WESTDALE MIDDLE SCHOOL

Virtual Code of Conduct

Although our classroom environment is virtual (online), the standards of behavior are as important as they are on a brick and mortar campus. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all Westdale Middle students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with Virtual faculty, staff, and other Virtual Westdale students, as well as their individual actions. The following rules apply to the Google classroom and live session environments.

Interactions with Virtual Faculty and Staff

1. Students should address all Virtual faculty and staff members as adults with the courtesy expected for professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.

2. Students should phrase communications with Virtual faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be appropriate and above all, respectful.

3. Since our online environment is a learning environment, students should not use excessive "slang" or language that they might use in other environments. Students must communicate with teachers in complete and appropriate sentences.

4. **Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with Virtual faculty and staff. These actions are prohibited as indicated in R43-279**.

5. Students must use a profile picture or a video feed background that is appropriate for an educational environment. The Virtual Administration reserves the right to determine if a profile picture or video feed background is inappropriate. **Students using an inappropriate profile picture or video feed background will be required to update their settings.** Google classroom profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner.

Interactions with Other Virtual Users

1. All communications with other students enrolled in Virtual learning must be of a course-related nature. Any sending of unsolicited email to other Virtual classmates is prohibited.

2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous, appropriate, and respectful.

3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student's work, and/or misusing content from the Internet could result in removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is expected as part of enrollment in our courses.

4. Do not collaborate with other students (work with) on your Vitural assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. **In addition, parents may not login to a student's account and complete coursework on behalf of the student.**

5. **Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other Virtual students. These actions are prohibited.**

Appropriate Use of the Internet

1. **Virtual students are subject to all local, state, and federal laws governing the Internet.** Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.

2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.

3. Any student that violates this policy will be subject to disciplinary action that may result in removal from Virtual course(s), as well as other disciplinary action.

Disciplinary Action

Violations to the Virtual Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit the Google Doc. Reporting Form. This action will alert the Discipline Team. Depending on the nature of the violation, the teacher may be asked to submit a referral.

2. The teacher will notify the student, parent, and/or guardian that the student has violated the code.

3. Based on the report, the Discipline Team will determine what, if any, disciplinary action must be taken. A violation of the Discipline Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in the course(s) or removal of the student from the program.

4. **A student in violation of the Virtual Code of Conduct is also subject to discipline by his/her home district/school per the district/school's discipline policy.**

Virtual Time Out Room (T.O.R.)

T.O.R. is a form of behavior modification that involves temporarily separating a student from an environment where an unacceptable behavior has occurred. The process for recommending a student to T.O.R. is first and foremost, reinforce your (virtual) classroom expectations and firmly redirect the misbehavior. Secondly, call home and work with the parent/guardian to correct the misbehavior. Finally, If the misbehavior continues and you have completed the EBRPSS Tracking Form, then fill out the Google Forms Document that was emailed to you and support will be provided.