



**BELAIR HIGH SCHOOL**  
**THE OFFICE OF THE DEAN OF DISCIPLINE**

**Virtual Learning Environment (VLE) Student Code of Conduct**

**This VLE Code of Conduct is embedded in the disciplinary philosophy of Belair High School, where students will interact in a safe and secure environment based on Respect, Honesty, Friendship and Trust. The Behavioural Standards outlined herein are clearly reflected in the core values which undergird the School's Code of Conduct and have been re-contextualized to guide Teacher-Student Engagement in the Virtual Space.**

**Introduction:**

The transfer from a physical classroom environment to a virtual (online) one does not change the standards of behaviour expected from all Belair High School Students. Our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behaviour is expected.

In order to ensure that Belair High School Students understand how to behave in the online environment, we have developed a Belair High School VLE school code of conduct that all students are required to follow in their online classrooms and other online gatherings. This code of conduct addresses student interaction with both staff and their fellow students, as well as their individual actions.

Parents/guardians will be requested to sign, with the child, an acknowledgment of their understanding of the VLE Code of Conduct and promptly return the signed document to the school.

**Acceptable and expected behaviour**

**All students 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

**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 programme
- be accountable for off-school internet services which may have a negative impact on the school programme, teachers or students
- obey directions from teaching and administrative staff
- complete all assignments and work in a timely and thorough manner

**Unacceptable behaviour**

**Students must not:**

- engage in bullying or aggressive behaviour
- threaten or intimidate others
- engage in behaviours motivated by hate or bias
- create a disturbance with interrupts or causes disquiet in 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, 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 content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion, 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.

#### **Students can expect that:**

- Appropriate and progressive discipline will result when school rules and routines are violated
- While parental input is welcome and considered, it is the responsibility of the school administration to make decisions about the Management of Classroom Behaviour
- 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 School Rules.
- Acts which are 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, will be considered by the Principal for suspension or relevant further action; **as guided by the Education Regulations (1980).**

#### **Interactions with Belair High School Staff**

1. Students should address all staff members as adults with the courtesy expected for education professionals. They are to use both the appropriate title (Mr., Mrs., Ms., or Dr.) and last name only. No other form of address is acceptable.
2. Students should phrase communications with staff members in a polite and courteous manner appropriate for speaking to adults. The tone of emails and phone conversations must be respectful.

3. Since our online environment is a learning environment, students should not use excessive “slang” or language that they might use in other environments. Students must communicate with teachers in complete sentences.
4. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with members of staff.
5. Students must use a profile picture and video feed background that is appropriate for an educational environment. The Belair School Staff & administration reserve the right to determine if a profile picture or video feed background is inappropriate. Students using an inappropriate profile picture or video feed background will be required to update their settings. The learning platform (zoom, google, Edmodo etc.) profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner.
6. Students must use an email address that is appropriate for an educational environment. Email addresses that use profanity or may otherwise be construed as offensive, shall not be permitted in correspondence with Belair High School staff & Administration. The Belair High School staff & administration reserve the right to determine if an email address is inappropriate for the educational environment.

### **Interactions with Other Users**

1. All communications with other students enrolled must be of a course-related nature. Any sending of unsolicited email to other classmates is prohibited.
2. All communications with other students in any forum, course related email, discussion post, etc., must be polite, courteous and respectful.
3. The integrity and authenticity of student work is something that we take seriously and check using a variety of technologies. Copying the work of others, allowing others to knowingly copy a student’s work, and/or misusing content from the Internet could result in a failing grade. Students are expected to abide by the academic integrity guidelines.
4. Collaboration with other students on assignments is to be on the instruction of the respective class teacher. Working together is useful in both the traditional and the virtual classroom, but **MUST** be carefully directed in the online space to maintain the integrity of specific tasks or assignments.
5. In addition, **parents** are NOT to login to a student's account and complete coursework on behalf of the student.
6. **Parents** are asked to respect the leadership responsibility of the Teacher in his or her Classroom. **Clandestine entry** to e-classrooms is NOT to occur. Just as a parent is required to seek the permission of the School Administration to visit the traditional classroom, the parent is consult with the Administration where the parent finds a need for the management of an e-classroom to be examined.
7. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students.

## Virtual Learning Class Rules

The following expectations have been designed to support the Belair High School's Distance Learning Blended Model of instruction for students. We are requesting that students of Belair High think responsibly and act respectfully while participating with their peers in the Virtual Classroom.

### Before you enter the Virtual Classroom:

1. Create a Gmail email address that reflects that of a student. Your email address should be a variation of your last name and first based on the availability e.g. [kirkwhite@gmail.com](mailto:kirkwhite@gmail.com) or [marybrown@gmail.com](mailto:marybrown@gmail.com) or [jane.williams20@gmail.com](mailto:jane.williams20@gmail.com). Students with email addresses with adjectives such as sexy, baby girl, goodie, etc. will not be permitted to join classes.
2. Live online classes will be conducted based on the timetable given. Students will be required to join their online live classes at the appropriate time (at least five (5) minutes before) and participate in all activities.
3. Students must be present for online classes in order to be marked present.
4. In order to maintain appropriate records we ask that **only** students enter the class groups that will be created whether WhatsApp or Google Classroom.
5. No student will be allowed to join an online classroom using an alias or symbols. **Full and correct names** must be used at all times.
6. Students are expected to **ATTEND classes REGULARLY and PUNCTUALLY** just as with face-to-face classes.

### During the Virtual Classes:

1. Students are required to mute their microphones until it is indicated that they are being allowed to speak.
2. Find a quiet place, free from distractions (televisions, parents, siblings, games etc.) during your class in order to minimize interruptions.
3. Students are expected to be **RESPECTFUL** to **TEACHERS** and **CLASSMATES**. The chat feature should be used responsibly, meaning that cursing, vulgar language, inappropriate gestures or memes will not be tolerated. Any student who is found to be in contravention of the rules, will be removed from the class.
4. Students should be encouraged to stay focused and avoid multitasking during class.

### After Virtual Classes:

1. All assignments should be completed promptly and submitted as directed by the teacher. If you are unclear about the instructions, please contact the teacher immediately.
2. If there are any issues or challenges with regard to your internet connectivity or submitting assignments, the teacher **MUST** be informed of the issues or challenges as soon as possible.

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3. All School rules as stated in the Belair High School Handbook is still applicable in the virtual space. In addition to the above rules, any other rules developed shall be agreed upon and will be communicated promptly. All rules and consequences are in accordance with the school's Disciplinary Policy (2019-2020).