

This document summarizes the expectations for technology appropriate use and describes expectations during distance learning. A complete copy of the district's technology use guidelines is in administrative regulation IIBGA-AR, at www.4j.lane.edu/board/policies/

The school's expectations for how students conduct themselves in a school building or at a school-sponsored event also apply when students are in school in a distance-learning environment, or are using the district's technology system. The technology system includes but is not limited to school-issued learning devices, tablets, laptops, access to and content in digital classrooms and programs such as Canvas or Zoom, online course materials, accounts, and the 4J network, servers, or cloud, whether accessed through personal or the school's electronic devices.

Students are expected to be good members of their school and classroom digital communities. This means that when engaged in distance learning or using the district's technology system, students will:

- Practice positive digital community membership, including appropriate behavior and contributions on all digital programs that they are asked to use.
- Show respect for others and support a safe learning space by not recording or taking pictures, screenshots or videos of the distance-learning classroom without their teacher's advanced permission or instruction to do so.
- Not disrupt classroom or school activities, or compromise school safety and security.
- Promote safety for themselves and others when using the school technology system by not posting their personal contact information (such as names, addresses, email and phone numbers) or images or pictures on public platforms or social networking sites. Students will not use the technology system to arrange to meet a person without their parents' permission, and will share with a school staff member any parent communications they receive that make them uncomfortable.
- Use school appropriate language in all digital communications.
- Not send and/or distribute hateful, discriminatory, or harassing digital communications.
- Refrain from bullying in any form, including cyber bullying.
- Abide by copyright laws. Students may not post course materials or content provided by the school or teacher online because it does not belong to them and they do not have permission. Students will not share course materials with anyone except another student enrolled in the class or parents/guardians helping them. Unauthorized distribution of distance learning content, including sharing video recordings or screenshots on the internet, social media or other platform is strictly prohibited.
- Support the integrity and security of the technology system by refraining from actions that degrade or disrupt it, including but not limited to hacking, installing unauthorized applications, sharing their password or access to online meetings such as Zoom, and vandalism.

- Use the technology system for educational purposes only.
- Not use the system in a manner that violates the student code of conduct, school board policy and regulation, or the law.
- Not take school issued devices out of the state.

Academic Integrity Guidelines

Students will follow academic integrity guidelines. They are expected to exemplify honesty, honor, and a respect for the truth in all of their academic classes. Behavior that violates this value includes but is not limited to:

- Academic Dishonesty: Acts of academic dishonesty include but are not limited to cheating, plagiarism and other forms of academic dishonesty.
- Cheating: Cheating includes, but is not limited to use of any unauthorized assistance in all “classroom” assignments, tests, and quizzes.

Virtual Meeting Guidelines

When meeting on Canvas, Zoom or other virtual platforms, students will:

- Be on time, or communicate with their teacher if something comes up.
- Not share the online classroom link, except to another student enrolled in that class.
- If there is a waiting room before entering the Zoom classroom, wait patiently until they are admitted to the conversation.
- Identify themselves by their real names (either their legal name or the name they normally use).
- When not using the video function, use a portrait or Bitmoji portrait of themselves, school provided photo (such as a logo or mascot), or a neutral background with their name.
- Locate themselves in an appropriate, education-appropriate place, keeping in mind what will show on the screen and the need to avoid distractions in the classroom; use a neutral background, or a background provided by the school if required and technology permits.
- If muted upon entering a virtual meeting, to remain muted until requested by the teacher.
- Not engage in private chats within school Zoom conversations unless the teacher directs.
- Not record, take pictures, screen shots, or videos within school Zoom conversations without their teacher’s advanced permission or instruction to do so.
- Wear school appropriate attire.

School is intended for enrolled students. Therefore, unless specifically invited, parents and others may not interject or participate in classroom discussions or chats or otherwise engage in class.

Disrupting the learning environment, or otherwise violating this agreement or the student code of conduct, will result in consequences depending on the seriousness of the situation. Consequences may include: temporarily disabling the student’s video in Zoom; redirection and re-teaching; referral to an administrator; a behavior contract; parent contact or conference, detention, suspension, placement in an alternative school, and expulsion.

Student Device Protection Plan

The following guidelines describe how damage, loss or theft, or maintenance and repairs will be handled. By accepting learning devices from the school or district, students and families accept responsibility for the device in accordance with the guidelines below. References to students below also include students' parents/ guardians.

- Students will not be held responsible for damage due to normal wear and tear.
- Anytime a device is lost or stolen, a student is expected to file a report with the Eugene Police Department, notify the school administrator and notify the technology help desk by emailing 4jdesktop@4j.lane.edu. These reports are required before a student may be issued a replacement device.
- The school or district will cover the first incident that results in a repair or replacement. Should a second incident result in a repair or replacement, the student will be responsible for 50% of the actual cost of repair or replacement. Should a third incident result in a repair or replacement, the student will be responsible for 100% of the cost. Approximate replacement costs are provided in a table below.
- The district will handle repairs and/or the replacement of a device. At no time should a student or parent attempt repairs or take a device to a vendor for repairs or servicing.
- Students will use protective covers on devices when issued by the school.
- Students will return devices to the school promptly upon request.
- For technical support, students must use the following options:
 - English 541-790-7770, call back only
 - Spanish 541-790-7531, call back only
 - <https://technologysupport.4j.lane.edu/student-support/>
- The district will pursue prosecution of individuals who steal its technology devices.
- Devices may not be taken out of state, and many learning applications will not work and cannot be supported outside of Oregon.

	Approximate Replacement Values - as of September 2020
Case/Cover, if 4J issued	iPad - \$99
Charging cable	iPad - \$19 MacBook - \$17
Charging brick	iPad - \$29 MacBook - \$44
Laptop or iPad	iPad - \$300 MacBook - \$975