









*The Future Belongs to Those Who Prepare*

## **Beacon Hill Preparatory School Distance Learning Code of Conduct**

All BHPS students receiving digital curriculum and direct instruction online are subject to any applicable BHPS policies and this Student Distance Learning Code of Conduct. As a distance learning student, there are additional rules and expectations regarding online etiquette in order to protect all students, faculty, and 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 review the following rules and expectations carefully:**







-  Students are responsible for proper behavior 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.
-  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.
-  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. Hyman, Executive Director at: [shyman@beaconhillmiami.com](mailto:shyman@beaconhillmiami.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.

### **INTERNET USAGE POLICY**







All Internet data that is composed, transmitted, or received via our computer communications systems is considered to be part of the official records of BHPS and, as such, is subject to disclosure to the parent, parents, administration or other third

parties. Consequently, BHPS 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 behaviors that are prohibited, but are not limited to this list. These behaviors will result in 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, trade secrets, or proprietary information outside of the organization.
-  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 BHPS, another organization, or person.
-  Refusing to cooperate with a security investigation.
-  Using email, collaborative platforms such as Kami and Google Docs, the LMS for political causes or activities, religious activities, or any sort of gambling.
-  Jeopardizing the security of the organization's electronic communications systems.
-  Sending or posting messages that disparages BHPS or another organization's products or services.
-  Passing off personal views as representing those of BHPS.
-  Sending anonymous e-mail messages.
-  Engaging any other illegal activities.
-  Disturbing the Virtual Learning Environment.
-  Refusing to follow the rules of the specific Distance 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.
-  Not dressed properly for class (examples: dressed in revealing clothes, dressed in clothes with inappropriate sayings, wearing pajamas or sleepware of any kind). Clothing should be neat and clean, and have short or long sleeves (no tank tops or spaghetti straps).
-  Participation in Cyber bullying and/or Harassment.
-  Cheating and/or Plagiarism.

Students must:

-  be dressed and ready when class begins.
-  be seated in a location conducive to learning (i.e.: desk, table, lap desk)
-  have the light in the room in front of them (behind their device camera) so they can be seen well.
-  keep their cameras on them at all times during the class. Students may not turn the camera on and off, have it face the ceiling or floor, or any other direction, and may not cover their head with a hooded sweatshirt.
-  mute themselves when asked and unmute themselves when asked.
-  be free from as many environmental distractions as possible (i.e., video games, text messages, background conversations, etc.)

## **STUDENT EXPECTATIONS AND CONSEQUENCES OF MISCONDUCT**

Students of Distance Learning are Beacon Hill Preparatory School students, and will continue to be held to the Beacon Hill Preparatory School rules and guidelines. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not eliminated altogether, will be disciplined in an appropriate manner. Accordingly, in addition to BHPS applicable policies, the Distance Learning Code of Conduct incorporates expectations of conduct specific to virtual/distance learning classrooms. For example, Internet access is required for all students, but access 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. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

## **BULLYING AND HARRASSMENT 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 uses of computers or programs to participate in bullying behavior. 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 appropriate school administrator.

### **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:
  - Students are earning credit for learning material for which they have not demonstrated mastery.
  - 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:
    - Copying and pasting a report from the Internet and representing it as your own work.
    - Copying any other work and not properly citing authorship.
  - *Cheating* - To influence or lead by deceit, trick, or artifice.
    - To practice fraud or trickery to violate rules dishonestly.
    - Providing questions/answers/ work to another student/person.
    - Receiving questions/answers/work from another student/person.

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 their child's work is authentic and original.
-  Monitor, via your parent account, when possible.
-  Ask any questions regarding plagiarism or cheating if they are not sure.
-  Report any suspicious activity.

## **PARENT/GUARDIAN'S RESPONSIBILITIES**

As a parent/guardian of a distance learning 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 their time in an effective way and to minimize distractions. Students with doctors or dentists appointments, who are eating lunch out of the home, or are running errands with parents should log off of the digital classroom. Those are distractions for the entire class. Parents should also refrain from initiating conversations with their child during Distance Learning. Please save those conversations for off-line.

Please remember that the class can hear what is happening in the background at all times. Although often a challenge, please keep intentional background noise to a minimum.

Teachers will keep the parent/guardian apprised of the student's progress and will initiate contact often, especially if they are struggling or fall behind in their coursework. Parents are expected to supervise and monitor their student'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 student progress. Parents should support Academic Integrity. Academic 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 teacher directly via email to answer questions about the course that you may have. When a parent/guardian has a concern about the child's performance or behavior, the parent/guardian should set up a conference with the child's teacher.

After reviewing this Distance Learning Code of Conduct with your child, please complete your Distance Learning Code of Conduct Acknowledgment via the link provided here: <https://forms.gle/YD5pVLfprC8nfie86> or by printing, signing, and returning the form on page 6.



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(If you return this document in person, please sign this page and return it to the office)

I have reviewed the Distance Learning Code of Conduct with my child in grade \_\_\_\_\_ and we agree to abide by it.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (Print)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date