#ABConduct

To download additional tip sheets, visit **education.ohio.gov/ABConduct**

Educators have a visible place in their communities. The choices they make, even when well-intended, can affect their jobs, families, schools and profession. The Department, OEA and OFT, supported by BASA, OASSA and OAESA, offer this series of tip sheets on how to recognize situations that can get good educators in trouble. #ABConduct tip sheets are designed to help educators identify and mitigate risks that occur in everyday situations. These tip sheets provide guidance for best practices and are not intended to be used in disciplinary actions.

As Ohio educators rose to the challenging, unexpected circumstances of the COVID-19 pandemic, many districts transitioned to remote instruction. The following tips can help educators instruct their students remotely while maintaining the highest educational and ethical standards.

Navigating new instruction methods and platforms

The *Licensure Code of Professional Conduct for Ohio Educators* applies 24/7/365, whether educators are in the classroom, in the community or instructing their students online. Educators always must be aware of all applicable federal, state and district guidelines. These tips will help educators adjust to new remote instruction formats.

Tip 1: Keep contact with students professional: Contact with students online should be as professional as it is in the classroom. When contacting students, reach out to them as a group or include a colleague or parent on the communication. Avoid one-on-one contact with students when possible.

Tip 2: Maintain professional decorum: You might be in students' living rooms, but don't act like it. If you wouldn't say it in your regular classroom, don't say it online. Also, be aware of the content before you share files or links with students.

Tip 3: Protecting confidential information: Don't save confidential information on your personal device when you can avoid it. If you must do so, be sure to follow all district policies for keeping student information confidential. If personally identifiable information (PII) is included, take a second look at anything that is to be hosted, posted or sent.

Tip 4: Keep personal social media personal: Do not use your personal social media accounts for instruction. Only use district-approved apps and methods for sharing content with students. If you do need to sign up for a new account, use your school information.

Resources for remote instruction

The U.S. Department of Education offers more guidance on the best ways to deal with personally identifiable information in the classroom and digitally.
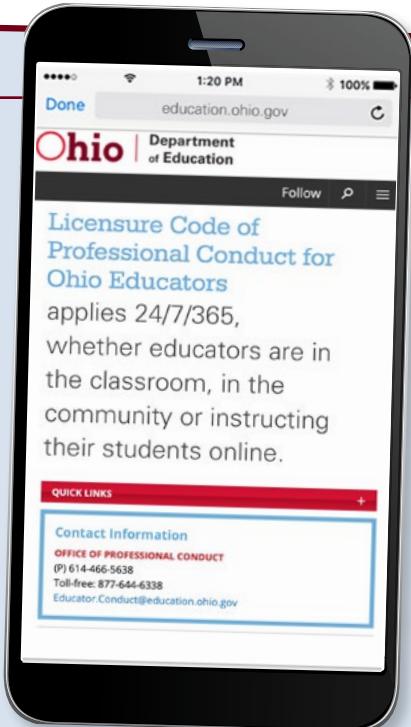
The U.S. Department of Education provides helpful tips for educators and districts choosing third-party technology vendors.

Educators need to understand the ways outside parties are breaking into online Zoom classrooms. Here is Zoom's best advice for protecting your classroom.

Click here for the Ohio Department of Education's most up-to-date information on COVID-19.

U.S. Department of Education guidance allows remote instruction for all students, even those on individualized education programs (IEPs).

The Ohio Department of Education offers Ohio-specific information for maintaining services for special needs students.

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DO's & DON'Ts
— with —
Crystal Clear

DO remember that everyone is having a tough time. Self-care and student care are both important.

DO remember that you are a mandatory reporter. Report any reasonable suspicion of child abuse to your local children services agency or local law enforcement.

DO keep parents and students in the loop about technology that is approved for educational use.

DO double-check links and files shared with students.

DON'T forget to get permission or photo releases if you save an online lesson with students or post a photo online.

DON'T create social media accounts for students without parental and district permission.

DON'T forget to follow proper signing procedures for all special education documents.

DON'T share personal files with students.

DON'T leave yourself unprotected! Crank up your privacy settings for social media and other accounts.

Post or Delete?
What are the risks to these educators?

Mr. Salk creates a video lesson for students. He uploads it to his personal YouTube account and shares the link with students.

Delete: Students now have access to Mr. Salk's entire history of personal YouTube videos. Educators should use approved district or professional accounts for social media.

Ms. Action found an age-appropriate science lesson on COVID-19 from her local PBS station. Mr. Ferris watches Governor DeWine's daily press conference with his 10th grade history class via Zoom.

Post: Ms. Action and Mr. Ferris address student concerns at appropriate grade levels. Educators should remain objective when discussing sensitive or political topics.

Ms. Pasteur posts the Zoom link for each lesson on her public webpage. During the lesson, an unknown username enters and shares files.

Delete: Ms. Pasteur should send out a password for each Zoom meeting only to approved users.

Mr. Curie does a Facebook Live chemistry lesson every day. He wears his favorite brewery t-shirt and conducts experiments in his lab that doubles as his basement bar.

Delete: Some could perceive Mr. Curie as promoting alcohol to students. Educators should be mindful of their dress and home environment when recording lessons or chatting with students

Principal Mayo receives attendance reports for ninth grade. He sees that Doug, a student with attendance issues, did not attend any virtual lessons. Principal Mayo does not record Doug's attendance issues.

Delete: Principal Mayo should accurately report Doug's attendance. Educators should ensure that virtual learning data is accurate and true.

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