

Telecommuting Protocols

When Governor Inslee ordered the school closures and committed that all school employees would be paid, we immediately became members of a protected group. Some ASD staff continue to work on site, others are adjusting to working from home and others are working in new ways. Regardless, we are all committed to maintaining relationships with each other and with our students.

Schools are places for students to learn from amazing instructors! For most of our students schools represent warmth, nutrition, and safety. They have routines they can count on, and opportunities to be social. Being at home is a tailspin for many of our students. Having children home is a tailspin for many of our families. Some families can work from home and continue to receive a paycheck. Likely, many are not that lucky.

As we all struggle through this unexpected reality, here are some reminders about how our conduct while working at home seriously impacts the community in which we work--and many of us live. These are 'must reads' to honor the accountability we all have to our community during this unprecedented time.

- **Social Media Consciousness**

- Just about every post created has an opportunity to be seen by families in our community. Make it respectful, resourceful and mindful of the potential impact. We are all working during this time of school closure. We miss our students and can't wait to see them. This isn't an unexpected vacation, a break for us, or a reality check/getting even with parents. This is a hard time for many.

- **Email etiquette**

- NO out of office or other auto-reply messages unless you are taking leave--we're all working.
- Regularly checking our emails.
- Please *limit 'reply-all' to times that it really matters.*
- Avoid "reply all" issues when sending out large group communication by putting the distribution lists in the Bcc line. This makes them unviewable to others and they are not picked up in "reply all."
- Bcc can also be a strategy for emailing groups to protect the confidentiality of those who are included.

- **Working hours**

- Have a designated space to work and 'get ready for work' daily.
- Set up a schedule for your day--plan your goals and tentative timelines.

- Don't forget to get up and move! Most of us spend our hours on our feet, constantly moving around! Keep yourself healthy during this change.
- **Separate work life from home life**
 - Don't constantly monitor your cell phone to see if people are getting back to you; set boundaries between your work and home life.
 - Be conscious of using your google drive/district login for work-related activities and conversations only.
 - You can easily set up your own personal google login and tools for staying connected with friends creatively.
- **Google meetings**
 - No matter what kind of conference or meeting you're in, some simple reminders can really make a difference!
 - Keep your mic muted unless you're the one talking.
 - Be conscious of what's in the view of the camera.
 - Know when to mute your camera.
 - Using the chat feature can allow you to get points made.
 - Please note that the ASD Board Policies apply when working from home online. We recognize that the things we do day-to-day don't transfer easily to the virtual world, and are working to provide strategies for staff to employ in addressing these, in particular:
 - Social Media ([4309](#), [4309P](#))
 - Staff/Student Boundaries ([5253](#), [5253P](#))
 - ASD [Digital Communications Guidelines](#)
- **Phones**
 - Staff are encouraged to use the Remind app through their phones or computers to communicate with families and students. Please see assistance for voice calls through the district's Remind [support page](#).
 - Google Hangouts may also be used for voice calling from a Chromebook. Hangouts can be opened from the Google waffle. This option also keeps personal phone numbers secure. **NEW - 3/26/20**
 - Staff are not prevented from using their personal phones to connect with their colleagues, students, and families. If you decide to do so, please keep these things in mind:
 - Ensure that you are calling only the home phone and/or parent's phone - not to a student's cell phone.
 - In addition to *67, most cell phone users can access their settings to block their number to people they call.
 - Android users:
 - <https://www.komando.com/tech-tips/how-to-block-your-cellphone-number-from-caller-id/362047/>
 - Apple:

- Settings>Phone > Show My Caller ID, [toggle button off] or hide your caller ID on all outgoing calls (depending on OS).
- **Interpreter Services**
 - Continuing to communicate with families during this closure is important. Please follow these prioritized recommendations (further guidance is included in the [memo](#)).
 - Use **REMIND**- this is translated medium
 - Use **Google Translate** to translate letters and other written communication
 - Use **Google Classroom** (this is also translated)
 - If you need to have a conference with a family.
 - Use **Google Meet** and Use Interpreter Services to coordinate a translated meeting
 - Use district interpreters for a **conference call**
 - If absolutely necessary and none of the above work, Use Pacific Interpreters- language line. Contact Peter Lamb for directions and phone number.

Thank you for the difference you continue to make in our student's lives!

Addendum: [Telecommuting: ASD Policies](#) **Added 4/1/20**

For additional information on how Auburn SD policies, procedures, and guidelines show up in our remote work, see Telecommuting: ASD Policies.