



## **INOVA Student Expectations**

### **STUDENT EXPECTATIONS**

Students must maintain virtual settings and behaviors that are conducive for instruction and that minimize distractions.

#### **Virtual Work Settings**

1. Working stations must be free of foreign objects that are not being utilized for instruction.
2. The recording device being used for instruction must be positioned to allow teachers to observe both the working space and student, especially during testing.
3. Eating and drinking are not allowed during virtual courses. This is hazardous to electronic devices and can also be distracting during instruction.
4. When possible, students are encouraged to work in areas that are isolated from other individuals and pets. If circumstances exist that do not allow complete seclusion, the parent will need to share this information separately with the instructor. Instructors will only require what the parent can reasonably provide.
5. Additional electronic devices should not be kept or used within the visible working area, unless they are being utilized for instruction/are teacher approved. This includes the use of speakers, phones, earphones and other devices that may provide distractions from teacher led instruction.
6. Students will follow daily guidance from their teachers regarding best methods of communicating and participating during virtual schooling. Instructions regarding when and how to interact verbally and how to use audio and camera options will be dependent on the design of instruction and direction of the teacher.

#### **Student Dress & Conduct**

7. Students are to wear appropriate dress that does not distract from the virtual learning process. Inappropriate attire including but not limited to the following are prohibited: clothing with profanity; derogatory terms; racial slurs; sexual content; and clothing that is transparent or overly revealing.
8. Students should refrain from engaging in any of the behaviors identified in the CGUHSD Handbook while engaged in virtual schooling. Traditional school rules and behavioral expectations still apply. Behavior that is disruptive to the virtual schooling setting will be addressed using progressive discipline measures.



9. Students are to ***remain positively engaged in instruction and participate. Cameras must be on during direct instruction, small group work, and may be turned off during independent work, unless you need support or have a question.***

## **Casa Grande Union High School District Digital Citizenship Agreement**

Casa Grande Union believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

### **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log off before leaving the computer.
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

### **Respect and Protect Others**

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files or profile.
- I will not disrupt other people's ability to use school computers.



- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

### **Respect and Protect the Learning Environment**

- I will limit my web browsing at school-to-school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.
- I will not change computer settings and displays including cursors, background images and screensavers.

### **Honor Intellectual Property**

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

By signing this agreement, I agree to always act in a manner that is respectful to myself and others and the learning environment at school. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow these tenets will have consequences that may include loss of computer privileges, detention and possible suspension.

Select this link to sign: [Digital Signature Link](#)