



Newark Board of Education Remote Learning Code of Student Conduct

Introduction

The Newark Board of Education is committed to ensuring that schools are safe, secure, and orderly environments during remote and blended learning experiences. The District will write Remote Learning Norms specific to grade level bands that address student expectations, behavior, and interaction with faculty, staff, and other students during remote instruction. These standards apply to synchronous and asynchronous classroom environments. Synchronous learning is online or virtual instruction that happens in real time, often with a set class schedule and required login times. Asynchronous learning does not require real-time interaction; instead, content is available online for students to access when it best suits their schedules, and assignments are completed by deadlines.

All students will be expected to abide by the existing Code of Student Conduct during remote instruction. The virtual class is an extension of the school. This document is designed to be followed in tandem with the Code of Student Conduct.

This is an addendum to the Code of Student Conduct, and signature on the Code of Student Conduct acknowledges receipt of these norms.

During remote learning, the District's [Acceptable Use Policy](#) on device and internet use remains in effect.

Remote Learning Conduct

Students must understand and practice safe behavior when engaging in online activities in order to protect themselves and others. During Remote Learning, the District's [Code of Student Conduct](#) remains in effect.

- Conduct that would not be permissible in school is not permissible in the remote learning environment.



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- All forms of harassment, intimidation and bullying, including cyberbullying, are not permitted and will be addressed following the District's [Harassment, Intimidation, and Bullying \(HIB\) Policy](#).
- Students are to share any concerns they have about other students with the teacher and inform the teacher immediately if they feel unsafe in a large virtual class or breakout room/small group.
- Taking screenshots or screen recordings of virtual classrooms is not permitted. Teachers will announce in advance if a session is recorded. Recorded sessions may not be distributed to third parties outside the district and will be stored in and made accessible only through district platforms.
- Students may inform the teacher if they do not wish to be filmed/recorded, and can subsequently choose to turn off the webcam.
- Students may not create or post images of class meetings using screenshots or screen recordings of any member of the faculty, staff, student body, or administration. Derogatory posts, memes, etc. are not permitted.
- Students and families will make a concerted effort to protect student privacy above and beyond any efforts of the district. Please be aware that anything done online or electronically is not private and can be monitored.

Remote Learning Expectations

To ensure a productive learning environment, students are expected to adhere to the following guidelines when engaging in online instruction.

- Attendance policies required for regular in-school classes apply to online classes.
- Wearing school uniforms during the period of remote instruction is optional. Instead, students may wear clothing with the school logo, mascot, or school colors.
- Upon entering an online class, video should be turned on and kept on for the duration of the class (unless directed or excused by the teacher).
- While in a breakout room, students are expected to follow all virtual and in person code of conduct expectations.
- Do not share passwords with anyone!
- Do not share personal information nor student ID over the internet or with other individuals.



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- Do not upload or post personal information, private communications or photos of others without their permission.
- Always use a device in a way that shows consideration and respect. The use of obscene, profane, threatening, or disrespectful language both while speaking or in discussion posts, chats, etc. is not permitted.
- Do not disrupt the virtual learning environment in any way. Please remain muted unless speaking and use the appropriate signal to ask a question or make a comment.
- Communication between students and staff should be course-related during online sessions.
- Minimize background noise to the extent possible (muting, use of headphones, closed doors, quiet areas, etc.).

Academic Integrity

Academic honesty is key to learning and is essential for students to succeed. The following principles are best practices to maintaining academic honesty:

- Students must not submit work of any kind that is not their own work.
- Students must not plagiarize in any work (written, multimedia, oral, creative, etc.).
- Students must not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties unless directed to do so by the teacher.
- Students must not give or receive unauthorized assistance on assessments.
- Students must not present any forged documents to their teacher.