We OWN Tutoring Responsible Use Guidelines

Digital Citizenship

We OWN Tutoring believes in a Digital Citizenship model for supporting safe and responsible use of all Online and Digital Technologies in teaching and learning.

All students are responsible for practicing positive Digital Citizenship. Positive Digital Citizenship includes appropriate behavior and contributions on websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technology.

All students are responsible for protecting and respecting their personal digital footprint as well as those of their peers. It is important for us to understand, practice, and model positive and productive behaviors when we are online.

Student Responsible Use Guidelines

When using We OWN Tutoring's Online and Digital technologies (ODT); I will be a good digital citizen. By joining this virtual classroom, I acknowledge that I understand the following:

Inappropriate Use of Technology: We OWN Tutoring will investigate violations of the Acceptable Use Policy (AUP). Users agree to know, understand, and follow all legal and ethical rules regarding technology use. Students agree to use their technological devices in accordance with all academic school rules and expectations. Students are expected to read and adhere to the AUP in addition to the following guidelines:

- The Virtual Classroom should primarily be used for academic purposes during the academic tutoring and study hours.

Misuse of the virtual classrooms will result in forfeited funds and tutoring time.

CONNECTING THROUGH GOOGLE MEET

Student Expectations

We agree to be good digital citizens by following these rules when having class meetings online.

BE SAFE

Get permission before you log on.

Use your own WEST ORANGE Google login.

Protect your password by not sharing it with others.

Protect your class link by not sharing it with others.

Participate in class meetings only if you are invited. No one else should be on camera unless your teacher says it is okay.

Follow school rules for using computers.

Don't take photos or screenshots or record videos during the meeting.

BE RESPECTFUL

Raise your hand if you want to talk and your teacher will call on you.

Ask questions about what you are learning.

Stay focused during class.

Be kind and respectful to others.

Nod or give a thumbs up to show you understand.

Mute your microphone unless you are talking.

Wear clothes that would be appropriate for school.

Pause your video if you have to step away from your computer.

BE RESPONSIBLE

Check your technology before the meeting begins.

Pick a quiet spot and let others around you know you are in a meeting.

Have your materials beside you before the meeting begins.

Look around you. Make sure anything on video is something that can be seen by others.

Do your best to use correct spelling and grammar in the chat box to ask questions and share ideas.

Have paper and pencil with you in case you need to write things down.

Ask your teacher for one-on-one help if you don't understand something.

Use headphones if you have them.

Log in on time.

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