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August 22, 2020

Good morning Murrieta Valley USD Students and Families,

Congratulations on completing the first week of Virtual Learning! This week we experienced highs and lows, and like you a few moments of frustration as technical issues occurred. We understand your frustration and thank you for the patience, flexibility, and grace you have provided to your student(s) and our teachers.

In this virtual learning environment, technology tools are essential and can be great for learning. As a District, it is incumbent upon us to ensure students are safe online; have their data and privacy protected; and are provided opportunities to easily connect to online learning platforms. While some of the issues this week were out of our control, there were some things that we recognize need improvement.

As we continue the virtual learning journey, it is important for us to share instructional expectations, and guidelines for student participation in online instruction. **These instructional expectations are designed to protect your student(s) data and privacy while minimizing malicious vocal and graphic content interruptions.**

Instructional Expectations

- MVUSD is an official Microsoft Office 365 District. Every student is provided with a 365-account log-in.
- Canvas is the one stop shop for virtual instruction for grades K-12 and may be accessed on school websites or through Microsoft 365, after logging in each day.
- Web/Video conferencing platforms authorized by the district are Microsoft Teams and Zoom.
- Instruction provided must be a combination of both synchronous (live) and asynchronous (recorded).
- In the virtual classroom, all student resources and tools are placed in Canvas for ease of use.
- All teachers have a district sponsored email and are required to use that email for correspondence. All district staff email ends with @murrieta.k12.ca.us.
- Communication platforms include: Aeries Communication, District email or Canvas.

The District continues to comply with the Family Educational Rights and Privacy Act ("FERPA") and all applicable federal and state student data privacy laws.

Virtual learning instruction and educational activities that occur via District-approved web/video conferencing platforms may be recorded by the District for educational purposes. The recordings may be shared with other students enrolled in the class and/or with school officials with a legitimate educational interest in reviewing such recordings. ***Students and parents are not to record, photograph, or share any virtual learning instructional activities without the consent of all the participants, or unless prior District approval for such recording has been granted.***

To facilitate safe and secure classrooms, it is imperative that families consider their student(s) school account as an extension of the classroom, subject to the same rules of respect and courtesy that we expect in school. Policies and procedures within our Student Code of Conduct handbook will also apply to our virtual learning environment. Parents are encouraged to support the discussions our teachers are having with students, by talking about online manners and safety.

Guidelines for Student Participation in Online Instruction

- All students should access their virtual classroom everyday by visiting their school website and selecting the Canvas student log-in OR 365 log-in and inserting their username and password.
- Students should not share their login information, meeting links, or passwords with others.
- When students access their virtual classroom and click on Zoom or Teams links within Canvas, their name is automatically populated in the live meeting for teachers to use as attendance.
- Students should not share links or post them to social media.
- To the extent possible, students should participate in virtual instruction from a quiet and neutral area that is free of distractions.
- Students who use inappropriate language, share inappropriate images, or in any way behave inappropriately on a video conference may be subject to appropriate discipline; including students who share teacher/virtual classroom links online.
- Once the virtual instruction session or meeting is over, students should be sure to close out of the meeting platform entirely. This includes covering the camera and turning off their microphones to avoid inadvertent transmissions following the meeting.

It is important to note, for the security and safety of all students K-12, starting on Monday, August 31, 2020 all students will be placed into a virtual waiting room prior to entering the live lesson at the beginning of the specific class time AND all students must sign into Zoom or Teams using their district issued login via Canvas or 365. When logged in properly, students' names appear as they appear on the class roster. Students logging into Zoom or Team's links using parent or guest accounts will not be allowed into the classroom. Again, this is for the safety of all students.

Teachers, school site staff and district staff will continue to help guide families through the proper way of logging into the virtual classroom.

Thank you for supporting our teachers and for your partnership in ensuring the virtual classroom is safe, secure, and appropriate for all Murrieta Valley USD students.

Murrieta Valley USD Administrative Team