ISMET/OIA Distance Learning Guidelines and Code of Conduct for Online Learning (Netiquettes)

As a distance learner and an online student at the Islamic School of MET and Oregon Islamic Academy, communication is a bit different than in an actual classroom setting. In order to ensure effective communication and a positive and productive experience for all, we need everyone's full cooperation and adoption of the following rules of engagement within our new medium of learning: Google Classroom, Hangouts, and associated applications.
You have already engaged very well by accepting the invite and JOINING each of your Google Classrooms; and we thank you for that!

<u>PLEASE NOTE:</u> *YOU MUST USE YOUR metpdx.org student account for all school-related activities and exchanges within your ISMET/OIA Distance Learning experience.*

<u>Primary Media:</u>
Google Classroom, Google Hangouts/Meet, Google Docs/Sheets/Slides, HAC (Home Access Center)
Our tech team researched different mediums for online learning/teaching, and these proved to be the best in terms of protecting student privacy and safety within our private metpdx.org domain.

Online Citizenship Expectations and Rules of Engagement:
(adopted in part from Achieve Virtual)

1. **Be respectful.** While it is easier to say hurtful or disrespectful things without standing face-to-face with someone, it is important to remember that your classmates and teachers are real people who are affected by the words you say and write. It is essential to keep in mind the feelings and opinions of others, even if they differ from your own. *If you wouldn't say it to someone's face, don't say it online either.*

2. **Be aware of strong language, all caps, and exclamation points.** It is easy for written text to be misread and misunderstood. Have you ever sent a text message with good intent but your recipient thought you were being rude? If so, then you've experienced this firsthand. By being cognizant of strong language, you can identify potential confusions before sending messages. *Tip: Read everything out loud before you send it.*

3. **Be careful with humor and sarcasm.** Certainly you shouldn't avoid being funny. We love to see your personality shine through in online classes. Many of our teachers are exceptionally funny too. But like mentioned in Rule #2, make sure that it is clear you are being funny and not being rude. Emoticons and smileys can be helpful when conveying humor or sarcasm so that it is read correctly. Just remember to keep the smiley faces away from academic papers.

4. **Yes, grammar and spelling matter.** While texting, textspeak can b gr8 4 ur friends. In an educational setting (even online), however, keep it formal. Your written communication should be professional and reflect proper writing style. Save written shortcuts and less than stellar grammar for other media if you must, but follow grammar rules for school AT ALL TIMES.

5. **Cite your sources.** Whenever you are sharing an idea that originated from someone else (even if it is not word for word), it is good practice to cite that source. This applies to discussion forums too. If you read a great thought in your text, share it, but be sure you let your audience know where you saw it first. ***Please avoid plagiarism at all cost and always give credit where it is due.***

6. **Don't post or share (even privately) inappropriate material.** Enough said there. Nothing is truly private online.

7. **Be forgiving.** Remember that not everyone will know these rules before posting. Try to be understanding of others when they struggle with written communication. It is very different than simply talking to a person face-to-face.

8. **Turn in your own work on time.** Do not share your Google Doc/Slides/Sheets with another student who is not your partner on that given assignment or project.

9. **Videos and Live Sessions are copyrighted:** All pre-recorded lectures by the teachers as well as Google Hangout sessions involving teachers and students comprise copyrighted intellectual property of the Muslim Educational Trust, that cannot be copied, shared, or used beyond the Google Classroom it was produced for. Please exercise due diligence and respect for the privacy of your teachers and fellow students in that regard.

Google HANGOUTS/MEET Guidelines and Rules of Engagement:
(Used for LIVE Class Discussions and Teacher Office Hours)

1. Be ready when it is time for a live class or check-in with your teacher.
2. Connect promptly.
3. Stay connected throughout the duration of the session; teacher will track attendance at the start and end of each HANGOUT session.
4. The teacher may ask students to mute their audio to avoid background noise; please comply promptly.
5. Your video MUST BE ON throughout the duration of the LIVE session
6. Pay attention and listen attentively.
7. Ask permission to speak by writing a comment.
8. Wait until Teacher grants permission to speak.
9. Understand next steps, assigned work, and make note of NEXT meeting time.
10. Be mindful and respectful of Teacher's time and allotted time frame for LIVE group session; Teacher will available during the assigned office hours shown on your class schedule.
11. Use your common sense and good judgment.
12. Enjoy the online learning experience and make the most out of it!

PLEASE NOTE:

Violation of any of the above guidelines will result in the student's suspension from the online learning environment. This will negatively impact their progress and impede the successful completion of their classes which is necessary for fulfilling grade level requirements and advancing to the next grade level.

Orientation/Training Links:

Google Classroom:
- [Google Classroom: Creating Assignments](#)
- [Google Classroom Classwork Tab: Creating Topics and Materials](#)
- [Google Classroom Tutorial for Teachers 2020](#)
- [Google Classroom: Tutorial for Parents and Students](#)
- [Google Classroom Student Guide](#)
- [Top 5 Tips for Google Classroom: Student Edition (OIA Students)](#)

Google Hangouts:
- [Google Hangouts Tutorial](#)
- [Teacher Tech: How to Use Google Hangouts](#)
- [How to Use Google Hangouts](#)

Google Meet:
- [Getting Started with Google Meet](#)
- [Google Meet Quick Orientation](#)

Citations:

These rules were adapted in part from the following sources:

- Albion, (2015). *The Core Rules of Netiquette — Excerpted from Netiquette by Virginia Shea — Albion.com*. Retrieved 26 August 2015, from http://www.albion.com/netiquette/corerules.html
- Common Sense Media, (2015). *7 Rules to Teach Kids Online Etiquette*. Retrieved 26 August 2015, from https://www.commonsensemedia.org/blog/7-rules-to-teach-kids-online-etiquette
- Connor, P., (2015). *Netiquette: Ground Rules for Online Discussions*. Retrieved 26 August 2015, from http://teaching.colostate.edu/tips/tip.cfm?tipid=128
- Madison College, (2015). *Online Etiquette Guide | Madison Area Technical College*. Retrieved 26 August 2015, from http://madisoncollege.edu/online-etiquette-guide
- Rinaldi, A. (2015). *The Net: User Guidelines and Netiquette, by Arlene Rinaldi*. Retrieved 26 August 2015, from http://courses.cs.vt.edu/~cs3604/lib/Netiquette/Rinaldi/