

## **CODE OF CONDUCT FOR ONLINE LEARNING AND SAFETY**

Canaan Global Academy (CGA) has an important goal: to help each student maximize his or her potential and meet the highest performance standards through virtual and online learning. 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 CGA online learning system:

### **ALL MEMBERS OF THE SCHOOL COMMUNITY MUST:**

- Demonstrate honesty and integrity
- Respect the differences in people, their ideas and opinions
- Treat one another with respect and dignity especially when there is disagreement
- Respect and treat others fairly
- Respect the rights of others
- Demonstrate respect for others especially those in positions of authority
- Respect the need of others to work in an environment that is conducive learning and teaching in an online setting
- Be always courteous and polite especially in electronic mail exchanges

In addition, **all students** must:

- Respect the integrity of all online systems and networks
- Respect all copyright laws
- Respect the personal information and privacy of others
- Be active and engaged participants in the learning program
- Be accountable for off-school internet services which may have a negative impact on the school program, teachers or students
- Obey directions from teaching and administrative staff
- Complete all assignments and work in a timely and thorough manner

### **Use of Copyrighted Materials**

It is important to understand that curriculum and courses used by Canaan Global Academy, including e-textbook is one of copyrighted works. Downloading, copying, reproducing, distributing or modifying copyrighted content in any way without express written consent is copyright infringement. Use of copyrighted materials in connection with your online coursework is strictly prohibited.

### **UNACCEPTABLE BEHAVIOUR**

#### **All members of the school community must not:**

- Engage in bullying or aggressive behaviour
- Threaten or intimidate others
- Engage in behaviours motivated by hate or bias
- Commit any act of vandalism that causes damage to school property or servers
- Create a disturbance with interrupts or disquiets the proceedings of the school, a class, or any learning environment
- Engage in any behaviour that would be considered as conduct injurious to the moral tone of the school or injurious to the physical or mental well being of others

- Misrepresent an identity or assume the identity of another by using login credentials other than those specifically assigned. This includes using email or login information issued to another including family members

In addition, **all students** must not:

- Share login credentials with anyone else
- Knowingly upload any file or program that contains a virus, malware or other malicious code
- Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion and to any other server without explicit written permission from the school principal or designate
- Use anyone else's login account
- Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive.
- Discuss in any open forum information that is critical of another student or teacher. Discussion forums and chat threads are open to all school members and not appropriate mediums for private correspondence.
- Engage in any of the following acts of academic misconduct: Cheating: The act or attempted act of deception, in which a participant falsely represents that he or she has learned information in an academic exercise including unauthorized collaboration with others.
- Plagiarism: Representing the words, data or ideas of another as one's own in any academic exercise. Collusion: Intentionally or knowingly helping or attempting to help another commit academic misconduct such as substituting for a test or completing an assignment for someone else. Collaborating with others while taking online tests or similar summative evaluation.

### **Plagiarism**

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

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. Teachers/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. Teachers may use these tools extensively to ensure the academic originality of written work, including essay questions, portfolio assignments, and other assessed items.

Students can expect that:

- Appropriate and progressive discipline will result when school rules and routines are violated
- While parental input is welcomed and considered, it is the responsibility of the school staff and administration to make decisions about discipline
- Login privileges will be revoked at the discretion of the school Principal for acts deemed injurious to the moral tone of the school, injurious to the physical or mental well-being of any other member of the school community, or contrary to the Board or School Code of Conduct.
- Suspension pending expulsion must be considered by the Principal for any act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical well-being of others or for any conduct which is so refractory as to demonstrate that the student is unwilling to respect or respond to authority and/or respect the rights or dignity of other school community members despite having been given reasonable opportunity to do so.

## **PROHIBITED USES AND ACTIVITIES**

All users of CGA online systems will not do the following:

- Copy, download, install or run viruses or other inappropriate or unauthorized materials such as games, files, scripts, fonts, or dynamic link libraries (DLL's) from any source.
- Cause damage to any computer(s) and/or equipment including, but not limited to computer hardware, furniture, projectors, connectors, keyboards, storage devices (e.g. disk drives), and pointing devices (e.g. mice).
- Damage or erase files or information belonging to any person without authorization.
- Use any other person's account on the system.
- Cause any user to lose access to the system - for example, by disabling accounts or changing passwords without authorization.
- Open a computer case, move a computer, tamper with computer cables or connections without proper authorization.
- Attach unauthorized devices to a computer or network. Such devices include but are not limited to portable computers, disk drives, protocol analyzers, and other electronic or mechanical devices. Move, copy, or modify any of the system files or settings on any computer, server or other device without proper authorization.
- Compromise themselves or others by unauthorized copying of information, work or software belonging to others, encouraging others to abuse the computers or network, displaying, transferring or sharing inappropriate materials. Software pirating and unauthorized copying of material belonging to others is regarded as theft.
- Copy, transfer or use files, programs or any other information belonging to the CGA for any reason whatever unless the licensing specifically permits such actions.
- Attempt to subvert the CGA networks by breaching security measures, hacking accessing records without authorization or any other type of disruption.
- Take the ideas, writings or images of others and present them as if they were yours. Under copyright laws, all information remains the property of the creator(s)/author(s) and therefore permission is required for its use. The use of copyright materials without

permission can result in legal action.

## **CONSEQUENCES**

Inappropriate use of online access by students and staff could result in disciplinary action that may include legal action and/or involvement of police.

## **LIABILITY**

The Canaan Global Academy makes no warranties of any nature or kind, expressed or implied, regarding its online services or resources, the continued operation of these services, the equipment and facilities used and their capacities, or the suitability, operability and safety of any program or file posted on CGA systems for any intended purpose.