



# GUIDELINES FOR SAFETY & COMMUNICATION DURING DISTANCE LEARNING

(GRADE 9-12)

## ONLINE ANONYMITY (DOESN'T EXIST)

The internet can give the impression that we are anonymous. However, everything we do (and say) online leaves a digital footprint behind. Once we post or share, it exists in cyberspace forever - employers often search social media before hiring so be thoughtful about what you put out there about yourself!



## ONLINE PRIVACY



Everything you do online using your PPS account and/or technology becomes a matter of *public record*. Once you post online, it is no longer private. This is true for comments, photos, videos, etc., and applies to the virtual classroom and all other aspects of your digital "life."

## BE A DIGITAL CITIZEN!

- Before posting, take a breath and re-read what you plan to say... then post
- Be kind, respectful and professional just as you would be in the classroom
- **Never** share inappropriate (or explicit) images, videos or other content!
- Cyberbullying, harassment and/or using online technologies to intimidate someone else is strictly prohibited



## RESPECTFUL COMMUNICATION

**You must use your PPS email/login for all school-related communication.**

- Keep your comments/questions relevant and on topic
- No one wants to be shouted at so AVOID USING ALL CAPS in the chat box!
- Do not joke or make light of topics that may be hurtful or sensitive to others.
- Avoid interrupting when a classmate is sharing



[WWW.PPS.NET/TITLEIX](http://WWW.PPS.NET/TITLEIX)

TITLE IX OF THE EDUCATION AMENDMENTS ACT OF 1972 ...  
**PROTECTS TEENS FROM DISCRIMINATION,  
HARASSMENT OR (CYBER)BULLYING  
AT SCHOOL & ONLINE**

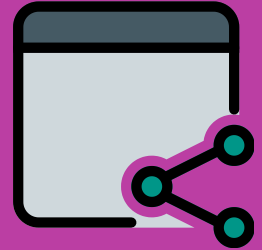


### ONLINE AWARENESS & SAFETY

**Never share** personal information such as your address w/people whom you do not know in-person.

**If you feel unsafe** using video (there may be many reasons for this), turn your camera off and participate using the microphone only.

**Never share nude or explicit photos w/anyone.** Once they exist in cyberspace you have no control of what happens next. For more visit [#KnowB4Unude](#)



### VIDEO CLASSROOM ETIQUETTE



- Dress as you would if you were going to school
- Be punctual & prepared w/pencil, notebook, etc.
- Mute your microphone unless you are actively speaking
- Keep the camera off if there are distractions around you or if you are concerned about safety (the camera picks up everything in the background)!
- Avoid eating or multi-tasking

### SUPPORT & REMINDERS

**PPS Student & Parent Portal**: links to help guides, access to Canvas, Seesaw, Clever, Google Classroom

**2020 Student Rights, Responsibilities & Discipline**: expectations for behavior apply online, too!)

**PPS Tech Support for Students & Parents & Fall 2020 District Info**



### REPORT TO PPS OR SAFE OREGON

**Title IX protects PPS students, staff and third-parties regardless of whether school is online or in-person, from (cyber)bullying, harassment or any form of gender discrimination.** During the physical closure of our schools, our focus is on ensuring online student/community safety and modeling safe, healthy relationships.

**We will continue to respond promptly to every Title IX report.**

Please visit the [Title IX website](#) for how to report and what is prohibited.



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