

August 3, 2020

Dear Rice Families,



As we begin this virtual learning journey using the Google Classroom/Meet platform, we want to remind students of the behavioral expectations that come with being a good digital citizen.

**Digital Citizen Etiquette (adapted from p. 57 of Elementary Handbook):**

- 1) Be polite using appropriate language and pictures.
- 2) Be respectful and maintain user privacy. Do not reveal any names, home addresses or phone numbers.
- 3) Google Classroom will be used to support learning in a meaningful, safe, and responsible way.
- 4) It is your personal responsibility to report any misuse of technology to a parent, teacher, or administration.

**Examples of What You MAY Do (adapted from p. 58 of Elementary Handbook):**

- Conducting research on the web, citing resources, following copyright law
- Participating in class small group discussion threads, using respectful language/gestures to others
- Engaging in class activities
- Taking a photo or video of a project to put into a class presentation

**Examples of What You MAY NOT Do (adapted from p. 59 of Elementary Handbook):**

- Bullying, intimidating, ridiculing or threatening students or staff
- Attempting to bypass network security or engaging in hacking
- Taking a photo or video of another person and posting it to the Internet
- Sharing personal information with others
- Engaging in plagiarism or copyright infringement
- Using Office365 or Google Suite for Education (GSE) as a personal chat room

**The following are infractions/consequences while using Google Classroom and Google Meet (Elementary Handbook p. 40-46):**

- Harassment– Conference-Expulsion (Police Report)
- Inappropriate Language- Conference – Suspension – Expulsion
- Cheating- Conference-Removal from class-Refer to specific school policy
- Defiance/Disrespect of Authority- Conference-Suspension
- Disruption- Conference-Suspension
- Indecent Exposure-Conference-Expulsion (Police Report)

- Bullying – Conference – Suspension – Expulsion (Police Report)
- Cyberbullying – Conference – Suspension – Expulsion (Police Report)
- Threat or Intimidation – Conference-Expulsion (Police Report)
- Network Infraction – Conference – Suspension – Expulsion
- Telecommunication Device (Electronic Device)- Conference – Suspension – Expulsion
- Plagiarism - Conference – Suspension

Students are responsible for their behavior and communication in Google Classroom. Access is a privilege and inappropriate use will result in a cancellation of privileges at any time if inappropriate use is determined.

See Elementary Handbook: [2019-2020 Elementary Handbook COVER.pub](#) for additional information.