

Privacy and Remote Learning Tip Sheet

- Connect to a secure wireless network with a strong password.
- During online learning sessions, turn your microphone off when not in use.
- When your device camera is on, please adjust it, if possible, so as to avoid identifying other family members, photographs, property address, etc.
- Apply background settings that enable you to blur the background and focus on the student.
- Do not record online sessions or take screenshots on your devices.
- Do not share your personal information including student number, contact information, address, or evaluation and assessment information with your teacher during a group online session and/or in the chat feature.
- Do not share web links to online sessions with third parties.
- Use online learning platforms and third-party apps as instructed by your teacher.
- If multiple family members are required to share the same device, set up a schedule, as well as set up multiple user accounts to allow each person to sign in and only access their files.
- Online interactions should continue to align with the school and board's values and Digital Citizenship policy

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