

CBelearn, Student Code of Conduct:

Revised November, 2005

Expectations of Student Behavior while involved in any CBe-learn activities while online or otherwise:

- Students must not harm or attempt to harm any person, their assets or their reputation.
- Students use appropriate language and any statements of opinion that students make may be made only as part of their school work, and must be respectful, fair, and not malicious.
- Students must not plagiarize, and must respect the ownership and copyright of all persons.
- Students must be diligent and responsible in monitoring their use and decisions to use electronic information resources.
- Students must not use Calgary Board of Education electronic information resources to access any material or information that may contain inappropriate material or create, post, send, or download inappropriate material for any use including business, personal or classroom use.
- Students must not post, publish, circulate or distribute personal information about themselves or other persons, including family members, teachers, students or friends on the Calgary Board of Education electronic information resources except as required in their course work and the release is in accordance with the Freedom of Information and Protection of Privacy Act.
- Students must keep their account passwords confidential.
- In the use of Calgary Board of Education electronic information resources, persons must not

(a) access, collect, use or disclose information they do not need for their school work;

(b) use electronic information resources or accounts unless they are authorized to do so;

(c) send or display offensive messages or pictures;

(d) use obscene language;

(e) harass, insult or attack another person or their reputation;

(f) damage, or attempt to damage electronic information resources such as computers, computer systems, data or networks;

(g) ask others to access computers, computer systems, data or networks to support unauthorized use;

(h) use other people's passwords or accounts,

(i) trespass, or attempt to trespass in other people's folders,

work or files;
(j) intentionally waste resources;
(k) intentionally access, post, send or download inappropriate material;
(l) ask authorized users to make unauthorized changes to information;
(m) assume the identity of another person to obtain information;
(n) use electronic information resources for any illegal or unethical activity; and
(o) use electronic information resources for on-line gambling.

- Students must respect the school authority, others or their property, ethnic, racial, religious and gender differences and property belonging to the school, community property and property belonging to others.
- Students are accountable for:
 - o attendance in their online course,
 - o punctuality when submitting assignments,
 - o their work habits,
 - o textbooks, equipment and software.

Consequences faced by students when they are found responsible for unacceptable student behavior. All steps are documented.

The following process will apply in all conditions except non-attendance or concerns or school work production:

- Students will immediately be denied access to their course by the teacher, school administrator or D2L administrator.
- Students and their parents (if the student is under 18 years of age) will be informed of the removal of privileges and asked to meet with school personnel at the earliest convenient time to discuss the situation and attempt to find a solution to returning the student to the course.
- If no resolution is found then counseled withdrawal mechanisms will be initiated.
- If this cannot be achieved then access privileges will be removed under provisions of Calgary Board of Education Administrative Regulation 1062.
- Consequences of non-attendance or concerns over school work:
- Teachers are expected to make at least three attempts to contact the student to express concerns and discuss remedies. These three attempts should use a variety of communication tools including alternate email addresses, telephone calls and/or letters. After three attempts the teacher will refer the student on to school administration or student services.

- Student services or school administration will use the communication tools to contact the student or their family again. It may not be possible to re-admit the student into their class but every attempt to resolve the situation will be undertaken.
- If no resolution is found, students will be denied access by an administrator. The student or family (in the case of a student who is younger than 18 years of age) will be sent a letter to begin the Counseled Withdrawal process.
- If contact is impossible after these attempts then access privileges will be removed and a registered letter asking to resolve all issues will be written to the student and their family.
- Failure to reach satisfactory results from this final effort will result in suspension or expulsion.