

## DIGITAL RESPONSIBILITY GUIDELINES

The Burnaby School District provides students with access to a variety of digital tools, which include technologies and information systems. These tools enhance learning and include: websites, programs to “ chat” and message one another, discussion boards, video conferencing, email, secure virtual classrooms, and storage for your files.

Students or in the case of younger children their parents or guardians are asked to review and are expected to adhere to these guidelines.

### What to Do

- Do treat others fairly and with respect.
- Do use the devices owned by the Burnaby School District and the digital tools provided by the District for educational purposes.
- Do understand that you are responsible for your actions when using technology.
- Do keep your personal information private.
- Do respect the privacy of other students and adults.
- Do know there is never a 100% guarantee of privacy with any digital tool or platform, including: secure virtual classrooms, chats and messaging tools, discussion boards, video conferencing tools, email, file storage and public websites.

## GUIDELINES FOR VIRTUAL CLASSROOMS AND VIDEO CONFERENCING

Online classroom sessions include virtual classrooms, blogs, messaging, chats and video conferencing tools.

### Etiquette

- Come prepared and be on time.
- Work in a room with no distractions. Turn off the TV, other computers, music or anything else that might distract you or your classmates.
- When you first enter the virtual meeting/classroom, please mute your mic and turn off your camera.
- If your teacher asks you to turn on your camera to participate in the discussion you may do so.
- Consider your background and any personal information you may be displaying like photographs or personal items.
- This is a school activity and you should be dressed appropriately.

### Behaviour

- The same expectations present in the physical classroom are expected while video conferencing or participating in online classroom sessions.
- Questions and comments should be related to the class.
- Be a respectful listener while your teacher or another student is speaking.
- Do not be a distraction to others.
- Your teacher is the moderator and will guide participation in the activity.

### Permission

- Do not use District online classroom sessions to initiate individual or group video conferences, chats or messages without your teacher or permission from your