

Online Learning Guidelines

Access to the technology utilized by Birdville ISD Online Learning Programs imposes certain responsibilities and obligations. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. All participation regarding online activity must comply with the [BISD technology department's student acceptable use policy](#).

All Online Learning Program questions should be directed to:

Carol Adcock, Coordinator of Online Learning & Advanced Studies, Birdville ISD

Office: 817-547-5767 Email: carol.adcock@birdvilleschools.net

The Online student agrees to:

❖ **Use Online Learning course resources only for authorized purposes**

Students will respect the work and creativity of the authors of materials that are viewed on the Internet. Therefore, students will not copy files from the Internet for any use other than for personal use, unless the Webmaster explicitly states that the page may be copied freely.

❖ **Use only legal versions of copyrighted software in full compliance with licensing agreements.**

Students will respect the work and creativity of software developers and not download or duplicate licensed software. Students may download public domain programs and will pay for shareware programs. Students assume all risks in regard to programs, which are public domain, shareware, or licensed.

❖ **Use responsible, ethical behavior.**

The Internet is a global network of information. Information available ranges from being useful and scholarly to being incorrect, possibly plagiarized, and offensive. There are not gatekeepers or systems of censorship in place on the Internet.

❖ **Use technology and the Birdville Online Learning Program format in a respectful manner.**

Students will not use the Birdville Online Learning Program for financial gain or for any commercial or illegal activity. Students will follow rules written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.

❖ **Students are expected to use the Internet and associated technology appropriately.**

Actions that constitute inappropriate use include, but are not limited to:

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission and supervision.
- Using another's password.
- Revealing passwords to others.
- Vandalizing any part of the computer hardware, software or network. This includes theft of any hardware or software.
- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the Director of Technology.
- Interfering with the integrity of a network system.
- Illegal activities that violate either State or Federal laws or District policies.
- Intentional spreading or embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.

❖ **Respect individuals' freedom from harassment.**

Students will protect the privacy of their classmates. Therefore, students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand that Birdville ISD Online Learning Programs require use of email and newsgroups as a means of communication and learning; and will, therefore respect the technology as a means of instruction. Students will not use their email account as a means to harass people who use the Internet, including other Birdville ISD Online Learning students.

❖ **By participating in Compass, Edgenuity or Canvas, you agree to allow others access to your email address.**

❖ **Technical support will be provided by Birdville ISD Online Learning.**

If the student has technical difficulties with his/her online course, s/he should contact the programs (Compass/Edgenuity) help desk located within their website. For students participating in a Canvas course are to contact the Birdville ISD helpdesk at hlepdesk@birdvilleschools.net. It is the student's responsibility to contact the course instructor, the help desk, and/or the Online Learning office if s/he experiences any technical difficulties.

❖ **Academic integrity is a critical issue in any educational setting.**

Birdville ISD Online Learning Program is committed to academic excellence for every student and believes in and supports each student's personal acquisition of knowledge.

❖ **Academic dishonesty will not be tolerated in Birdville ISD Online Learning.**

It is essential that online learning students work through each assignment in the course and take the course assessments independently under BISD supervision. In addition to carefully reviewing each student's course work, Birdville ISD Online Learning administrators, course instructors, and teacher mentor monitor academic integrity electronically through the course delivery system and software programs.

❖ **Academic dishonesty includes, but is not limited to:** plagiarism, fabrication of information or citations, submitting the work of another person, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students.

Academic dishonesty will result in one or more of the following actions:

- Loss of grade points
- Removal from course
- Failure to receive credit for the course, and/or
- Loss of eligibility to earn credits through Birdville ISD Online Learning Programs.

If an offense occurs, the student will be notified by email from their course instructor that their parents and local school district officials will be notified of the infraction and the appropriate disciplinary action taken.

Please Note: Regardless of whether the academic dishonesty is a first or second offense, if the incident is deemed severe, the student will be removed from the course.

❖ **Enrollment**

Students must have campus approval for enrollment in any online course.

❖ **Credit will be granted through each high school in accordance with district policies.**

- Students may earn a maximum of eight credits through successful completion of online courses provided by an approved course provider.
- Students may be enrolled in a maximum of two online courses at a time.
- Grades earned in a Birdville Online Learning Program, shall be used in computing GPA and determine class rankings.
- In order to earn credit for an online course, a student must:
 - Complete all course work
 - In the process of completing all course work, must earn at least a 70 average.
- Seniors who are enrolled in online courses to earn credits required for graduation shall complete the course and submit the grade for recording **at least 45 days prior to the graduation date in order to be eligible for graduation at the end of the semester.**

❖ **As in any course of study, student success in online courses is dependent on the amount of attention given to each assessment, study skills, the experiences brought to the course, and the help you receive while taking the course.**

Birdville ISD Online Learning encourages students to give each assessment his/her best effort. Seek assistance from your course instructor regarding course content, tech support regarding technical problems, and/or the Birdville ISD Online Learning office for other needs or questions.

❖ **Communication between the student and the course instructor will be through email.**

Upon enrolling in the course, the student will receive an introductory communication from his/her online instructor. It is important that the student follow the instructions contained in that communication. Each student will receive a link to the requested course with log in information and instructions. Within this communication will be suggested work/study habits to complete the course in a timely manner. Students are expected to communicate often with their online instructor especially when the student needs assistance with the content. With the exception of weekends and holidays, online instructors will respond within 24 hours.

❖ **Parental support and supervision will ensure student success.**

Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The student's status can be obtained at any point by accessing the grade book within his/her online course his/her log in.

❖ **Tuition**

Any online course that is not scheduled during a student's school day may require full payment by the student.

- A student may elect to drop a course up to two weeks after registering for the course and a partial refund will be granted. After the first two weeks of registering, online courses may not be dropped and refunds will not be available.

❖ **All district policies related to academic dishonesty and participation will apply to online courses.**

❖ **By enrolling in this course, student accept the terms of this handbook and acknowledge and hold Birdville ISD Online Learning Programs harmless for any injury or offense that may be suffered by accessing information on the Internet.**

Students who violate any part of this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with Birdville ISD academic dishonesty policies and procedures.