Guidelines for Online Students
e-Learning Program Expectations

By registering in an e-Learning course, each student agrees to abide by the following guidelines. All students or prospective students must read the following carefully, so they know exactly what is expected of them, and what they can expect from the program.

1. Computer Accessibility and Software

e-Learning students are **responsible** for obtaining the basic software and stable Internet connections (high speed is essential) required for successful completion of the online course.

Students can download **Adobe Reader**, free of charge, if they don't already have it on their home computer.

Students **must** submit files in one of the following approved file formats:
- **WORD** – file extension is **.docx or .doc**
- **EXCEL** – file extension is **.xlsx or .xls**
- **Rich Text Format** (*File*, *Save As*, change file format at the bottom of the dialogue box to **Rich Text Format**. An extension of **.rtf** will *automatically* be put on your file).
- **Portable Document Format (Adobe Acrobat) -** file extension is **.pdf**

Note: file extensions such as **.wps, .wks** or **.wpd** are not acceptable formats. If a word processor applies one of those extensions to the filename, then students **MUST** save their files as a **Rich Text Format (.rtf)** files, as described above.

2. Attendance

- Students are expected to submit tasks as listed on the **Course Checklist/Calendar, and meet each Unit/Activity deadline.**
- Students are considered to be **present, if they have logged in regularly to the course site and/or completed required work.**
- Students, who are **consistently absent** based on the above criterion, may be withdrawn from the program.

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- **PARENTS** of students under 18 years of age: If you are interested in keeping up to date with your child's progress, please make sure you provide a personal email address on the course registration form. You will then receive an email at the start of the course, giving you access instructions to your child's course site, and instructions for keeping up-to-date on your child's participation in the e-Learning course(s) in which he or she is enrolled. You will also be able to correspond, via email, with the instructor easily through this course site, should you have any concerns.

3. Reporting Periods and Key Dates

Date of Record: The date of record is November 30th/April 30th. Any senior student who is on the class list of an e-Learning course after this date will have a mark entered on his/her permanent record even if you withdraw after this date.

Final Course Completion Date: A student is to complete the e-Learning course by the **Final Course Completion Date** for the current term. All **Summative Assignments**, **Unit Tests**, **Culminating Activities/Exams** and **Independent Study** work must be submitted by the completion date for the current term. Please note that all course work must be completed by the end of week 17.

If you have an exam, it will be written during the 18th week of the course. You must arrange for a proctor for your summer exam.
Completed paper copy exams must be scanned to the online teacher. The original must be sent to:

<div align="center">

eLearning Coordinator
30 McGill Street North
Smiths Falls, ON
K7A 2J4

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Final Report Cards: A final report card will be mailed to you shortly after this date. A copy of the final report card will also be sent to the student's Home School, for inclusion in the Ontario Student Record.

4. Communication with Online Teacher(s)

A student can expect feedback from the course instructor, concerning a submission, **within a week of receipt of the assignment** under normal circumstances. The course instructor will notify a student within that time if there will be a delay. It is important to build on learning throughout a course, using the comments and suggestions provided by the instructor. Students should send in an activity's assignments as soon as the work is completed.

Each assignment <u>should</u> have the following information at the top of the page (*not just in the filename*):

- **Student Name**
- **Course Code**
- **Unit/Activity Number**
- **Specific question/assignment/activity number** as described in the course material.

Students are to complete <u>every</u> assignment assigned by their teacher. The summative and culminating activities constitute the mark while the formative assignments are designed to build the skills required for successful completion of the summative activities. Please refer to your checklist to determine which assignments are summative and which assignments are formative.

It is important to ensure that you are respectful to your teacher as well as the other students in your course. Please ensure that your communication with your peers and your teacher has the appropriate tone. Should you disrespect your peers and/or your teacher, you risk an automatic withdraw in your online course.

5. Suggestions for Success

The average number of hours a student spends on an e-Learning course is 5-8 hours a week. During the summer session, the average would be 5-8 hours a day. It is encouraged for students to ensure that they have this much time to devote to e-Learning studies before enrolling in an e-Learning course.

It is encouraged to keep up to date with assignments. If a student leaves the work until the last minute, it is challenging to get caught up.

e-Learning students should always leave a work session with enough information and/or assignments printed or downloaded to allow them to work offline if necessary for at least one day. It is possible that the website may be inaccessible for technical reasons from time to time.

6. Academic Dishonesty

If there is concern in regards to academic dishonesty, teachers are expected to follow the same guidelines in our Assessment, Reporting and Evaluation document. Please see below for a summary:

Cheating on tests, exams, and assignments

Teachers will take steps to promote and encourage academic honesty in a test/exam environment.

If a student cheats on a test by sharing work with another student:

First incident:
The teacher will contact the eLearning Coordinator and/or Principal of eLearning who will notify the parent and document the incident. The student will receive a **warning and rewrite** a different version of the assignment at the teacher's convenience under supervision.

Second incident and all subsequent incidents that school year:
Should a second incident of copying occur in any class during the same school year, the student will be referred to school administration. The parent will be contacted and the incident will be documented. The assignment will **not** be graded and the teacher will record it as an **incomplete**. This procedure may impact the student's final mark in the course.

Similarly, if a student copies the assignment of another student:

First incident:
As soon as the teacher is able, s/he will confiscate the test. The teacher will contact the eLearning Coordinator and/or Principal of eLearning who will notify the parent and document the incident. The student will receive a **warning and rewrite** a different version of the test at the teacher's convenience.

Second incident and all subsequent incidents that school year:
The student will be referred to school administration. The parent will be contacted and the incident will be documented. The test will **not** be graded and the teacher will record the test as an incomplete. This procedure may impact the student's final mark in the course.

*All cases of cheating on exams will be referred to the school administration to determine the appropriate consequence and course of action.

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If a **grade 9 or 10** student plagiarizes a summative task:

> First incident:
> The teacher will report the student to school administration. A plan of action for completing the work and educating the student will be implemented as required. The administrator will communicate with the parent that plagiarism has occurred and discuss the consequences and next steps.
> Second incident:
> The teacher will report the student to school administration. A plan of action for completing the work and educating the student and parent will be implemented. Consequences and next steps will be discussed.
> All subsequent incidents:
> The teacher will report the student to school administration. A plan of action for completing the work and educating the student and parent will be implemented. The student will **not** receive a grade for that assignment and the teacher will **record the test as an incomplete**. This procedure may impact the student's final mark in the course.

If a **grade 11 or 12** student plagiarizes a summative task:

> First incident:
> The teacher will report the student to school administration. A plan of action for completing the work and educating the student will be implemented as required. The administrator will communicate with the parent that plagiarism has occurred and discuss the consequences and next steps.
> All subsequent incidents:
> The teacher will report the student to school administration. A phone call/meeting will occur to educate the student and parent as required. The student will **not** receive a grade for that assignment and the teacher will **record the test as an incomplete**. This procedure may impact the student's final mark in the course.

7. Trouble Shooting

If students experience any technical problems while working on an Online Course, for example, the website or course email is not functioning normally, contact the **Helpdesk** via the link on the homepage of the website.

If students experience problems with the **content** of a course, they should email the course teacher and, state the **course name**, the **unit**, the **activity** and the **section (content or assignment)** in which the problem is occurring. Copy the question or statement that is giving the difficulty, or describe the link that is not working. It is much easier for the teacher to help if he/she is given this kind of direction. If a link is not working, be sure to clearly identify where the link occurs, and what error you receive when attempting to open it.