

THE ACADEMY OF ALAMEDA

DISTANCE LEARNING EXPECTATIONS POLICY

The goal of AoA's Distance Learning Expectations Policy is to provide families and students a clear set of guidelines and expected behaviors while balancing those high expectations with the understanding and empathy that social distance learning presents many challenges for students, families and staff - even while it provides students with effective and engaging learning outcomes.

This policy sets forth the expectations of students and parents/guardians while students are engaging in distance learning at Academy of Alameda ("AoA").

"Distance learning" means instruction in which the student and instructor are in different locations. This may include interacting with a student through the use of computer and/or other communications technology for the delivery of instruction, check in or other communications between student, teacher and other employees. Distance learning may include video or audio instruction in which the primary mode of communication between the student and instructor is online interaction, instructional television, video, telecourses, or other instruction that relies on computer or communications technology. It may also include the use of print materials incorporating assignments that are the subject of written or oral feedback.

Distance learning at AoA will occur through use of various online platforms including Google Classroom, Zoom, IXL, Loom and Google Hangout. Meetings will include whole classrooms, small groups and some one-to-ones.

The AoA distance learning program will provide its students with educational opportunities and continuity to the greatest extent practicable during temporary school closure. To achieve this goal, AoA requires students and their parents/guardians to adhere to the following guidelines at all times while students are engaging in distance learning:

STUDENT GRADING AND ENGAGEMENT EXPECTATIONS

Students are expected to complete all assignments by their due dates, as well to actively participate in all required live video conference classes assigned by their teacher/s. If an assignment is going to be late or is late, the student or parent/guardian (when appropriate in earlier grades) should let the teacher know so that the teacher can support the student. The Academy of Alameda Elementary and Middle School Principals will inform students and families of their school's specific grading/assessment policy.

STUDENT BEHAVIOR AND PARENT SUPERVISION EXPECTATIONS

1. **STUDENT SUPERVISION:** To the extent possible, it is important for parents/guardians or caretakers to provide a level of supervision while the student is participating in distance learning instruction or school-related activities, to make sure that their child is actively engaged in the learning process, and they are fulfilling their academic and social emotional coursework and school obligations. Frequent or regular check-ins with students are important to make sure that they are engaging in their school work and feel supported.
2. **STUDENT WORK AREAS:** To the greatest extent possible, student work areas should be conducive to learning, reasonably quiet, free of distractions and any material that violates the law or AoA policy
 - a. Students must have all materials and equipment (e.g., tablet/laptop, pencil, paper, etc.) ready for their use before the start of any scheduled distance learning instruction or school-related activity.
 - b. Please keep all pets, siblings not engaging in learning, cell phones or personal electronic devices and food away from the student work area if possible to minimize or avoid distractions.

- c. Students must promptly comply with any teacher request to mute or unmute their device microphone or remove an item, individual, or pet from their work area if they are engaged in a “live” learning experience using Zoom or other video conferencing platforms.
3. **ABSENCES:** If the student will be unable to participate in any school-related activity for any reason, please contact the teacher or other AoA personnel member with whom the student was scheduled to meet as soon as possible.
4. **STUDENT LOG IN/PARENT TECHNICAL SUPPORT:** Students will be provided with personal login credentials for online/virtual distance learning instruction, meetings and school-related activities for their own use. Students are not to share their login information with any other person except their parents/guardians or responsible adult caregivers as necessary for the parent/guardian or responsible adult caregiver to assist the student in troubleshooting login issues or other technical difficulties. If a parent/guardian, responsible adult caregiver or the student experiences technical difficulties while participating in school-related activities, please contact The Academy’s IT employee as soon as possible. Sharing student login information with another person will subject Student to the School’s discipline policy.
5. **PARENT ENGAGEMENT IN INSTRUCTION:** Parents/guardians and responsible adult caregivers should not interfere, disrupt or directly participate in virtual distance learning lessons unless requested by the teacher or without teacher written permission. AoA distance learning instruction and other online or virtual school-related activities are intended for AoA students and personnel use. Parents/guardians and responsible adult caregivers are not permitted to log into or attend online/virtual distance learning instruction, meetings, or other school-related activities unless specifically requested by a teacher or AoA employee.
6. **CONFIDENTIALITY:** There is no expectation of privacy in virtual classrooms. When logging in to any virtual learning activities, Parents/Students are acknowledging their understanding that anything that they say, write, or do while on video or audio might be viewed by others.
 - a. Parents/guardians and responsible adult caregivers must maintain strict confidentiality of any information they obtain or observe regarding other students (e.g., academic performance, medical conditions, disabilities, behavior, etc.) while supervising a student’s virtual or online instruction or school-related activities.
 - b. Students, parents/guardians, responsible adult caregivers and any other individual who may be in or around a student’s work area are not permitted to photograph, video or audio record, or screenshot any distance learning instruction or other virtual, online or telephonic school-related activities without express written permission from AoA.
 - c. AoA may record virtual classes or other group distance learning activities for use by other students who might benefit from accessing the instruction at a later time. No counseling or special education services provided in a group session will be recorded.
 - d. If a student is receiving virtual, online or telephonic counseling services from a AoA employee or contractor, no other individual, including but not limited to parents/guardians, responsible adult caregivers, or siblings are allowed in the room or within seeing or hearing distance of the room or place in which the student is receiving the counseling services for confidentiality purposes.
 - e. The identity of all students participating in any small group counseling session with a AoA employee or contractor and other student(s) and all the statements made or discussions occurring during such counseling sessions are confidential and may not be disclosed to any individual.
 - f. Teachers may record one to one student communications, with parent/guardian/adult student consent. Counseling sessions will not be recorded under any circumstance.

7. **TECHNOLOGY POLICY:** Students, parent/guardians and responsible adult caregivers must comply with the AoA Student Technology Policy and Acceptable Use Agreement at all times when utilizing School technology to access distance learning.
 - a. AoA technology and equipment includes but is not limited to AoA electronic mail, servers, online accounts and platforms, computers, laptops, tablets, or other digital, electronic or multimedia hardware, software or other applications. AoA technology and equipment may only be used for educational purposes in accordance with the AoA Student Technology Policy and Acceptable Use Agreement.
 - b. Students and parents/guardians acknowledge that AoA technology and equipment are owned by AoA. By logging into or accessing AoA technology or equipment, users acknowledge that they have no expectation of privacy in the use of AoA technology or equipment, even if such technology is used on a personal device. AoA reserves the right to access communications, files, and other data stored on or sent over AoA technology or equipment.
 - c. Technological resources provided by AoA must be used in a safe, responsible, appropriate, and legal manner in accordance with AoA policies and in support of its instructional program for the advancement of student learning.
 - d. Downloading, uploading, viewing, posting or sharing inappropriate content, including pornographic, defamatory, discriminatory, harassing, bullying or otherwise offensive material is prohibited.
 - e. Students must not access AoA online or virtual classrooms, meeting spaces, or chat forums unless authorized to do so.
8. **DISRUPTION OF DISTANCE LEARNING:** It is illegal for a person to “intentionally access a computer without authorization,” such as entering an online/virtual distance learning class (known as Zoom Bombing) in which the person is not a student. Any individual who does this may be civilly or criminally liable under the Federal Computer Fraud and Abuse Act.
9. **APPLICATION OF DISCIPLINARY RULES/POLICIES:** All other AoA rules and policies regarding student behavior and discipline including but not limited to the Suspension and Expulsion Policy and the Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy continue to remain in effect. Students who fail to adhere to the above requirements may be subject to legal action including but not limited suspension or expulsion.
 - a. Any student who believes they have been subject to misconduct prohibited by the AoA including conduct outlined in The Academy of Alameda’s Title IX, Harassment, Intimidation, Discrimination, and Bullying Policy or has witnessed such prohibited misconduct is encouraged to immediately report such misconduct to either the Elementary School Principal, Nora Bullock, or the Middle School principal, Miranda Thorman.

This policy is subject to change without advance notice as the Distance Learning program develops. The Academy will alert students and their families of significant changes in the policy. By participating in the Distance Learning program, both Parent and Student acknowledge and agree to the terms expressed herein.