

Brittan Elementary School District

Student Virtual Learning Code of Conduct

All Brittan School students receiving digital curriculum and direct instruction online are subject to any applicable District policies and this Student Virtual Learning Code of Conduct. As a virtual learning student, there are additional rules and expectations regarding prior online etiquette in place in order to protect all students and all staff members. Access to remote learning must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible internet use.

Please review the following rules and expectations carefully:

- **Students are responsible for proper behavior** during online learning. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language, facial expressions, or gestures.
- **We take integrity and authenticity of student work very seriously.** Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Teachers do utilize technologies to check for authenticity. **Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.**
- **Security and Safety is a high priority**, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, notify:

Mrs. Kaelin, Superintendent/Principal at: stacik@brittan.12.ca.us

Mr. Abken, Vice Principal at: josha@brittan.k12.ca.us

- **It is illegal to create harmful computer viruses.**
- **Remote Learning correspondence is not private.** Never say, write, or record **anything** that will earn you a consequence.
- **Protect your passwords.** Keep it secret from anyone except your parents.

INTERNET USAGE POLICY

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of Brittan School and, as such, is subject to disclosure to the parents, guardians, administration or other third parties. Consequently, Brittan School expects both students and parents to abide by the school's internet usage policy:

Data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

Abuse of internet platforms and tools in violation of school policies will result in disciplinary action. Below are examples of poor behaviors that are prohibited, but are not limited to this list.

These behaviors will result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating, or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of Brittan School District, another organization, or person.
- Refusing to cooperate with a security investigation.

- Using the Brittan Education Portal for political causes or activities, religious activities, or any sort of gambling.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparages Brittan School or another organization's products or services.
- Passing off personal views as representing those of Brittan School.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment.
- Refusing to follow the rules of the specific Virtual Learning Classroom.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it.
- Recording your teacher and/or classmates.
- Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings).
- Participation in Cyber bullying and/or Harassment.
- Cheating and/or Plagiarism.
- Using a Brittan School computer or educational/communication programs/platforms for any form of personal use.

STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT

Students of Virtual Learning are public school students, and will continue to be held to the Brittan Elementary School Discipline Policy. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not hopefully eliminated altogether, then disciplined in an appropriate manner. Accordingly, in addition to district applicable policies, the Virtual Learning Code of Conduct incorporates expectations of conduct specific to virtual/remote learning classrooms. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the internet as an educational tool outweigh the negatives.

BULLYING AND HARASSMENT POLICY

Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly.

We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal.

It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment **will not be tolerated** and shall be just cause for disciplinary action.

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent **deemed inappropriate** will be fully investigated by the appropriate school administrator.

ACADEMIC INTEGRITY POLICY

What is **academic integrity**?

- Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.

Why is academic integrity important?

- When students submit an assignment that is not their own original work, there are two issues involved:
 - Students are earning credit for learning material for which they have not demonstrated mastery.
 - They may be violating the policies of the school.

What are some examples of **academic integrity violations**?

- There are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”
- **Plagiarism** - To steal and pass off (the ideas or words of another) as one’s own: use (another’s production) without crediting the source.

Some examples are, but not limited to the following:

- o Copying and pasting a report from the internet and representing it as your own work
- o Copying any other work and not properly citing authorship
- **Cheating**
 - o To influence or lead by deceit, trick, or artifice
 - o To practice fraud or trickery to violate rules dishonestly
 - o Providing questions/answers/work to another student
 - o Receiving questions/answers/work from another student

Consequences of Violation of this Policy:

A variety of consequences will be administered when students are discovered cheating or plagiarizing. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted.

Parents, as partners in supporting student learning, you are encouraged to:

- Ensure that their child’s work is authentic and original.
- Monitor, via your parent account.
- Ask any questions regarding plagiarism or cheating if they are not sure.
- Report any suspicious activity.

PARENT/GUARDIAN’S RESPONSIBILITIES

As a parent/guardian of a virtual school student, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to set aside time to work on

courses when not in school. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way.

Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact if they fall behind in their coursework.

Parents are expected to supervise and monitor their student's progress throughout the duration of the course, just as you would in a regular learning setting. This can be accomplished by accessing the parental account periodically to monitor student progress.

Parents should support Academic Integrity. Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

You may contact your child's teacher directly via email and/or Google voice to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

Brittan Elementary School

Virtual Misbehavior Consequences

The following disciplinary action will be taken for students who violate the Virtual Code Of Conduct:

First Offense: The student will be given a verbal warning and informed that his/her behavior is inappropriate. Teacher will document day and time, as well as the nature of student misbehavior.

Second Offense: The student will be informed that his/her behavior is inappropriate, and an email/phone call will be made by the teacher to the parent explaining the student misbehavior and asking for parental assistance/involvement in remedying the misbehavior.

Third Offense: The teacher will remove the student from the virtual meet/course for the day. The teacher will then refer the student to the Vice Principal via email detailing the student's misconduct, and will CC the parents as well. The Vice Principal will make a phone call/home visit explaining the misconduct to the parents/guardians. The parents will be informed that a repeat offense will result in loss of the privilege of participating in the course.

Fourth Offense: The student will be disallowed to participate in the virtual meet component of the course for a period of one week. After a week, the student will be allowed to re-enter the virtual meet component of the course.

** Any additional incident of misconduct will result in suspension from the virtual course altogether. Alternate course work will be given to the student by the teacher. This course work will be in the form of packets that will be made available on Monday of each week following the suspension. **

Severe Misconduct: May result in immediate dismissal from the class and disciplinary action according to Brittan School District's policies.

Because of the remote delivery of this instruction, by necessity, the Brittan School District administrators and the class teachers have the ultimate responsibility for monitoring the students' behavior and assuring their compliance with the district's regulations and the above-stated behavior standards.

ALTERNATE CONSEQUENCES:

1. Write a reflective essay on actions leading to discipline: to be submitted to the Vice Principal
2. Student, Parent, Teacher, and Administrator participate in virtual conference to explain the school's behavior expectations for a virtual learning environment, discuss the student's misbehavior in detail, and highlight the possible consequences if the student's misbehavior continues.
3. Based on the severity of the student misbehavior, plan to address more egregious violations of the Code of Student Conduct with a formal discipline hearing once school is back in session on campus.