Digital Citizenship:  
Student Expectations for Distance Learning

**Student Checklist for Learning**  
The following guidelines have been established for students as best practices to prepare for each day of learning:

- Sign up for your teachers' digital resources (e.g. Google classroom, Remind, Khan Academy).
- Log onto Google Classroom or the EHPS website (see: Distance Learning Plan) daily to check and complete school work.
- Check your email daily. You all have access to a school Gmail account.
- Know your teachers’ office hours and set a schedule for yourself. The school has shared a schedule for you to follow for each day of the week.
- Ask for help if you need it. Your teachers are there to help so reach out! Teachers’ office hours are posted on their Google Classroom pages.

**Expectations for Appropriate Online Communication**

- Take responsibility for your learning by participating, completing the assigned work, and responding to teacher posts or requests for feedback in a timely manner.
- Communicate with your teacher for help if you are confused by a lesson or feel like you are falling behind. This can be done through email, request to meet in a video conference or through a Google Chat.
- Being thoughtful and kind in all your online communication with your peers and teachers.
- All school rules apply when using Google Classroom, Google Meets, Gmail, Remind, Zoom and any other technology platform. All online activity must be school-appropriate, so please remember to be safe, respectful and responsible at all times.

**Guidelines for Online Interactions:**  
During the implementation of the DLP, students are expected to adhere to specific guidelines. While this is not an exhaustive list, a few key points are outlined below:

- **Appropriate language and icons** must be used at all times.
- **Bullying** and mean-spirited behavior will not be tolerated.
- **Educational** and relevant posts are expected.
- Video conferences are not allowed unless your instructor is present.
- During video conferences, be mindful of your environment (e.g. pictures, posters and images) and appearance. Appropriate clothing should be worn during all video conferences.
- Respectful and on topic conversations are expected during online chats or video conferencing.

**Disciplinary Actions:** The school reserves the right to discipline a student who disrupts the educational process for his/her peers. Disciplinary action may include but not limited to the following consequences: removing a student from their on-line classroom (replaced by printed materials), suspending privileges of technology (if device is property of EHPS) and/or possible removal from the credit course. Teachers will report any incidents that disrupt learning via electronic referrals to the appropriate grade level assistant principal. If this offense is deemed as a warning, then the classroom teacher will reach out to the student’s family. However, if disciplinary measures are necessary, then the grade level administrator will contact the student’s guardian(s).