Salisbury Academy Digital Citizenship
Expectations for Responsible Use and Remote Learning

Salisbury Academy provides a variety of digital tools for students and teachers. In an effort to increase our students' ability to work collaboratively and to creatively apply their knowledge, we use multiple digital applications (for example, G Suite for Education, Zoom, Flipgrid, etc.) both synchronously (happening in real time) and asynchronously (working independently, not necessarily within the same time period). These tools help support the development of the communication and collaboration skills that are necessary in today's classrooms.

Salisbury Academy students are expected to abide by the expectations for behavior found in the Salisbury Academy Family Handbook, the generally accepted standards of digital citizenship, and all applicable laws.

Access to and use of technology at Salisbury Academy is a privilege whether accessed on campus or at home. The school reserves the right to withdraw access to devices, G Suite for Education, and/or any other digital accounts when there is reason to believe a student is not using technology in a responsible manner. In addition, Salisbury Academy reserves the right to access student accounts if there is reasonable suspicion that unacceptable use has occurred. Failure to adhere to these expectations will result in disciplinary or legal action.

Expectations of Responsible Use

Please keep in mind that everyone must use these tools responsibly. Responsible use includes:

- treating all digital devices with respect and in the manner directed by staff
- using G Suite accounts (as well as other digital accounts) only for school purposes
- using all tools in ways that do not bully, harass, or make others feel uncomfortable
- using school-appropriate language and images in all communications and creations

- respecting the work and privacy of others using these tools

Remote Learning

In the event of a school facility closure, Salisbury Academy has coordinated plans across divisions for a Remote Learning Program.

Parents/Guardians, please consider the following to best support your student(s) while learning at home:
- Establish a comfortable, distraction-free area for your student to work. Students who are completing school work online should do so in a common area of the house where an adult is frequently present.
- Establish a daily routine and set clear expectations.
- Reach out to your child's teacher for additional support if needed.
- Encourage physical activity and creative pursuits.

Expectations for Remote Learning

Students should conduct themselves with the same pride, respect, and decorum during remote instruction as they do while on campus. The following guidelines will apply to remote learning opportunities:

- Students will arrive "on time" to synchronous learning sessions. Students are well-advised to begin the login process several minutes before class begins to ensure a timely start.
- Students should wear casual but appropriate clothing when working online with teachers and/or classmates. Clothing that is in violation of our non-uniform policy or that classifies as pajamas are unacceptable.
- During synchronous classes, students should position themselves in an area with an appropriate, distraction-free background.
- All behavior expectations apply to the virtual classroom. The behavior policies outlined in the Salisbury Academy Family Handbook also apply to whole-class, one-on-one, or small group remote learning environments.
- Students will use all digital accounts (G Suite, Flipgrid, IXL, etc.) only for school purposes.
- Students will use digital tools in ways that do not bully, harass, or make others feel uncomfortable.
- Students will use school-appropriate language and images, including G Suite (or other) profile icons, in all communications and creations.

- Students will respect the work and privacy of others when using these tools. Any postings on social media sites by students or faculty of video clips, audio clips, likenesses, or personal work is explicitly prohibited.

Social Media & Cyberbullying

Students should understand that as members of the Salisbury Academy community they represent our school at all times. When using social media sites including, but not limited to, Twitter, Facebook, Instagram, Tik Tok, and Snapchat, they must do so responsibly and while being accountable for their actions at all times.

Students should also understand that when using social media they are bound by the rules of student behavior as outlined in the Salisbury Academy Family Handbook. Salisbury Academy will intervene in a student's use of social media if a parent, teacher, coach, administrator, or student reports an issue that is harmful to the health and well-being of the school community.

Cyberbullying, in the form of student to student or student to teacher, will be handled as any other form of physical or emotional bullying. Students should expect the school administration to take note of and, if necessary, take disciplinary action in response to information communicated digitally that:

- Conveys a physical threat toward a Salisbury Academy student, teacher, or administrator
- Advocates for the immediate violation of any laws or school rules
- Defames or denigrates individuals affiliated with the Salisbury Academy community
- Impersonates any member of the Salisbury Academy community