

Virtual Learning Student Code of Conduct Kensington High School

All School District of Philadelphia 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 online etiquette 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.

Please review the following rules and expectations carefully:

- **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: Kristine Hershman, Climate Manager at: khershman@philasd.org and/or Nick Niedosik, Head Dean at: nniedosik@philasd.org
- **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.
- **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.**
- **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 them 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 the School District of Philadelphia and, as such, is subject to disclosure to the parent, parents, administration or other third parties. Consequently, **KHS** 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. The following are examples of poor behaviors that are prohibited. This list contains exemplars, but is *not* exhaustive and therefore prohibited behaviors are not limited to those listed here.

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 Kensington High School, another organization, or person.
- Refusing to cooperate with a security investigation.
- Using the 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 disparage Kensington High School or another organization's products or services.
- Passing off personal views as representing those of Kensington High School.
- Sending anonymous email 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 Cyberbullying and/or Harassment.
- Cheating and/or Plagiarism.

STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT

Students of Virtual Learning are public school students, and will continue to be held to The School District of Philadelphia Code of Conduct. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not 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 all 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 include, but are not limited to, the following:
 - Copying and pasting a report from the Internet and representing it as your own work
 - Copying any other work and not properly citing authorship
- **Cheating**
 - Providing questions/answers/work to another student
 - 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 students' grades and attendance via your parent account.
- 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 Parent Portal periodically to monitor student progress.

Parents should support **Academic Integrity**. Academic Integrity is one of our core values and one of our key 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 to ask any 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 during office hours.

Respect Self → Respect Others → Respect KHS as a place of Learning

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