



2020-2021



# Fort Pierce Central Digital Learning Rules & Expectations

a.k.a. "Netiquette" *Think before you Click!*



## DO'S & DON'TS

*Netiquette is the proper social convention of network communication according to community standards*

Always treat others with courtesy and respect.

Reread your posts or emails to make sure they say what you intend.

👍 emoji's can be used to help convey feeling.

Stay focused and stick to the topic.

Include a subject line in an email

Remember that you leave a digital footprint. So, be careful what you put out there!

Avoid writing in ALL CAPS!  
It looks like you are shouting!

Don't use inappropriate language.

Don't violate copyright laws.  
Make sure your work is your own or properly cited.

Don't send chain email.

Try to avoid sarcasm. It might be misinterpreted.

Don't respond to personal attacks.

## Netiquette

Netiquette, or Internet etiquette, is the online version of table manners. It helps make the Internet a safe and friendly place for everyone.

### Courtesy

Follow the same standards of behaviour online that you do offline. Always be consistent and courteous whether in person or over the Internet. Never use abusive or hurtful language.

### Flaming

Your opinion matters but not at the cost of everyone else. Repeatedly posting out of anger or spite in any online group discussion is not tolerated.

### Privacy

Keep your personal information to yourself, like your passwords, full name, SIN number and address. Do not give out the personal information of others unless you ask for permission first.

### Reporting

Tell a teacher or trusted adult if you come across something online that makes you uncomfortable, like pornography and messages from strangers and bullies.

### Plagiarism

Never use the words of others without proper acknowledgement of the source. See the school plagiarism policy for more information.

### Internet Use

School Internet access is not a right, it's a privilege. Play by the rules or it can be taken away.

### Symbols & Humour

Reserve symbols like emoticons for personal or informal communications only. Example: j and S. Watch how you use humour in your emails and chats. Readers may take you too seriously or your witty comments may come across as being mean.

### Cleanliness

Keep the computer you use and the area around it in perfect, clean condition as if it were your own. A clean space is a functional work space. Also, delete any of your files or downloads that are no longer needed to free up space on the hard drive.

### Time Bandwidth

Use the school Internet for research and homework purposes only. Using the Internet for fun may slow down the speed for students who need it to do work.



**\*Please report ANY inappropriate action(s) to a member of the Discipline or Admin Team and it will be investigated and handled. THANK YOU!**

# COBRA DISCIPLINE



# Fort Pierce Central HS

## Digital Learning Code of Conduct:

Parents and Students,

Please read the expectations below. Students will be required to acknowledge that they fully understand by completing a brief survey in each of their classes.

### Student Code of Conduct:

Although our classroom environment is virtual (online), the standards of behavior are as important as they are in brick and mortar schools. In other words, our virtual classrooms are real classrooms with real teachers; therefore, appropriate student behavior is expected. To ensure that all students understand how to behave in an online environment, we have developed a code of conduct that all students are required to follow. This code of conduct addresses student interaction with faculty, staff, and other students, as well as their individual actions.

#### **Interactions with Eagle Faculty and Staff**

1. Students should address all faculty and 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 faculty and staff in a polite and courteous manner appropriate for speaking to adults. The tone of emails and virtual 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 faculty and staff. These actions are prohibited as indicated in the St. Lucie School District Code of Conduct.
5. Students must use their district issued 562... email address and a profile picture that is accurate and appropriate for an educational environment. Students are not permitted to use any other email address to communicate with faculty and staff. TEAMS and Canvas profile pictures should be a head-shot of the student only and may not be offensive or inappropriate in any manner. The administration reserves the right to determine if a student TEAMS and/or Canvas profile picture is inappropriate. Students using an inappropriate TEAMS and/or profile picture will be required to update their user profiles.

#### **Interactions with Other Users**

1. All communications with other students enrolled in a virtual classroom must be of a course-related nature. Any sending of unsolicited email or message using TEAMS 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 removal from our courses with a failing grade. Students are expected to abide by the Academic Integrity Policy that is accepted as part of enrollment in our courses.
4. Do not collaborate with other students (work with) on your assignments unless directed to do so by your teacher. Working together is useful in the traditional classroom, but it is not permitted in our online environment without specific teacher instructions to do so. In addition, parents may not login to a student account and complete coursework on behalf of the student.
5. Students are not to use obscene, profane, threatening, or disrespectful language or images in any communications with other students. These actions are prohibited as indicated in the St. Lucie Schools Code of Conduct.

### **Appropriate Use of the Internet**

1. All students are subject to all local, state, and federal laws governing the Internet. Consequently, program administrators will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through Internet access.
2. In the event there is a claim that a student has violated this policy, he/she will be notified of the suspected violation and given an opportunity to present an explanation.
3. Any student that violates this policy will be subject to disciplinary action that may result in removal from course(s), as well as other disciplinary or legal action.

### **Disciplinary Action(s)**

\*Violations to the Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit a Student Discipline Referral via Skyward. This action will alert the appropriate member(s) of the Discipline Team.
2. The teacher will notify the student and parent that the student has violated the code and the details of the violation.
3. Based on the report, the corresponding dean will collaborate with administration and other members of the Discipline Team and determine what, if any, disciplinary action must be taken. A violation of the Student Code of Conduct will result in a disciplinary action and may result in the withdrawal of the student in the course(s) or removal of the student from the virtual program.

*\*A student in violation of the Student Code of Conduct is also subject to be reviewed by the St. Lucie School District*



# RESPONSIBLE DIGITAL CITIZENSHIP



Student users of the School District's computer, network, and Internet resources shall use information and technology in safe, legal, and responsible ways. A responsible digital citizen is one who:

1. **Respects One's Self:** Users will select online names that are appropriate and will consider the information and images that are posted online.
2. **Respects Others:** Users will refrain from using technologies to bully, tease or harass other people.
3. **Protects One's Self and Others:** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
4. **Respects Intellectual Property:** Users will cite any and all use of websites, books, media, etc.
5. **Protects Intellectual Property:** Users will request to use the software and media others produce.

## EXPECTATIONS

- Responsible use of the School District's technology resources is expected to be ethical, respectful, academically honest, and supportive of the School District's mission.
- Each computer user has the responsibility to respect every other person in our community and on the internet.
- Digital storage and electronic devices used for school purposes will be treated as extensions of the physical school space.
- Users are expected to abide by the generally accepted rules of network etiquette.
- Transmission of any material in violation of any local, federal and state laws is prohibited. This includes, but is not limited to, copyrighted material, licensed material and threatening or obscene material.
- Users may be held personally and financially responsible for malicious or intentional damage done to network software, data, user accounts, hardware or unauthorized costs incurred.

## VIOLATIONS

Violations may result in disciplinary action as provided in the Code of Student Conduct.