

Online Teaching & Learning Policy & Guidelines for Students



PURPOSE

This document is intended to outline and clarify students' expectations related to online teaching and learning at Gaynstead High School (GHS).

BACKGROUND

Placing students at the centre of the educational experience, GHS provides quality education that prepares our students to become change agents in our society. Our programme offers a student-focused learning environment in which interactions between teachers and students are central to instruction regardless of the form of those interactions. It is with this in mind that a policy that addresses online teaching and learning was drafted. We are cognizant of the challenges and opportunities associated with online education hence the Disciplinary Committee was charged with the task to prepare this policy to state our general expectations, and outline a code of conduct for all stakeholders surrounding blended and online teaching and learning at GHS.

CODE OF CONDUCT FOR STUDENTS AND CONSEQUENCES OF MISCONDUCT

All GHS students receiving direct instructions online are subject to any applicable government policies and this Online Teaching & Learning Policy & Guidelines. 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 be advised that a breach of any of the rules and expectations will be met with an appropriate sanction.

DRESS CODE AND PROFESSIONAL BEHAVIOUR

Students are expected to be respectful of the online classroom environment with suggested dress similar to regular academic classes & the following online professional behaviors:

- Students should wear school uniform to classes. Those who have no uniform must wear clothing that is appropriate for the virtual classroom: polo shirts, button down shirts, blouses, t- shirts, sweatshirts.

Clothing that is **inappropriate** for the online classroom: hats, shirts with offensive logos or messages, ripped or torn clothing, pajamas, sleeveless, strapless, off-the-shoulders

- Students must use appropriate language when communicating to teachers and peers
- Students are responsible for proper behaviour 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.

ATTENDANCE

Attendance policies required for regular in-school classes apply to online classes. Even though no regular face-to-face classes are required in online courses, teachers are able to track your activities online, will be taking daily attendance several times per class and will maintain a detailed record of your attendance which will affect your grade and perhaps continued participation in school.

STUDENTS:

- Must attend no less than 90% of online classes.
- Must participate in all online classes.
- Must stay for the duration of the class. Should you experience internet issues during class, a written report must be made to the teacher as soon as possible.

- Should be punctual for all classes. In the event that you are faced with internet issues, please inform the teacher or grade coordinator.
- Must log into meetings with their correct names and no aliases.
- Must complete all assignments and submit on time.

SUBMISSION OF DATA VIA THE INTERNET

All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of GHS and, as such, is subject to disclosure to the parents, administration or other third parties. Consequently, GHS 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 behaviours that are prohibited, but are not limited to this list.

These behaviours will result in strong 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, GHS secrets, or proprietary information outside of the school.
- 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 GHS, another organization, or person.
- Refusing to cooperate with a security investigation.
- Jeopardizing the security of the school's electronic communications systems.
- Sending or posting messages that disparages GHS or another organization's products or services.
- Passing off personal views as representing those of GHS.
- Sending anonymous e-mail messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment (Google Classroom, Zoom or other Virtual medium)
- 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
- Dressing inappropriately for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings)
- Participating in Cyber bullying and/or Harassment
- Cheating and/or Plagiarism

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:
 - i. Students are earning credit for learning material for which they have not demonstrated mastery.
 - ii. 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

- 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.

- **Cheating**

- o To influence or lead by deceit, trick, or artifice

- o To practise 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 your child’s work is authentic and original.

- Monitor, via your parent account.

- Ask any questions regarding plagiarism or cheating if you are not sure.

- Report any suspicious activity.

SECURITY & SAFETY

- 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 Thomas-Shorter, Principal at:
gaynsteadhs@gmail.com.

- 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.

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 use of computers or programs to participate in bullying behaviour.

Consequences of Violation of this 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 Disciplinary Committee. Please see ***Sanctions For Infractions*** document.

PARENT'S/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 his/her 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 child's/ward'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 progress.

Parents should support Academic Integrity. 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/ward's homeroom teacher directly via email and/or Whatsapp to answer questions about the issues that you may have. When a parent/guardian has a concern about his/her child's/ward's performance or behaviour, the parent/guardian should set up a conference with the child's teacher.