

Program Information – eLearning Program

Program Overview

Courses in this program are recommended for secondary students who wish to gain up to two credits, over two semesters in a subject they have not previously studied **or wish to upgrade a mark in a course that they have successfully completed**. It is ideal for student who cannot attend face-to-face classes due to specific daytime, performance, or sporting commitments. **Students for this program MUST be self-motivated and able to participate in the course for an average of 6 hours per day (Monday – Friday)**. This program is not recommended for students who have full-time employment during the summer. **Note: It is the responsibility of students and their guidance counsellors to ensure that all prerequisites have been met before registering for an eLearning course.**

Civics (CHV201) and Career Studies (GLC201) are separate courses and therefore require separate registrations. Up to one credit will be granted upon successful completion of each course (0.5 credits for CHV201 and GLC201).

Semester 1 courses start Wednesday July 6, 2022, and conclude Friday July 29, 2022. Students MUST reserve Thursday and Friday July 28 and 29, 2022 for a summative evaluation(s) – participation is MANDATORY. Specific exam details will be given by the teacher on the first day of the course.

Semester 2 courses start Tuesday July 30, 2022, and conclude Thursday August 25, 2022. Students MUST reserve Wednesday and Thursday August 24 and 25, 2022 for a summative evaluation(s) – participation is MANDATORY. Specific exam details will be given by the teacher on the first day of the course.

Further information regarding the summative evaluation will be available from your eLearning teacher at the beginning of the course.

eLearning courses cannot be taken concurrently with any other summer school program.

Expectations of e-Learning students;

- ✓ You are expected to login to your course for a minimum of 6 hours per day (3 hours per day for extended eLearning) (Monday – Friday). **Failure to participate daily may result in removal from the course**. Additional time may be required for assignment completion. The time required to complete an eLearning course will be similar to the time required to complete the same course in a face-to-face environment.
- ✓ You are responsible for checking announcements and emails for updates.
- ✓ It is important that you communicate on a regular basis with your teacher. Your teacher will post ‘office hours’ at the beginning of each week. **Teachers are not required to be available on weekends.**
- ✓ Course outlines list the required assignments and deadlines. You are responsible for making sure all assignments are completed, and submitted by the deadlines assigned. The short timeframe of Summer School will not allow for extensions and therefore failure to complete work as per the timelines established may result in removal from the course.
- ✓ Please note that the DDSB acceptable use policy applies to all e-Learning courses, as does the Durham Continuing Education Code of Conduct.

Course Cancellations

Durham Continuing Education reserves the right to cancel a course if there are insufficient registrations, as well as the right to determine the number of courses to be offered, and the number of sections in each course. Students will be notified **ONLY** of course cancellations. Course cancellations will also appear on the DCE website by Friday June 24, 2022, 12:00 pm (for Semester 1 offerings) and Monday July 25, 2022, 12:00 pm (for Semester 2 offerings).

First Day Procedures for eLearning Students

Semester 1 courses begin **Wednesday July 6, 2022**, and Semester 2 courses begin **Tuesday August 2, 2022**. All eLearning students will receive an email from their eLearning teacher by the end of the first day of the program. If a student is not contacted, they should email Durham Continuing Education DCEInfo@ddsb.ca and provide a current email address for further contact.

If a student wishes to make a course change, he/she must contact Durham Continuing Education DCEInfo@ddsb.ca or their home school for further approvals for the course change.

Summative Evaluations

All students **must** complete a summative evaluation. Semester 1 students **MUST** reserve July 28/29, 2022, and Semester 2 students **MUST** reserve August 24/25, 2022, for a summative evaluation(s). Further instructions will be provided by the eLearning teacher. Please note – these dates are **MANDATORY** and cannot be changed.

Full Disclosure

Students should be advised that all attempts for grade 11 or 12 secondary school courses (whether completed successfully or not) will be disclosed on a student's transcript unless the student withdraws prior to the full disclosure date. If a student has been unsuccessful in their first attempt to earn a credit and takes the course again, both attempts appear on the Ontario Student Transcript. Full disclosure dates are as follows: Semester 1 eLearning courses – Tuesday July 19, 2022 (9:00 am) and Semester 2 eLearning courses – Monday August 15, 2022 (9:00 am). Students wishing to withdraw must complete request within their course by the withdraw date.

Report Cards

Final report cards will be available by the end of August/early September. For DDSB students enrolled in a day school, the report card will be sent to their **home school**. For students **not** enrolled in a Durham District Board school will have their report card mailed to their home addresses and their home school (where applicable) by the end of August/early September. Marks will **NOT** be given out over the telephone. If students wish to know their mark prior to formal reporting, they should request their teacher to send a final **unofficial** mark summary at the end of their program. For current students whose school board is a member of the OeLC (Ontario eLearning Consortium), marks are available through their guidance office – guidance counsellors will have access to immediate student marks via PRISM.

Mark Transmission to Colleges/Universities

Students enrolled in a Durham District School Board School during the 2021/2022 year who have applied to Ontario College or University entrance in Fall 2022, will have their marks transmitted electronically in mid-August 2022. Should the student need a proof of mark prior to or after the transmission date, please complete a [Proof of Mark](#) request prior to the end of the course. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.*

For ALL other students who have applied to Ontario Colleges **ONLY** for Fall 2022 entry and who wish their marks transmitted electronically, please complete the [Proof of Mark](#) request. Semester 1 marks will be transmitted in mid-August 2022. Semester 2 students should consult with their eLearning teacher if marks are needed prior to the regular reporting period.

For ALL other students who have applied to Ontario Universities for Fall 2022 entry, please consult with the eLearning teacher to request official letters. *Note: Students are responsible to provide their OCAS/OUAC number and full mailing*

address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been mailed or for delays in processing at the College or University locations.

For ALL students who have applied to Universities or Colleges outside of Ontario for Fall 2022 entry, please complete the [Proof of Mark](#) request form. *Note: Students are responsible to provide their Ontario College Application Service (OCAS)/Ontario Universities Application Centre (OUAC) number and full email address for the official letter. Letters will be prepared and emailed within two business days after the end of summer school. Durham Continuing Education is NOT responsible for letters once they have been emailed or for delays in processing at the College or University locations.*

Durham Continuing Education DOES NOT have access to student OUAC/OCAS profiles. All proof of mark letters MUST be requested through the [Proof of Mark](#) request form prior to the end of program.

Appeal of Summer School Marks

Should a student feel the necessity to appeal a summer school mark, it must be done through his/her home school guidance department. The home school guidance department will make inquiries to the principal of Durham Continuing Education who will decide and inform the school, the students, and the parents of the final decision.

Requirements for eLearning – Updated April 2022

Recommended Desktop/Laptop Support

- Internet access - You must use Google Chrome (current version) **as the browser for your eLearning course**. You may experience issues with Firefox, Internet Explorer, Edge, or Safari and as such, these browsers **are not recommended**. *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- Adobe Acrobat Reader 9 or better
- Windows Media Player 11 or better
- A current version of the Java virtual machine
- A DSL or better connection to the Internet

Recommended Tablet/Mobile Support

- Android™ 4.4 with Google Chrome™ browser (latest version)
- Apple iOS® with Google Chrome™ browser (latest minor version or point of release of that major version)
- Windows®10 with Google Chrome™
- Brightspace is optimized for mobile devices – Android 4.4 or later, iOS® iPhone® 5 or greater, and iPod® 5th and 6th generation
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*

Additional Software

- A typical “Office” suite of applications: specifically, a word processor application, spell checker, equation editor, and a spreadsheet application are mandatory. Students may have access to Office 365 through the D2L portal. Students can also download “Open Office” to use - <https://www.openoffice.org/>
- *It is your responsibility (not that of your teacher or Durham Continuing Education) to resolve issues you may be experiencing due to the internet browser and/or software you are using.*
- It is recommended that up-to-date virus, spyware, and adware protection be implemented, as required by the school board.

Additional Hardware

Some courses may require additional hardware, such as:

- Access to a printer,
- Access to a scanner; and
- A process to store files, or access to cloud or one drive spaces.

NOTE: Use of a laptop or desktop computer is **HIGHLY** recommended for this program. The program is not designed for completion on a cell phone.

Computer Information Technology and Internet Use

The Durham District School Board's computing and information technology facilities and resources are made available to students in support of their learning, research requirements and career preparation. Use of the computer and information technology facilities and resources of the DDSB shall be governed by all relevant federal (e.g., Copyright), provincial (e.g., Education Act), DDSB (Policies and Procedures), and local school (e.g., School Code of Conduct) laws and regulations. Use of DDSB computing and information technology facilities and resources for the illegal, political, or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations. Access to computers and the Internet is considered a privilege. Anyone found accessing computers or the Internet in an inappropriate way will receive school consequences and may face legal intervention. School discipline may involve a loss of computer privileges, a suspension or expulsion from school or restitution for damage or destruction of school computer equipment. Legal action may result in charges being laid by provincial or federal authorities. Students and parents/guardians will be asked to review the *DDSB's Secondary School Acceptable and Safe Use Procedure for Computing and Information Technology Facilities and Resources*. At the time of registration, you will be required to agree to terms and conditions of participation to complete the registration.

Inappropriate use would include but not limited to the following:

- harassment of others
- destruction or damage or changing of equipment
- appropriation of data or software
- unauthorized monitoring of electronic communication
- unauthorized use of other's access codes
- violation of copyright and software licence agreements
- academic dishonesty
- violation of another's privacy
- violation of computer security systems
- viewing and/or importation of pornographic, racist, illegal, or private documents
- incurring costs to the school through use of telecommunication systems without prior approval

Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace often called cyber-bullying, are unacceptable. Bullying in any form will be subject to school consequences and may result in suspension.

Durham District School Board Acceptable Use Policy

Students must review this procedure with their parent/guardian. Procedures and rules regarding the use of the facilities and resources must be followed.

Acceptable Use

- Students will use the computing and information technology facilities and resources as prescribed or approved by their teacher.
- Students will accurately cite information from the Internet. Students will not plagiarize.
- Students will abide by copyright laws. Students will not download and disseminate copyrighted materials without the copyright holder's permission.
- Students will abide by school procedures.
- Students will not share passwords or data.
- Students will report all instances of hardware damage or changes to the Windows Desktop or operating system immediately.

Safe Use

- Students will not post personal information about themselves or others. This includes their home address, telephone number, picture, route taken to school, parents' hours of work, etc.
- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made.

Appropriate Use

- Students will be polite.
- Students will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing and information technology facilities and resources in ways that will disrupt other users. Any tactics which harm or compromise the functionality of the system are forbidden.
- Students will assume that all communications distributed on the system are private and confidential and will not disseminate them without permission from the original author.

Reliability/Accuracy

- While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing and information technology facilities and resources, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

Recourse for Abuse/Misuse

- Students who do not follow this procedure AND those rules provided by their teachers and their school Student Code of Behaviour will have their computing and information technology privileges suspended pending review. Recourse and disciplinary measures are outlined in the school Student Code of Behaviour. Legal recourse may also be applied for criminal activities.