

## North Vancouver Online Learning Code of Conduct

The North Vancouver Online Learning Code of Student Conduct is a product of collaboration amongst staff. We publish this code as a reference guide, and as a public statement of the foundational principles of our safe, caring, and successful learning environment.

The North Vancouver Online Learning Code of Conduct is reviewed annually, along with student conduct trends, to ensure its applicability to emerging situations, its relevance to ongoing research, its extension of elementary school codes, and its compatibility with other secondary school codes.

All members of the North Vancouver Online Learning school community are expected to read, understand, and abide by this code. North Vancouver Online Learning should be a kind, caring and orderly environment where students and staff experience freedom from harm and discrimination because of the race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age of the person or class of persons. Anti-bullying measures will ensure all students, regardless of their sex, race, religion, culture, sexual orientation and gender identity or expression, enjoy a safe, inclusive and welcoming learning environment. Expectations for student behaviour and participation in active learning are based on requirements set out by the School Act of British Columbia, the B.C. Human Rights Code, the Board of School Trustees of North Vancouver School District, and the North Vancouver Online Learning staff. The Code reflects the school's intention to preserve for all students and staff a safe, non-discriminatory, and welcoming atmosphere for purposeful learning and social interaction. It is also designed to establish and maintain appropriate balances among individual and collective rights, freedoms, and responsibilities.

### **Digital Citizenship**

The BC Ministry of Education defines Digital Citizenship as “the interest, attitude and ability of individuals to use digital technology and communication tools appropriately to access, manage, integrate, analyze and evaluate information, construct new knowledge, and create and communicate with others”<sup>1</sup>. For secondary students, this includes, but is not limited to:

- Understanding the concepts of ethical behaviour and online ethics
- Participating responsibly in online networks that foster positive community

### **Use of Digital Learning Tools**

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<sup>1</sup> Ministry of Education – [Digital Literacy Framework](#)

Students are expected to behave in a manner that is consistent with the North Vancouver Online Learning Code of Conduct during both in-person and online learning activities. The Code of Conduct applies to students' behavior while using the North Vancouver School District's computer network, internal digital platforms (e.g., Microsoft Teams, Outlook email), social media, and all external digital technologies required for online and blended course activities. Please remember that anything shared online is public and permanent.

### **Privacy while using the School District's Computer Network**

Students should not expect that any files on the network are private. Network storage areas are like school lockers ... subject to inspection at any time. Network administrators may review documents to maintain system integrity and ensure that students are using the system responsibly.

### **Illegal Copying**

Students should never download or install any commercial software, shareware, or freeware onto network drives, without written permission from the Network Administrator. In addition, students must respect the Canadian copyright laws.

### **Inappropriate Materials or Language**

Profane, abusive or inappropriate language should not be used in communications. Materials that do not comply with the rules of school behaviour should not be accessed. Should students encounter such material by accident, they should report it to their teacher immediately.

### **Guidelines for Video Conferencing**

Video conferencing is a very powerful way to make connections and to build community in an online or blended learning environment. It is also an efficient and effective way for students to learn, discuss, and demonstrate their understanding of new concepts. However, as with any communication technology, steps must be taken to protect the users.

### **Good Video Conferencing Etiquette**

- Video conferences should be initiated and arranged only by the North Vancouver Online Learning teacher

- Chat functions should only be used for learning activities and discussions related to North Vancouver Online Learning courses and not as a social media platform for personal use
- During one-way, interactive video conferencing activities (lectures, lessons, tutorials) students should minimize distractions in order to give their full attention to the speaker and engage fully in the learning opportunity
- During two-way conferencing activities, students should locate themselves in rooms where there is the least risk of private activities being accidentally seen or overheard. Use of the blur function is recommended where video conferencing includes use of cameras.
- During any video conference session, students should be respectful of others and mute their microphone when not speaking.

Video conferencing must not be used for:

- any activity that is unlawful or has the potential to be unlawful
- any activity that violates the privacy of others
- any activity that could cause increased upset or anxiety
- the creation or transmission of material that:
  - is offensive, obscene, or indecent
  - is defamatory
  - has the intent to defraud
  - infringes on the copyright of another person

### **Communication Devices**

Cellphones and other electronic devices can contribute in meaningful ways to innovative learning opportunities for students. However, they must be used appropriately for the purposes of learning and according to the rules of engagement established by the teachers. If a student is found using a cellphone inappropriately during class time, the teacher may refer the student to the administration.

**Cameras in phones must only be used with the consent of those being photographed, and in public areas.** Any use of a phone as a camera that compromises the privacy of another student could lead to confiscation of the phone, and consequences up to and including suspension.

## **Wireless Guidelines**

North Vancouver School District provides students access to its guest wireless network. These guidelines ensure that students and their parents recognize the limitations that the School District and the School imposes on the use of personally owned devices when they are used at school in conjunction with the wireless network. These guidelines are supplemental to the North Vancouver School District Policy 609: Information and Communication Systems and Resources, Policy 302: Student Conduct, the School Code of Conduct and the Student Acceptable Use of Technology Agreement. These guidelines and policies apply to the use of all laptop computers and all other mobile internet devices.

## **General Usage Guidelines**

1. The School District will not be held responsible in any capacity for physical damage, loss or theft of any personally owned device.
2. Student use of personally owned devices in the Online Centers will be at the discretion of the online instructor.
3. Student use of a personally owned device must support the instructional activities currently occurring in the school or online environment.
4. Students should be aware that the use of mobile devices could cause distraction for others, especially in regards to audio. Therefore, audio must be muted unless otherwise directed by a school authority.
5. Student devices with camera and video capability must not be used to impinge upon the privacy of students and staff.
6. By bringing personally owned devices to school, students and their families accept that school authorities may inspect the device and its contents to ensure compliance with school and District codes of conduct, policies and guidelines, including the Student Acceptable Use of Technology Agreement.
7. Students use the guest wireless network at their own risk. The School District will not be held responsible for any damage that may occur as a result of connecting to the Guest wireless network or any electrical power source.

Every North Vancouver student has access to the School District's technological resources, including an individual user account and internet service. This access is provided via the Provincial Learning Network (PLN) – the Ministry of Education's secure, high-speed network, which serves B.C.'s public schools and colleges through a centrally managed intranet. PLN provides web-content filtering which is designed to reduce the risk of students accessing

inappropriate or harmful sites. This use of technology agreement describes a responsible digital citizen at school, at home as well as in personal life.

### **Respect and Protect Self**

- I will show respect for myself through my actions, and will ensure that the information I post online will not put me at risk.
- I will select appropriate online names, and will consider how the information and images that I post could affect my present and my future.
- I will not publish personal details, contact information or a schedule of my activities.
- I will not post personal information about my life, experiences or relationships. I understand that once I share something online, there's no getting it back.
- I will not visit sites or download material that may be considered offensive or inappropriate. If I accidentally access a questionable site, I will leave it immediately and notify an adult of my mistake.
- If I am unsure whether a site is appropriate, I will ask a parent or teacher for help.
- I will immediately report any attacks or inappropriate behaviour directed at me.
- I will protect my passwords, accounts and resources.

### **Respect and Protect Others**

- I will show respect to others by not using electronic media to bully or harass other people.
- I will not make offensive comments or post images of others without their consent.
- I will not abuse my rights of access or enter other people's spaces or areas.
- I will protect others by reporting abuse, and by not forwarding inappropriate materials or communications.
- I will abide by the School Code of Conduct and District Policy 302: Student Conduct.

## **Respect and Protect Others' Property**

- I will respect the property of the North Vancouver School District, the school, and others.
- I will protect intellectual property by fulfilling all legal requirements to purchase, license and register all software, music and other media.
- I will request permission to use resources, where necessary, and will suitably cite any and all uses of websites, books, media, etc.
- I will act with integrity and responsibility.

Students will act in a moral and ethical manner that demonstrates respect for themselves and others. Students will follow the principles that define a responsible digital citizen and accept that failing to follow these principles will result in appropriate disciplinary action by the school which may include, but is not limited to, loss of access to district technological resources

## **ACADEMIC HONESTY**

The North Vancouver Online Learning staff expects students to act with integrity and honesty. We have high standards for academic honesty and students will be held accountable for their actions and the resulting consequences.

An academically honest student:

- Understands what constitutes academic dishonesty
- Respects others' intellectual property
- Cites all source resources and materials consistently in a standard style of referencing
- Understands the consequences of cheating regarding both academic and non-academic school work, examinations and assessments (including in-person and online exams)
- Follows all in-person and online exam rules
- Acts with integrity

An academically honest student DOES NOT:

- Submit as their own any material (in print or electronic forms) that has been copied from another source without giving credit to that source in proper bibliographic format
- Present artistic or creative work in any medium that has been reproduced except in a manner allowed by the teacher or permitted by the examination rules

- Engage in any behaviour that gains an unfair advantage over others (including the use of unauthorized electronic devices)
- Give another student their work to copy or copy the work of another student
- Do work for another student
- Present material written or created by another person as their own (including a tutor)
- Purchase and submit pieces written by someone else
- Use notes during a test unless allowed by the teacher or permitted by the examination rules

While the staff at North Vancouver Online Learning focuses on implementing positive behaviour supports aimed at teaching and fostering academic honesty and student integrity, students who either intentionally or accidentally engage in behaviour that provides an unfair advantage over others, including academic dishonesty or cheating, will be subject to consequences as follows:

1. The first time a student is suspected of or caught being dishonest in an academic or non-academic course, the following actions will be taken:
  - North Vancouver Online Learning staff will support student in their understanding of the principles of academic honesty.
  - The teacher will determine the appropriate consequences e.g. student must re-do assignment or may receive a mark of zero
  - Teacher will notify parents/guardians
2. The second time a student is suspected of or caught being dishonest in an academic or non-academic course, the following actions will be taken:
  - Teacher will inform the administration
  - Assignment in question will receive a mark of zero
  - Administration will enter information into MYED detailing the incident
  - This information will remain on file
  - Administration will decide on further consequences
  - Administration will contact the home school, if appropriate
  - Parents/guardians will be notified by the Administration
  - Student may be withdrawn from a course

***Being unaware or pleading ignorance of the standards related to academic honesty and student integrity is not an excuse for dishonesty, plagiarism and malpractice.***