Digital Academy Norms for Students and Parents/Guardians

Students across Alachua County are now engaging in a virtual learning environment through our Digital Academy. It is important that all students and parents/ guardians adhere to these Student Responsibilities in a virtual learning environment, which include online behaviors for students and privacy guidelines for parents/guardians. Adherence to these norms and guidelines will help to ensure a successful learning experience.

Student Responsibilities in a Virtual Learning Environment

- **Knowledge and Observation of Rules of Conduct -** Students are expected to know and observe virtual school rules and procedures which govern their conduct. **All assignments submitted in the digital academy are to be completed solely by the student.** Prohibited Uses of Technology include:
    - Using District technology resources for illegal purposes or any other activity prohibited by District Policy.
    - Capture, transmit, or receive test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty.

Elementary Code of Conduct   Secondary Code of Conduct
Guidelines on Misconduct for Virtual Learning

- **Right to Learn and Participate -** Students should cooperate with teachers, engage fully, and help to create a safe and equitable learning environment for all students within the virtual classroom. Remember, if you see something inappropriate, say something.

- **Respect for Persons and Property -** Students are expected to be respectful and courteous to other students and teachers during virtual learning sessions. Inappropriate, offensive or threatening comments, misrepresentation of identity, and/or disruptive behavior by any students during virtual learning sessions will not be tolerated.

- **Attendance -** Students must use their ACPS email account to log into a virtual learning session daily and on time. [Attendance](#)

- **Free Speech, Student Publication, Assembly, and Off-Campus Behavior -** Students should adhere to the provisions identified under [Use of Technology by Students](#). Students should save work on their personal devices and/or their external storage devices. Other applicable ACPS policies include:
  - [Student Use of Personal-Owned Wireless Communication Devices](#)
  - [Student Use of Electronic Mail (E-Mail)](#)   [Zero Tolerance for School Related Crimes](#).
  - [Anti-Harassment](#)   [Bullying and Harassment](#)   [Student Dress Code](#)

- **Privacy -** Student login credentials must not be shared. Sharing of login information violates students' and teachers' rights to confidentiality and can lead to unauthorized participation and/or disruptive behaviors that negatively affect the learning environment.

Offenses in the virtual learning environment may result in a loss of technology access, which would prevent the student from participating in virtual learning sessions. Students receiving this consequence would have alternate assignments provided to their parents/guardians.

Supporting Student Privacy- Guidelines for Parents/Guardians

- To protect student privacy, recording of any kind (video/photographs, audio), live streaming, posting on social media or any other transmission of a virtual learning session, in whole or in part, is not permitted.
- Sharing personal information about students or staff participating in a virtual learning session is not permitted.
- To limit distraction, please mute your child's microphone before speaking with your child during a virtual learning session.
- Virtual learning sessions are intended for students.We request that parents not actively participate in these sessions. That would include interacting with the teacher or other students during the sessions. If you have questions, please email your child's teacher.
- Parents can best support their children by helping them access technology and ensuring that they have an environment conducive to virtual learning.

Parents are encouraged to contact their school's principal if they have general questions about virtual learning.