

## Online Learning Policy

Access to the technology utilized by School District of West Salem courses 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.

1. Use Wisconsin Virtual School and School District of West Salem 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 other use other than for personal use, unless the webmaster explicitly states that the page may be copied indiscriminately.

2. 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 that are public domain, shareware or licensed.

3. Exercise 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 no gatekeepers or systems of censorship in place on the Internet.

4. Respect individuals' freedom from harassment.

Students will protect the privacy of their classmates. Students will not publish any names, passwords, e-mail addresses, or other information pertaining to other students. Students understand that the on-line courses require use of e-mail and newsgroups as a means of communication and learning. Students will respect the technology as a means of instruction.

5. Utilize the technology and related resources and materials in a respectful manner. Students will not use the School District of West Salem network for financial gain or 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.
6. Actions that constitute inappropriate use include, but are not limited to:
  - a. Use of a login or password other than the students own without permission
  - b. Use files or data other than the students own without permission from building administration
  - c. Attempt to break into system operations of the network or servers
  - d. Attempt to decode or circumvent security protocols
  - e. Engage in activity that exposes the systems and residing information to any level of harm or danger
  - f. Make illegal copies of software
  - g. Use the School District of West Salem network, e-mail, newsgroups for partisan political purposes, harassment, or commercial venture
  - h. Engage in any activity that does not comply with the Acceptable Use Policy of the School District of West Salem.
  - i. Engage in any activity that does not comply with the policies of the course provider or the School District of West Salem non-discriminatory policy

\*Refer to district Acceptable Use Policy 434 for further details

7. Students, who violate any part of this agreement or engage in any other activity which school authorities consider inappropriate, will be subject to disciplinary action consistent with building and or district policies and procedures. Discipline could include, but would not be limited to immediate temporary suspension or complete termination of internet access on school property or temporary suspension or complete termination of the student's enrollment in on-line courses.

Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of privileges.

By enrolling in this course students accept the terms of this Policy and acknowledge and hold harmless Wisconsin Virtual School and the School District of West Salem for any injury or offense that may be suffered by accessing information on the Internet.

8. School District of West Salem will grant credit in accordance with district policies.
9. On-line courses are approved for credit by the Board of Education consistent with any other instructional delivery. Therefore, all district policies related to academic honesty participation and attendance will apply to on-line courses.
10. Online courses must be completed during the semester in which the student is enrolled in the course. The ability to enroll in a course over the summer will be granted on a case by case basis by the building administrator. For courses offered through the WVS the expiration date of enrollment is officially 5 months (five months) from the date on which the student enrolled. The length of time for course completion during the summer will be consistent with the current summer school schedule, but may be extended to 8 weeks from the start of the term. On the other hand, in certain cases the student may complete a course in as few as 35 days (thirty-five days). Only under extreme circumstances, will a student be allowed to complete a course in 21 days (twenty-one days). To complete a course in 21 days (twenty-one days), a written request from the parent or, in some cases, the supervisor is required. Completion days vary for summer term courses.
11. Students may enroll in a School District of West Salem on-line course that meets the case by case participation and extenuating circumstances guidelines set forth. Cost per course is determined on an annual basis. The cost of any course will be shared by the student and the district on an equal basis upon the student's successful completion of a course.
12. Guidelines for participation:

For the 2011-2012 school year online courses will be offered as part of a pilot program. Students will be selected upon administrative and student services recommendation. Specific qualifications for enrolling in online courses include but may not be limited to the following:

- a. Students must be enrolled in a minimum of six courses each semester as listed in the *Course Planning Guide*

- b. Courses cannot supplant courses offered on-site.
- c. Students with scheduling conflicts
- d. Home bound students
- e. Students under an expulsion order
- f. Students who were enrolled as full-time, home-based learners in the previous year, may enroll as full-time online students.
- g. Grades earned for an on-line course will not be included in a student's GPA as it relates to class rank. They will, however, be included on the student's transcript and noted as an "on-line" course.

All requests for online learning courses must be approved by building administration.

**DISCLAIMER**

Any inappropriate use of the Internet is not condoned by School District of West Salem. Academic dishonesty includes, but is not limited to, plagiarism, fabrication of information or citations, submitting work of another person or work previously used without informing the instructor and securing written approval, or tampering with the computer files and/or academic work of the other students. The consequences for academic dishonesty are included in the high school *Student Code of Conduct*.

By participating in newsgroups, students agree to allow others access to their School District of West Salem course e-mail address.

As in any course of study, student success in on-line courses is dependent on the amount of attention given to each assessment, study skills, the experiences brought to the course and the help they receive while taking the course. The School District of West Salem encourages students to give each assessment close effort. Seek assistance from your teacher regarding course content, the Wisconsin Virtual School tech support regarding technical problems, and the School District of West Salem for other needs or questions.

LEGAL REF: Sections            Wisconsin Statutes  
APPROVED:    September 12, 2011