



Durham Continuing Education  
 120 Centre St. S., Oshawa, ON L1H 4A3  
 905-436-3211  
 www.dce.ca



**Turn-It-In Acknowledgement Letter**

Dear Student:

e-Learning addresses the needs of 21<sup>st</sup> century learners. e-Learning teachers interact with students on a regular basis on-line, and constantly monitor their progress. The teacher-mediated system contains a wide range of collaborative and administrative tools such as blogs, chat, whiteboards, discussion boards, quizzes, and student tracking. For these selected courses, all course material will be delivered in an e-Learning format and therefore requires a computer with Internet access and a word processor. Google Chrome is the only Internet browser that is recommended for eLearning courses. Students should download and install Google Chrome, prior to starting their eLearning course. Students must complete the orientation course on their own time **before** they begin to work on their course. Students must also write the final exam **in-person** on either Tues. May 19, 2020, Wed. May 20, 2020 or Thurs. May 21, 2020 at Durham Continuing Education (E. A. Lovell site) from 6:30 pm – 8:30 pm. Your teacher will notify you regarding which date your exam will be on, once your course has started.

Students will be expected to abide by the Durham District School Board acceptable use policy and Durham Continuing Education’s Code of Conduct (copies can be obtained on our website at [www.dce.ca](http://www.dce.ca)). **Plagiarism is not acceptable and a grade of 0 may be assigned if work is plagiarized.** The Durham District School Board, under license from the Ontario Ministry of Education, utilizes plagiarism prevention software called Turn-it-in. Student submissions are maintained on a secured remote server for future plagiarism referencing. Permission to participate in the e-Learning program includes permission for Turn-it-in to archive student submissions.

**Online courses** and the online classroom will be provided by the Ontario Ministry of Education through e-Learning Ontario.

These on-line courses:

- meet the Ministry of Education curriculum expectations,
- are compliant with Durham District School Board and Ministry of Education policies and procedures,
- are mediated by qualified Ontario teachers from the Durham District School Board, and
- are eligible credits toward the Ontario Secondary School Diploma upon completion.

Durham Continuing Education appreciates your cooperation. If you would like more information about e-Learning, please contact the Durham Continuing Education e-Learning Coordinator, Rob Hanna at 905-440-4505.

I have read and understand the above information which outlines the computer requirements and the exam information for my course. I also understand that Turn-it-in will be used throughout my eLearning course and I agree to the archiving of my submissions to the Turn-it-in secure remote server.

Name of student: \_\_\_\_\_  
 (please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Registration will **NOT** be considered complete until this form is signed and submitted with the registration package.