

LAKE PRESTON SCHOOL DISTRICT – REMOTE LEARNING PLAN

Employee Remote Working Policy, Learning Guidelines, and Expectations

All Lake Preston School District employees working at home or at alternative sites must be specifically granted this privilege by the School Board or Superintendent. All employees who are approved to work from remote locations must first sign this agreement to abide by all Lake Preston School remote technology policies, procedures, and standards. The agreement should be reviewed and signed annually.

Remote workers must follow software licensing restrictions and agreements on all software used for education at alternative work sites. Remote workers must follow Lake Preston School District information security policies at remote work sites, including the Employee Acceptable Use Policy.

Information Systems Security

Employees working for the Lake Preston School District at alternative work sites should use District provided computers and other devices that have been approved by the Technology Department. It is not recommended for Remote workers to use their own mobile computing devices, computers, or computer software.

Remote Working networks should all be password secured and systems that access Lake Preston networks remotely must have an anti-malware (anti-virus) package, an endpoint protection software package installed that protects the network from advanced threats, and multi-factor authentication steps that have been approved by the Technology Department.

Data Protection

All computers used for remote working, which contain confidential Lake Preston student and staff information must consistently be logged out or turned off when not in use to ensure others do not have access to District information.

Remote workers are responsible for ensuring that their remote systems are backed up on a periodic basis, either automatically onto the server at the school, cloud storage, or remotely with USB drives or similar equipment.

Remote System Management

On District supplied computer hardware, workers must not change the operating system configuration. If such changes are required, they must be carried out by the Technology Department.

System and Information Ownership

If the Lake Preston School District supplies a remote worker with software, hardware, information, or other materials to perform District education remotely, the LPSD assumes all risks of loss or damage to these items unless such loss or damage occurs due to the remote worker's negligence.

Violations

Any violation of this policy may result in disciplinary action, up to and including termination of employment. Lake Preston School District reserves the right to notify the appropriate law enforcement authorities of any unlawful activity and to cooperate in any investigation of such activity.

Remote Learning Guidelines

Remote Learning Days will be pre-approved by the Administration based on upcoming forecasts to provide continuity of learning during a temporary school closure for inclement weather (Snow Days). The district plans to utilize RLD days when possible to help meet State required student instructional minutes and staff contract days. This will help eliminate the need to make up all of the unplanned Snow Days at the end of the school calendar.

- Distance Learning- as defined by SDCL 13-33-20, is the technology and educational process used to provide instruction when the student and primary instructor are not physically present at the same time or place.
- Remote Learning Days- By remote learning, we mean that the teachers will be providing curriculum, instruction, assessment, and support for students through a variety of different web-based platforms along with student instructional paperwork. Staff are not expected to approach each subject matter the same way, but it is recommended to only use platforms found in the Student Acceptable Use Policies.
- Instructional Minutes- The technology & educational process used to provide instruction must be available and is required to be in place for all grade levels. When calculating instructional hours, Remote Learning Days count the same as a day of regular instruction as long as the guidelines are met and should be recorded as such in Infinite Campus.
- Attendance- Teachers should continue to record daily attendance, as instruction is occurring. If a student is unable to attend a Remote Learning Day the parent/guardian should contact the school just as they would on a normal school day. Building Principals have asked that teachers report any students with daily attendance issues during Remote Learning Days.
- 1:1 Devices- The district is one-to-one, meaning every student is issued a laptop grade 1-12 and an iPad for Preschool and Kindergarten students. All students in grades 6-12 take their devices home daily and 4-5 take home with teacher permission. During a Remote Learning Day all students are allowed to take their machines home.
- Learning Management System- Students will receive daily instruction via Teams, Google Classroom, State email, Class DoJo, or another avenue outlined directly by their teacher. All teachers will be required to provide some type of daily virtual instruction for each class and all assignments during the instructional time or within the daily post will include due dates outlined by the teacher.
- Grading Procedures- Traditional grading procedures will apply. Teachers will work with counselors and administrators to handle extenuating circumstances.

Teacher Expectations for Remote Learning

All remote learning days count for student instructional days and toward the 176 contractual days for teachers. The following guidelines were developed to clarify the professional responsibilities of teachers during remote learning days.

- Teacher responsibilities during the workday will include instructional planning, support and feedback to students, parent communication, and monitoring student learning.
- Teachers are assumed to be available and working each day. If you must be unavailable for any reason, sick or personal, you should notify your building secretary.

- If a staff member is without power or connectivity during a Remote Learning Day, the staff member will notify his/her building principal to communicate expectations to the impacted students.
- Teachers will be required to report daily attendance, and a weekly report based on participation and completion of student work.

Student Expectations for Remote Learning

All remote learning days count for student instructional days and toward the 169 school-day requirement. The following guidelines were developed to provide clear expectations for students on remote learning days.

- Students are expected to log on to Google Classroom, State E-mail, Class Dojo, or the platform designated by your specific teacher each day to check for communications and complete daily assignments.
- Student attendance will be taken daily – please report to the school if you are sick.
- Students must display appropriate virtual classroom etiquette by:
 - o Logging in on time.
 - o Keeping the camera on with their face and accurate first and last name displayed to interact with the teacher ensuring attendance and engagement,
 - o Keeping their microphone muted unless directed to unmute by the teacher, to minimize background distractions,
 - o Ensuring, they are dressed in school appropriate attire,
 - o Seated in a distraction free environment and not lying in bed,
 - o Remaining on the virtual call until excused by the teacher.
- Students are expected to put forth time and effort in class participation and assignment completion equitable to what they would spend for each course during in-person instruction.
- Students are expected to submit assignments according to teacher deadlines.

Special Education Services

In the event of virtual learning due to weather-related building closures, the Lake Preston School District will implement modified special education services as agreed upon by individual IEP teams.

- Special education services will be delivered via Google Classroom, Google Teams, or phone conference.
- Students will receive an email with the meeting information and a link for the educational session.
- Students are expected to attend the meeting and participate in services provided.
- One day of school-wide virtual learning as established by the school district equals one day of modified virtual learning services provided by a special education staff member.