

Code of Conduct for Online Learning and Safety

Career Path High has an important goal: to help each student maximize his or her potential and meet the highest performance standards through a uniquely individualized learning program. To help students and teachers be successful, a Code of Conduct for Online Learning and Safety is provided, outlining key expectations and guidelines for users of the Career Path High licensed Learning Management System, technology tools and curriculum relative to:

- Academic Honesty
- Internet Safety
- Internet Etiquette
- Student Honor Code

Academic Honesty

Academic honesty is a key to learning and is essential for you to succeed in your environment. The following principles are best practices to maintaining academic honesty:

- Students must not submit work of any kind that is not their own work.
- Students must not plagiarize in any work (written, multimedia, oral, creative, etc.).
- Students must not post assessments, assignments, answers to assessments or assignments, or any other curricular materials on any media that can be seen by other students or other third parties.
- Students must not give or receive unauthorized assistance on assessments.
- Mentors and parents must not give assistance on assessments.
- Students must not present any forged documents to their teacher.

Plagiarism

Plagiarism is a serious breach of academic honesty and may result in a failing grade or other disciplinary action.

What is Plagiarism?

According to the Merriam-Webster's online dictionary, to plagiarize means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

Given the serious nature of plagiarism, it is important for students to understand that they must give proper credit when they use other people's ideas, words or results. To avoid plagiarism, students must use quotation marks to show when they are using someone else's words, and then cite their source using accepted citation standards for the academic discipline. Students must also acknowledge when they are paraphrasing or summarizing someone else's words or ideas. Plagiarism.org lists the following examples of plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words by copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Citation standards are outlined in various guidelines, like the Modern Language Association (MLA) citation style, which is commonly used in humanities based disciplines, or the American Psychological Association Publication Manual (APA), which is usually used in scientific fields. Course instructors will indicate their preferred citation method, and can help students incorporate the correct citation style.

Teachers and students may also use plagiarism checking tools, like CheckMyWork or Turnitin. Teachers may use these tools extensively to ensure the academic originality of written work, including essay questions, portfolio assignments, and other assessed items.

Use of Copyrighted Materials

It is important to understand that curriculum and courses used by Career Path High, including GradPoint, are copyrighted works. Downloading, copying, reproducing, distributing or modifying copyrighted content in any way without express written consent is copyright infringement. Music, movies and books are also examples of copyrighted works. Use of copyrighted materials in connection with your online coursework is strictly prohibited.

Internet Etiquette

Common principles of digital citizenship and acceptable network etiquette (netiquette) will help make your online learning more rewarding. Without the aid of facial expression or tone of voice, online communications are more easily misunderstood. Your teacher can review and model key guidelines for specific class protocol for effective Internet, email, and discussion group conduct, focusing on principles of safety, respect and clear, intelligent communication. Basic guidelines include the following:

- **Be safe**—never give sensitive personal information online, like your user ID or password.
- **Be polite**—always use an appropriate salutation and the person's name to personalize your message; always use a digital signature at the end of an email to validate the message.
- **Be clear**—always use a descriptive subject header or title so recipients can easily identify the focus of your email.
- **Be courteous** – never flame or send insults, or respond to these types of emails; do not forward SPAM, chain letters, or other unsolicited advertising or messages.
- **Be brief**—if your email needs to be longer than several paragraphs, identify that in the opening lines so the recipient can be prepared to read a longer email, or save the email for later.
- **Be smart** – represent yourself intelligently by proofreading and checking your spelling and grammar before sending your message.
- **Be appropriate**—do not use foul or inappropriate language; if you have a question as to whether your language is too strong or emotional, don't send your message.
- **Be legal**—obey copyright laws, and don't use other's content or images without permission.

Student Honor Code

Career Path High's Learning Management System, including GradPoint, is a web--based program that offers a full catalogue of courses to enhance learning opportunities for each student. To help students and teachers be successful, this Student Honor Code is intended to promote mutual understanding and acceptance of academic honesty and appropriate behaviors in online environments while using the program.

Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm most those students who engage in such activities—they cheat themselves of the opportunity to fully develop their intellectual abilities. This Honor Code serves to reinforce the students' commitment to academic excellence.

I know that academic honesty is critical to my own success, as well as to the mission of my School. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. I agree that I will uphold not only the letter of the code but also its implied intent of ongoing commitment to full academic honesty.

I agree that I will...

- Never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- Never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- Never provide a forged document of signature to my teacher of School.
- Never plagiarize in written, oral, or creative work.
- Be well informed about plagiarism and not use "lack of knowledge" as a reason for engaging in plagiarism.
- Take assessments only after I have completed the lessons leading up to that test or quiz.
- Never give or receive unauthorized assistance on assessments. I understand that all assessments are "closed--book" and that my mentor, parents, or other persons shall not provide assistance in determining answers on assessments.
- Read and understand the contents of the Code of Conduct for Online Learning and Safety.
- Adhere to all guidelines for proper use of the Internet and all other materials provided to me.
- Accept the consequences, including disciplinary action by my school, of breaking this Honor Code.

My signature below confirms that I have read, and agree to abide by, the Student Honor Code. Violations could result in a warning, loss of credit and/or expulsion from school.

Student Signature

Printed Name

Date
