**The Lorge School Code of Conduct for students participating in the Distance Learning Model 2020/2021**

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.

**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 Shawn Bradley, Dean of Students at [shawn.bradley@lorgeschool.org](mailto:shawn.bradley@lorgeschool.org)
* Students are responsible for proper behavior during online learning. Always use a computer in a way that shows consideration, respect and kindness. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
* Respect others by waiting your turn and being kind.
* Minimize background noise which you can control.
* Request a break if necessary.
* Do not just log out without informing the teacher, therapist or counselor that you want a break.
* Remote Learning correspondence is not private. Never say, write, or record anything that will earn you a consequence.
* Protect your password. Keep it secret from anyone except your parents.
* Students are expected to Log in on time to all Live academic Meets and clinical sessions.
* Students must enter all LIVES with their camera on at first for identification purposes and daily attendance. If a student is uncomfortable being on camera, they can shut off their video once attendance has been recorded.
* Students should dress properly for class for example- school appropriate clothing; no pajamas, no revealing clothes, no clothes with inappropriate sayings.

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.
* Participating in the viewing or exchange of pornography or obscene materials.
* Sending or posting messages that defame or slander other individuals.
* Sending anonymous e-mail messages.
* Refusing to follow the rules of the specific Remote 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.
* Participation in Cyberbullying and/or Harassment.

**INTERNET USAGE POLICY**

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the Lorge School and, as such, is subject to disclosure to the parent, parents, administration.

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, 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.

**BULLYING AND HARASSMENT POLICY**

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.

* What are some examples of academic integrity violations?
* AThere are two kinds of academic integrity violations. One is “plagiarism” and the other is “cheating.”
* APlagiarism - 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:
* 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- To influence or lead by deceit, trick, or artifice

* To practice fraud or trickery to violate rules dishonestly
* Providing questions/answers/ work to another student
* Receiving questions/answers/work from another student Consequences of Violation of this Policy  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, guardians and/or other delegated adults are expected to supervise and monitor their student’s progress throughout the duration of the DLM.** This can be accomplished by accessing the parental portal and monitoring Alma periodically to monitor student progress.

You may contact your child’s Teacher, Social Worker directly via email 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 and/or Clinician.

Parents/guardians should also be aware of the daily schedule that their student is following and use that to help plan for the child’s academic and educational future.

After reviewing this Remote Learning Digital Code of Conduct, please complete your Remote Learning Digital Code of Conduct Acknowledgment via the link provided. (Insert Google Form)