

# **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 ***EJ Virtual Jefferson*** 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 virtual/hybrid students, as well as their individual actions. The following rules apply to the Google Classroom and live session environments.

## **Interactions with 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.
2. Students should phrase communications with faculty and peers in a polite and courteous manner. The tone of emails and chat comments 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. These actions are prohibited and will lead to disciplinary action.
5. Camera use is required (no still shots or screen savers can be used).

## **Interactions with Other Virtual Users**

1. All communications with other students enrolled in EJ Virtual must be of a course-related nature. Any sending of unsolicited chat messages to other classmates is prohibited.
2. All communications with other students in any forum, course related email, chat, 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 the courses with a failing grade. Students are expected to abide by the Academic Integrity Policy as outlined in the JP Schools Student Handbook.

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.

## **Appropriate Use of the Internet**

1. **JP 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 disciplinary and or legal action.

## **Disciplinary Action**

Violations to the **EJ Virtual Jefferson** Student Code of Conduct will initiate the following procedure:

1. Upon the violation, the teacher will complete and submit the Student Code of Conduct Reporting Form. This action will alert the Student Services Team.

2. The Dean of Students will notify the student, parent, and teacher that the student has violated the code.

3. Based on the report, the Dean will determine what, if any, disciplinary action must be taken. A violation of the **EJ Virtual Jefferson Student Code of Conduct** will result in a disciplinary action.