

Kuhio Elementary School Distance Learning
Guidance Document

To maintain a serious, focussed and academic approach to learning, students are expected to:

1. Follow the daily schedule posted by your teacher.
2. Set up a workspace within the house that limits distractions and includes a surface to work on, seating, good lighting and access to electrical outlets.
3. Have Google tools set up including: Classroom, email and calendar. Notifications for these features are to be turned on.
4. Check email regularly throughout each school day and respond in a timely manner.
5. Be on time for synchronous appointments.
6. Do your best to meet timelines, commitments and due dates.
7. Notify your teachers right away (e.g. phone, text, email, etc.) if you cannot meet deadlines or require additional support.
8. Collaborate and support your classmates in their learning.
9. Comply with HIDOE's Acceptable Use Policy, including expectations for online etiquette.
10. Ensure the background that will show up behind you is appropriate for school.
11. Dress the same way you would if you were coming on campus for school: pants, shorts, tops, **not pajamas**.
12. Be prepared with the appropriate supplies: computer, earphones, textbooks, notebooks, calculator, writing implements, art supplies.
13. If you have questions and/or concerns let your teacher, advisor or administrator know as soon as possible.
14. Be honest in your work; submit only your original work, use only permitted materials and documented sources (no copying).

In order to support the academic success and social emotional well being of students, parents are expected to:

1. Establish routines and expectations.
2. Define the physical space for your child's study.
3. Be aware of your actions (what you say, what you are doing, and your appearance) in the background when your child is online.
4. Monitor communications from your child's teachers.
5. Begin and end each day with a check-in.
6. Take an active role in helping your child process and own their learning.
7. Establish times for quiet and reflection.
8. Encourage physical activity and/or exercise.
9. Remain mindful of your child's stress or worry.
10. Monitor how much time your child is spending online. Encourage healthy, balanced use of technology.

11. Keep your child social, but set rules around their social media interactions.

Online Technology Use Guidelines (This is in addition to the DOE's Technology Responsible Use Guidelines).

1. When in class sessions, video is to be on with your microphone muted. The teacher will guide microphone usage.
2. Each participant's full face should be in view.
3. Cell phones or other private means of communication should not be in use unless directed by the teacher.
4. Chat functions within a video conference should be used for the educational benefit of the class.
5. Disconnect promptly when a video meeting ends.
6. If an individual is unaware of their camera or microphone being on, community members are expected to let them know.
7. Without express and written permission from the administrator of the school, users (including students) may not record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of the distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
8. Students may not manipulate digital applications or use digital tools in a manner that disrupts classroom objectives.