

Student Internet Safety

Do not reveal on the Internet personal information about yourself or other persons. For example, you should not reveal your name, home address, telephone number, or display photographs of yourself or others to persons outside of Michigan Great Lakes Virtual Academy. Do not agree to meet in person, anyone you have met only on the Internet and who is not affiliated with Michigan Great Lakes Virtual Academy.

Network Etiquette

At Michigan Great Lakes Virtual Academy, parents and students are expected to follow the rules of network etiquette, or “netiquette.” The word netiquette refers to common-sense guidelines for conversing with others online. Please abide by these standards. Avoid sarcasm, jargon, and slang. Swear words are unacceptable. Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues. Focus your responses on the questions or issues being discussed, not on the individuals involved. Be constructive with your criticism, not hurtful. Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.

Respect other people’s privacy. Don’t broadcast online discussions, and never reveal other people’s e-mail addresses.

Academic Integrity

All work submitted is assumed to have been completed by you. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied upon in the composition of their work. Failure to abide by these standards will be reported to the appropriate administrative authorities and may result in loss of credit, revoked access to course(s) and suspension or expulsion from Michigan Great Lakes Virtual Academy.

Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by, or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using Michigan Great Lakes Virtual Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

Academic Dishonesty (Plagiarism)

Academic integrity is highly valued at Michigan Great Lakes Virtual Academy. Incidents involving plagiarism and cheating are serious offenses that warrant immediate administrative attention. Students are required to submit original work. They are obligated to cite the sources of all references they use. See also *Student Rights and Responsibilities Behavior Guidelines* for additional information regarding this policy.

Non-Citation infraction:

- 1st incident = grade of zero on assignment
- 2nd incident = grade of zero on assignment; curriculum locked for one day
- 3rd incident = grade of zero on assignment and administrative conference
- 4th incident = withdrawal from MGLVA

Citation infraction

- 1st incident = counseling on correct use of citations
- 2nd incident = grade of zero on assignment
- 3rd incident = grade of zero on assignment and administrative review
- 4th incident = withdrawal from MGLVA

Note: **Turnitin.com** is used to ensure plagiarism does not occur within assignments.

Source Citation

Many courses require written work in which you will need to cite sources. Any direct quotations from your textbook can simply be cited as (Author, page number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If you are citing information found on a website, provide the complete web page or site title, URL, author (if known), page number (if applicable), and publication date of the site (if available).

Appropriate Use of Technology

Michigan Great Lakes Virtual Academy reserves the right to review any material transmitted using Michigan Great Lakes Virtual Academy instructional computing resources or posted to a Michigan Great Lakes Virtual Academy instructional computing resource to determine the appropriateness of such material. Michigan Great Lakes Virtual Academy may review this material at any time, with or without notice. E-mail transmitted via Michigan Great Lakes Virtual Academy instructional computing resources is not private and may be monitored.

Michigan Great Lakes Virtual Academy Indemnification Provision

Michigan Great Lakes Virtual Academy assumes no responsibility for information obtained via the Internet which may be illegal, defamatory, inaccurate or offensive. Michigan Great Lakes Virtual Academy assumes no responsibility for any claims, losses, damages, costs or other obligations arising from the use of instructional computing resources. Michigan Great Lakes Virtual Academy also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of Michigan Great Lakes Virtual Academy, its affiliates or its employees. Michigan Great Lakes Virtual Academy assumes no responsibility for damages to the user's computer system. Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail.

Confidential Communications of Students

Some oral or written communications between students and school personnel are confidential. Information that is expressed as confidential or received in confidence by a staff member from a student may be revealed to, or by the head of school or other appropriate authority, including law enforcement personnel, when the health, welfare or safety of the student or other persons is clearly in jeopardy.

Using Blackboard Collaborate

Parents should always sign in using their first name and last initial always. Students should

- Arrive promptly at the scheduled time for the Blackboard Collaborate session.
- Wait for whiteboard and microphone privileges which will be assigned at the discretion of the teacher.
- Only communicate regarding direct content of the lesson
- Be respectful and courteous towards others at all times
- Always participate and engage in the session (stepping away without the teacher's approval will count as an absence)
- Log in to each session individually

Please bear in mind that individual teachers may have expectations that are specific to their classrooms. Parents should remove their child from an Blackboard Collaborate if the student displays offensive behavior or is ill. If you must remove your child from an Blackboard Collaborate session, please contact the teacher to discuss the situation.

Parents should keep comments and questions specific to the lesson. Contact your child's teacher about other concerns by phone, e-mail or in person during office hours.

Because the lessons are student-centered, only students should be using the microphones during the sessions. Please refrain from coaching your child during Blackboard Collaborate sessions. The goal of this instructional time is for your child to become an independent learner and critical thinker.