



## Harlem Renaissance High School

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HARLEM RENAISSANCE  
HIGH SCHOOL

James Caputo · Principal

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To: HRHS Students and Parents  
From: James M. Caputo, Principal  
Re: Remote Learning Student and Family Responsibilities  
Date: March 30, 2020

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### **Digital Citizenship Expectations and Guidelines for Appropriate Use of Web Enabled Devices**

For a direct link to the guidelines set by NYCDOE regarding Digital Citizenship, please use the following link:

<https://www.schools.nyc.gov/school-life/school-environment/digital-citizenship>

#### **Brief Summary of Digital Citizenship Expectations**

Both parents and teachers need to help students be good digital citizens. They both need to support students in using the internet in ways that are safe, responsible, and appropriate. They also help students follow the rules and act in ways that lead to effective digital learning. Here are the responsibilities expected of, parents, students, and teachers:

#### **Parent Responsibilities**

- Make sure your child acts responsibly. This includes knowing and understanding the Discipline Code, [Internet Acceptable Use and Safety Policy](#) (IAUSP), and [Social Media Guidelines for Students 12 and Younger](#) or [13 and Older](#).
- Keep track of your children's online use when they are not in school—including mobile apps, online games, and other social media
- Share values with your children and talk with them about what is—and is not—acceptable online behavior.

#### **Student Responsibilities**

##### **Follow the rules**

- Follow all school and class rules for using technology
- Act responsibly to all—both online and face-to-face
- Collaborate in positive ways that help you learn
- Use technology to support an inclusive school community

##### **Stay safe**

- Only use accounts that belong to you.
- Protect passwords—don't share them with others
- Don't automatically save passwords on school devices
- Don't give out personal information online without your parent's permission
- Have permission from a parent before meeting anyone in person that you have met only online

**Take care of things**

- Respect and care for both:
  - Student work (yours and your peers)
  - Devices

**Take care of each other**

- Only download music, photographs, or video if you have permission from your teacher
- Follow the owner's instructions for use
- If you don't know whether you can use something you found online, ask the owner for permission
- Follow your teacher's directions for fundraising online
- See something that is inappropriate, threatening, or unkind? Here is what you can do:
  - Reach out to a trusted adult
  - Email [RespectForAll@schools.nyc.gov](mailto:RespectForAll@schools.nyc.gov)
  - Call Respect for All at 212-374-2350

Students who do not act responsibly may face the consequences explained in the [Discipline Code](#) and Chancellor's Regulations.

- **A-830 Anti-Discrimination Policy and Procedures for Filing Internal Complaints of Discrimination**

Available in

- [A-830 Anti-Discrimination Policy and Procedures for Filing Internal Complaints of Discrimination -- English\(Open external link\)](#)
- **A-831 Student-to-Student Sexual Harassment English**

Available in

- [A-831 Student-to-Student Sexual Harassment English -- English\(Open external link\)](#)
- [EspañolA-831 Student-to-Student Sexual Harassment English -- Spanish\(Open external link\)](#)
- [A-831 Student-to-Student Sexual Harassment English -- French \(Haiti\)\(Open external link\)](#)
- [A-831 Student-to-Student Sexual Harassment English -- French \(France\)\(Open external link\)](#)
- **A-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying**

Available in

- [A-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying -- English\(Open external link\)](#)
- [EspañolA-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying -- Spanish\(Open external link\)](#)
- [A-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying -- French \(Haiti\)\(Open external link\)](#)
- [A-832 Student-to-Student Discrimination, Harassment, Intimidation and/or Bullying -- French \(France\)\(Open external link\)](#)

### **Families, Students, and Social Media**

Families today have a new role: helping children behave safely and responsibly when they're using social media. The Student Social Media Guidelines focus on these areas:

- Create Your Digital Image
- Post Responsibly
- Consider the Consequences
- Cyberbullying

Read the guides available for [Students 12 and Younger](#) or [13 and Older](#). And [families of Students 12 and Younger](#) or [13 and Older](#).

### **Teacher Responsibilities To Students**

- Teach students how to act when working online with others
- Go over the online guidelines with students. Make sure they know:
  - How to use the internet safely and responsibly
  - Appropriate ways to react to cyberbullying
- If students misbehave, they may lose their online rights.
  - You must then offer other ways that they can complete their work.
- Protect student information as stated in the:
  - Chancellor's Regulation A-820 (see "Find Out More")
  - [Family Educational Rights and Privacy Act\(Open external link\)](#) (FERPA).
- As part of the [Children's Internet Protection Act\(Open external link\)](#) (CIPA) we have filters that block websites if they are:
  - inappropriate for minors
  - lack educational or work-related content
  - poses a threat.If such a site is discovered, the teacher should inform their principal to address the issue.

### **To Parents**

- Let parents know if students need to communicate with people outside of your class (other classes, experts, authors).
- You usually need parental consent to share student information. There are some exceptions. Refer to the [Privacy Policy](#) to learn how information is protected, collected, and used.
- Review [the discipline code](#).

### **COVID -19/Coronavirus Information**

Please visit [schools.nyc.gov/coronavirus](https://schools.nyc.gov/coronavirus) for important school-related guidance and [nyc.gov/coronavirus](https://nyc.gov/coronavirus) at any time for critical updates, including ways to fight stigma and bias around the coronavirus. It's important we come together and support one another during this time.

Nothing matters more than the health and safety of our staff and students, and we are committed to keeping our school community fully informed.

Sincerely,

*James M. Caputo*

Principal  
Harlem Renaissance High School  
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