLE SCHOOL VIRTUAL SCHEDULE



Period	Start	End
Homeroom/Login	7:45	7:55
1	7:55	8:07
2	8:07	8:19
3	8:19	8:31
4	8:31	8:43
5	8:43	8:55
6	8:55	9:07
7	9:07	9:19
8	9:19	9:31
9	9:31	9:43
10	9:43	9:55
11	9:55	10:07
12	10:07	10:19
13	10:19	10:31
14	10:31	10:43
15	10:43	10:55
16	10:55	11:07
17	11:07	11:19
18	11:19	11:31
19	11:31	11:43
20	11:43	11:55
21	11:55	12:07
22	12:07	12:19
23	12:19	12:31
24	12:31	12:43
25	12:43	12:55
26	12:55	1:07
27	1:07	1:20
Small Group Targeted Instruction/ Office Hours	1:30	2:45

**Middle School students will follow their class schedule on Genesis.*

HIGH SCHOOL VIRTUAL SCHEDULE



Period	Start	End
Homeroom/Login	7:45	7:55
1	7:55	8:35
2	8:38	9:18
3	9:21	10:01
4/5/6	10:04	10:44
Lunch	10:44	11:14
6/7/8	11:14	11:54
9	11:57	12:37
10	12:40	1:20
Small Group Targeted Instruction/ Office Hours	1:30	2:45

**High School students will follow their class schedule on Genesis*