

Scots Etiquette for Distance Learning

1. Take responsibility for your education
2. Be respectful of both your teacher and your classmates
3. Be on time and attend every class...attendance will be taken
 - a. Your video will need to display your screen name as you StudentVue name
 - b. Your microphone will need to be muted unless you are speaking
4. Other electronic devices should be off and away during class time
5. Wear school appropriate attire
6. Choose a good location...in a quiet/low traffic area
7. Stay focused with your attention on the lesson being presented
8. Be an active participant, don't be afraid to ask questions and be brief and concise with responses
9. Stay up-to-date with your assignments/work and check your school email and Google Classroom for communication regularly
10. Be confidential...protect personal information, both yours and others

Misuse and being inappropriate can lead to disciplinary actions and disconnecting your student electronic accounts.

Reminders from the [Students Rights & Responsibilities Handbook](#)

INTERNET ABUSE/ELECTRONIC DEVICES

USE OF INTERNET:

The computers and computer network at David Douglas Schools are resources for students. It is expected that students will treat all school electronics with care and respect. David Douglas computers are connected to local networks and the World Wide Internet. A small part of the Internet may contain material that a parent/guardian and/or students may find objectionable.

Unauthorized or inappropriate use of the Internet and/or computer, copier, or printer is not permitted. Computers are to be used for school assignments only. Any other use, including but not limited to, inappropriate use of the Internet, playing games, or personal email is not allowed. Loss of computer privileges will result from such conduct.

CYBERBULLYING:

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. David Douglas School District will not tolerate cyberbullying. (See Harassment)

HARASSMENT

David Douglas School District's policy on harassment is based on the principle that respect and tolerance are essential for a positive and productive learning environment. Furthermore, the policy is supported by a district policy that specifically prohibits harassment, as well as state and federal regulations that hold schools liable for not processing complaints vigorously and fairly. David Douglas School District staff believes very strongly that we must be vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment. We take this issue very seriously, and we will not condone racial, ethnic, sexual, gender based/transgender or any other kind of harassment. Specifically harassment is defined as follows:

"Harassment, intimidation or bullying" means any act that:

- a. substantially interferes with a student's educational benefits, opportunities, or performances;
- b. takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop;
- c. has the effect of:
 - physically harming a student or damaging a student's property;
 - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - creating a hostile educational environment, including interfering with the psychological wellbeing of a student, or
- d. may be based on, but not limited to, the protected class status of a person.

“Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability. ORS 174.100 and 339.351.

1. **Intimidation/Bullying:** Behavior that substantially interferes with a student’s educational benefits. Such behaviors might include, but are not limited to, making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, calling names, or encouraging others to do so. ORS 339-351.
2. **Cyberbullying:** The use of any electronic communication device to harass, intimidate, or bully. Cyberbullying may include the distribution of emails, flyers, photos, and text messages.
3. **Racial / Ethnic:** Any written or verbal comment that disparages a person’s race, religion, and/or ethnic origin will be considered to be harassment. Some examples of this are crude remarks written on a student’s locker or spoken in the hall, passing a note that contains racial/ethnic slurs, etc. Appropriate disciplinary action will be taken against the harasser; this may include suspension or expulsion.
4. **Sexual Harassment:** The David Douglas School District is committed to maintaining a learning environment free of sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment:
 - unwelcome sexual flirtations, advances, or propositions;
 - graphic verbal or written commentaries about an individual’s body or attire (i.e. graffiti with sexual personal messages or a drawing of suggestive objects on a notebook);
 - sexually explicit or offensive joking;
 - snapping of bra straps or pulling on any other kind of underwear;
 - pulling down gym clothes or other type of clothing;
 - touching or grabbing inappropriate parts of the anatomy;
 - making unwelcome and suggestive sexual remarks;
 - subtle pressure or requests for sexual favors;
 - other verbal, visual, or physical conduct of a sexual nature, and/or
 - any written or verbal comment that disparages an individual’s sexual orientation.

HARASSMENT COMPLAINT PROCEDURE:

Any student who believes he/she has been subjected to harassment as defined above should immediately report the incident to the nearest school staff person or go directly to the office or a counselor to report the incident. If the report has been made to a counselor or staff person, he/she should report it to an administrator. The administrator will investigate the complaint and respond to the student making the complaint at a conference held within five (5) days of being notified.

At the request of the student or the student’s parent, confidentiality will be maintained. However, it is often more difficult to investigate a complaint thoroughly without disclosing the name of the complaining student. If the name of the victim of the harassment is disclosed, the administration will take steps to ensure that no retaliation or reprisals occur against that person. Appropriate disciplinary action will be taken against the harasser. (Changes to the above procedure may be made if an administrator is named in the complaint.)

It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as “just having fun” – there is no such thing as having fun at another person’s expense.

HARASSMENT COMPLAINT PROCEDURE

