Parents/Guardians,

Now that we are getting ready to fully embark on this new journey through digital instruction, there is no time better than now to remind our students of the importance of digital safety, etiquette, and expectations. While we will be reviewing this information with our students during each live session, we ask that you also preview the following information with your student in preparation for our very first digital day together.

**Safety:**

- Be sure to sign-in to Google Meets using your BCPS credentials. The attached document will help describe these steps for you

- Do not share any of your BCPS credentials or links with anyone…they are directly linked to the user

- Turn off your camera if you do not wish to be seen by others

- Do not post any personal information about yourself and others

**Etiquette:**

- Find a quiet place away from distractions such as siblings, TV, pets, etc.

- Keep your microphone muted until called on to speak by your teacher

- Be patient while awaiting your turn to speak/interact

**Expectations (aligned to *TAUP: Technology Acceptable Use Policy* in accordance with Board Policy 5550, Student Behavior Code):**

- Students will use appropriate language in all digital communications and will treat others respectfully at all times by not creating or communicating abusive, harassing, bullying, offensive, profane, threatening, or discriminatory messages

- Students understand that once logged in they are working through the BCPS network (includes Google Meet and Schoology). Therefore, students will use all digital platforms and resources responsibly with the understanding that information is connected to their account

- Students will not download any unauthorized content or software, as this will impact the connectivity and function of the BCPS issued device/network access

- Student conduct on all online sites should be appropriate and not interfere or cause disruption to the school learning environment (including during the live Google Meet sessions). All internet tools such as discussion boards and chat rooms are for educational purposes only

- Any violation of the *TAUP: Technology Acceptable Use Policy* agreement is a Category 2 offense and will be followed up with accordingly

\*Please know that your student’s safety and progress in all our digital spaces are of utmost importance to us. We are looking forward to working with you to ensure our students engage in online learning that is safe, appropriate, and helps build their understanding of skills/concepts in a warm and welcoming digital environment.