

# Durham Continuing Education Code of Conduct

Students are expected to follow the rules established by the summer school principal, and *Durham Continuing Education (DCE)*.

## Attendance

Students' attendance at summer school must be regular and punctual. The hours for credit recovery and accelerated credit courses follow Ontario Ministry of Education guidelines. The summer school principal will rule on all unsatisfactory attendance or other serious infractions of school rules. Due to the concentrated time and workload of summer school, any serious infraction of the attendance rules, including the following, may result in immediate dismissal:

- In Remote Learning classes, failure to communicate with Remote Learning teachers each day or complete meaningful work – Monday to Friday for the duration of the program;
- excessive absences from the Remote Learning program without permission or notification.

Regular attendance and punctuality are essential. Email notification by a parent or guardian must explain failure participate in on-line activity. Medical documentation may be requested for missed quizzes, tests or summative evaluations.

**Note:** *Summative evaluations including final exam dates CANNOT be changed. Students' on-line attendance on these dates (at the time specified) is MANDATORY – no exceptions. Dates are noted in the program overview. Exact details of the summative evaluation will be identified within the Remote Learning course on the first day of program.*

Student attendance in non-credit granting programs is necessary for student learning and student success. Every attempt should be made to participate daily. Any planned absence should be discussed with the teacher and/or summer school administration.

## Course Choice

Current secondary students MUST seek approval from their home school prior to registering for summer school. The home school is responsible for ensuring the eligibility of the student to take the chosen course.

**Current Durham District School Board students may only take only ONE (1) accelerated e-Learning credit or TWO (2) accelerated 0.5 e-Learning credit courses or up to TWO (2) credit recovery or gap closing/course upgrading courses during July 2020 regardless of the mode of delivery. Students wishing to take an additional course in August MUST request approval from the home school principal prior to registration.**

Adult students may consult with a guidance counsellor at DCE, however, it is the responsibility of the student to ensure they are enrolling in the correct course(s). Students preparing for post-secondary studies should consult the Ontario College Application Service or the Ontario University Application Centre to confirm they are registering in the proper course(s) to meet entry requirements.

## Plagiarism

Plagiarism is the presentation of another's words and/or ideas, as one's own original work. Students must not copy another person's work or ideas without appropriate use of footnotes (as instructed by the teacher). Students demonstrate personal integrity when they acknowledge which are their words and/or ideas, and where they may have relied on someone else's. **Plagiarism is academic dishonesty.** Should a student fail to acknowledge the borrowing of words and/or ideas, he/she may receive a mark of 'zero' on any assignment in which plagiarism occurs (parents contacted where applicable).

## Late/Missed Assignments/Evaluation Policy

In accordance with *Growing Success* (pg. 43), students are “responsible not only for their behaviour ... but also for providing evidence of their achievement of the overall expectations with the timeframe specified by the teacher, and in a form approved by the teacher”. Consequences for missed assignments and late submissions are as follows;

### Missed Assignments:

- Unit assignments will be represented by a mark of ‘zero’ until they are submitted or until the end of the unit that the assignment pertains to. If a unit assignment is not submitted by the end of the unit assessment, the teacher should consider it as a permanent mark of ‘zero’ unless alternate arrangements have been made prior to the deadline.
- Summative assignments will be represented by a mark of ‘zero’; until they are submitted or until the end of the course (i.e. final exam day). Teachers are not required to evaluate such assignments after the end of the course unless alternate arrangements have been made with the teacher prior to the deadline.
- Missed minor assessments (i.e. quizzes/minor tests) should be completed on the first day back from absence. Missed major assessments (i.e. unit tests), will require documentation. With valid documentation, tests or alternate assessments should be completed on the first day back from absence unless other arrangements have been made with the teacher.

### Late Assignments:

- All late assignments must be submitted. Assignments submitted after the end of the unit may not be evaluated and may result in a permanent mark of ‘zero’.
- For each late assignment, penalties of up to 10% per day may be deducted to a maximum of 50% of the total value of the assignment unless alternate arrangements have been made with the teacher.
- Late assignments due to a valid documented reason of absence are due the first day back from absence with no penalty.

## Preparation for Class

Students are expected to check the announcements each day within their course. Students should be prepared to commit approximately 6 hours per day (Monday – Friday) to Remote Learning or online programs. Teachers will outline daily activities and expectations within the Remote Learning course. Questions or concerns should be directed to the Remote Learning teacher.

## 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.

## Inquiries

Any questions can be directed to the summer school office:

***Durham Continuing Education***

120 Centre St. S., Oshawa, Ontario L1H 4A3,

Phone: 905.436.3211 or 1.800.408.9619, Fax: 905.436.1780

E-mail: [dceinfo@ddsbc.ca](mailto:dceinfo@ddsbc.ca)

