

## **IHSNO Distance Learning Behavior Management Policy**

The International High School launched the Distance Learning Initiative to address changing and emerging conditions relative to the community spread of the Covid-19 virus. This initiative will assist in getting our students back on track as well as keep students and teachers healthy. As with all learning environments, virtual or in-person, behavioral issues must be addressed fairly and consistently.

### **Offenses And Behaviors in the Virtual School (Distance Education)**

#### **Level 1 Offenses (Distance Learning)**

1. Tardy for the class in excess of 5 minutes from the beginning of a distance learning class when broadcasting live without an acceptable excuse.
2. Out of uniform while attending a distance learning class.
3. Exhibiting disrespectful behavior that disrupts the learning of self and/or others during the distance learning period.
4. Eating or drinking during the distance learning period.
5. Ridiculing the teacher or another student during the distance learning period
6. Using the microphone feature, camera or chat without prior permission from the teacher.
7. Participating in distracting activities and not being engaged in learning.

#### **Level II Behavioral Offenses (Distance Learning)**

1. Excessive tardies and/or skipping class without an acceptable excuse.
2. Inciting students not to attend periods, threatening or intimidating them, and not attending periods in distance learning platforms.
3. Creating quarrels between students, whether visual or written, by broadcasting via synchronous and asynchronous distance learning platforms.
4. Using email or social media to reveal information of a personal nature.
5. Impeding the continuation of the lesson, teacher's work and other students' rights.
6. Abusing or insulting official visitors during a live broadcast.
7. Using profanity, racial slurs, or other language (text, sound, or hint) that may be offensive to any other user.

#### **Level III Behavioral Offenses-(Distance Learning)**

1. Using information technology to insult, curse, threaten with violence, slander, or blackmail in a deliberate and repeated manner via any digital platform.
2. Utilizing the Distance Learning platforms to post information about teachers and students without permission.
3. Posting confidential student, class and teacher information via social media.
4. Searching for information, obtaining specific copies, or modifying files and other data, or passwords belonging to other users on the network.
5. Entering, sharing login links or using the account of another student or teacher without his/her knowledge and/or consent.
6. Destroying, tampering, modifying or misusing devices and intentionally causing damage to any

- device, software or hardware.
7. Installing or downloading software or products that might harm the device or the hard drive.
  8. Using any camera (available as part of or as an add-on to certain devices) for personal use and/or sharing photos or any information about any of the students' parents, employees, or any other person without their explicit consent.
  9. Using educational content to photograph and record conversations between students, and posting them without prior permission.
  10. Creating or opening hyperlinks or any associated files unless they are sent from a trusted source.
  11. Intentionally installing programs intended to harass users or to penetrate or destroy other people's accounts and devices.
  12. Establishing networks or network connections to make live communications including audio or video (relay chat) without prior formal permission.
  13. Publishing, creating, exchanging or promoting malicious or suspicious software.
  14. Overpowering email accounts or applications used for distance education with high electronic data flow, stopping emails from working, disabling them or destroying their contents.
  15. Intentionally capturing or intercepting any communication without authorization through the information network used for distance education.

## **PARENTS**

Full responsibility for the user agreement concerning the usage policy and rules in terms of:

- Running officially accredited programs for distance learning
- Refraining from filming or disclosing the live broadcast
- Being present for guidance during the broadcasting period Secure environment readiness for students in their homes through the following:
  - Providing an adequate place and providing the Internet
  - Maintaining the student's overall good appearance during lessons
  - Support and encourage students to practice distance education by ensuring that they attend and complete all educational activities. Comply with the school's decision regarding any offenses committed by their child. In the event that the parent/guardian refuses to comply with the school's decisions or take responsibility for their child's offense, the matter will be taken seriously by the school management.

## **STUDENTS**

- Comply with official times and dates in accordance with the regulations and laws issued by the Distance Learning Initiative.
- Keep the device ready for learning.
- Adhere to all rules. Any violations will result in procedures ranging from withdrawing the user's right to login or monitoring the use of the service, or terminating his/her use of the service, or both, with retroactive effect.



## Distance Learning Contract

The signatures below affirm that we have read, discussed, and understand the Student Responsibilities and Expected Behaviors Sections of the Distance Learning Policy and agree to follow the outlined procedures. This signature form also authorizes and gives consent to the International High School of New Orleans for distance learning classes to record and playback any likeness, image, voice and performance; and any and all materials furnished by me on film, tape, otherwise during the school year. I understand that this access is designed for in school and distance learning educational purposes only. I give these rights freely and without compensation now or in the future.

**Student's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Period:** \_\_\_\_\_

### Student Responsibilities, Expected Behaviors, and Consequences

All behavioral expectations and policies enforced at International High School of New Orleans and during periods of distance learning are governed by the Orleans Parish School Board Code of Conduct.

**Student's Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_ **Period:** \_\_\_\_\_

**Definitions:**

**ABSENCE:** Missing class (distance learning environment) for one or more days, or part of the school day or more, both excused and unexcused.

**BEHAVIOR:** Every statement made, virtual interaction, practice, or activity done by students during their digital classroom period involving the educational environment, other students and instructors.

**BULLYING:** Any frequent form of intentional psychological, physical, verbal, electronic, or digital abuse or intimidation, or threat by a student or group of students toward one or more students or towards school staff.

**COMMUNICATION CHANNELS:** Any means of communication between the school management, students and parents. This may include phone calls, emails, SMS messages, social networks and channels, and smart notices.

**CYBER-BULLYING:** Using the means of communication and information technology to insult, use profanity towards, threaten with violence, slander, or blackmail someone.

**DIGITAL CLASSROOM PERIOD:** An official period to which the instructions, regulations and laws are applied in the digital classroom. Classroom periods may be via direct broadcast or electronic sources available at any time.

**DISTANCE LEARNING:** a method of study where teachers and students do not meet in a classroom but use the Internet, email, mail, etc., to have classes.

**ELECTRONIC DEVICES:** Any electronic, magnetic, optical, electrochemical, or other tool used to process and/or store electronic data, or perform logical and mathematical operations, by any means of connection, direct or otherwise, which allows this device to store electronic information or communicate with others.

**OFFENSES:** Any student behavior that is not consistent with expectations, which harms the student, others and the educational environment.

**STUDENT BEHAVIOR MANAGEMENT:** This behavior management process involves making adaptations for the person with challenging behavior and making changes in the environment where the problem behavior occurs.

**TECHNICAL OFFENSES:** Any act committed, including unlawful entry, to

threaten or blackmail a person, prejudice his/her private life, defame or harm him/her, access or delete his/her private data, or produce anything that might undermine public order or religious values.

**VIRTUAL LEARNING ENVIRONMENT:** is an online-based platform that offers students and teachers digital solutions that enhance the learning experience.