

**MARYLAND VIRTUAL
LEARNING
OPPORTUNITIES**



**Maryland Virtual School (MVS)
Practices and Procedures
2009-2010**

TABLE OF CONTENTS

I. PROGRAM DESCRIPTION	3
II. STUDENT GOVERNANCE AND SUPPORT	3
A. ADMISSIONS, REGISTRATION, FEES AND CREDIT POLICIES	3
1.0 Enrollment	3
2.0 Registration	3
3.0 Credit Eligibility	3
4.0 Fees	4
5.0 National Collegiate Athletic Association (NCAA) Credit	4
B. ATTENDANCE, WITHDRAWALS, AND PARTICIPATION	5
1.0 Student Attendance	5
2.0 Withdrawals	5
3.0 Expectations for Participation	5
C. GRADING AND REPORTING REQUIREMENTS	5
1.0 Recording Grades	5
2.0 Grade Point Average	5
3.0 Weighted Grades	6
4.0 Failure Warnings/Interims	6
D. LOCAL SCHOOL OR SCHOOL SYSTEM END-OF-COURSE EXAMS	6
E. ADVANCED PLACEMENT AND STATE ASSESSMENTS	6
F. LOCAL SCHOOL SYSTEM CONTACT KEY RESPONSIBILITIES	6
G. SCHOOL-BASED ROLES	7
H. SECURING STUDENT SERVICES	9
I. TECHNOLOGY ACCESS AND REQUIREMENTS	9
J. MATERIALS MANAGEMENT	11
K. ACADEMIC INTEGRITY AND ETHICS AGREEMENT	11
L. RIGHT TO PRIVACY	11
III. COURSE CONTENT AND INSTRUCTIONAL DESIGN	11
IV. TEACHER/PROVIDER GUIDELINES	12
V. PROGRAM ADMINISTRATION AND REPORTING	12
APPENDIX A	13
<i>WHY CONSIDER USING ONLINE COURSES?</i>	13
APPENDIX B	14
<i>STUDENT REGISTRATION GUIDELINES</i>	14
APPENDIX C	15
<i>FUNDING PRACTICES</i>	15
APPENDIX D	16
<i>MVS STUDENT PARTICIPATION AGREEMENT</i>	16
APPENDIX E	18
<i>MVS ACADEMIC INTEGRITY AND ETHICS AGREEMENT</i>	18

I. Program Description

The Maryland Virtual Learning Opportunities Program, an educational service managed by the Maryland State Department of Education, is designed to expand the access of Maryland public school students to challenging curricula aligned to the Maryland Content Standards as well as to other appropriate standards through the delivery of high quality online courses. The Maryland Virtual Learning Opportunities Program (MVLO) offers online courses for high school credit in collaboration with the local school systems through the Maryland Virtual School (MVS). The teaching is conducted online with the teacher physically separated from the student. The teacher communicates with student online and via the telephone and a School Site Coordinator provides site-based support. MVS is not a school and does not offer a complete high school diploma program online. The credit earned by taking a MVS course is entered into the student's record by the local public high school or school system. Students may take a course through MVS only with the permission of the local system and the school principal. Credit can only be awarded for MSDE-approved online courses.

II. Student Governance and Support

A. Admissions, Registration, Fees and Credit Policies

1.0 Enrollment

Students who are enrolled in and attending a Maryland public school or who are placed by the local school system in an approved nonpublic special education school placement may enroll in a MVS course with prior approval from the local school or school system. Students are not guaranteed enrollment in MVS courses.

Enrollment is based on course availability and approval by the student's local school and school system or approval by the local school system for approved nonpublic special education school placements. See [Appendix A](#), *Why Consider Using Online Courses?*, for examples of circumstances in which a school or school system might use an online course.

2.0 Registration

Interested students must meet with their counselors to determine whether the course is appropriate. Permission from the school principal and school system must be obtained prior to registering for an online course. If approval is granted, students must work with their MVS Local School System Contact to register for courses. [Appendix B](#), *Student Registration Guidelines*, outlines this process in more detail.

3.0 Credit Eligibility

In order for a student to enroll in a MVS course, the school must agree to grant the assigned credit for the course. Credit is posted into the student's record by the student's middle or high school.

4.0 Fees

Tuition fees for the courses will be charged and an annual schedule of these fees will be published. All course fees are paid from the local school system directly to the MVLO. The MVLO does not collect fees from students or other entities.

Local school system funding for the online courses and associated materials may be provided through the school system instructional budgets, grant awards, or other designated funds. The tuition fees for public school students enrolled in approved nonpublic special education school placements shall be included in the approved cost sheet.

If the selected course is currently being offered at the school or through the local school system and there is no justifiable reason for the student to take an online course in lieu of the course being offered, the parent/guardian will be responsible for the online course costs. If school permits the parent/guardian to pay for a course, the school system will collect the fee and send it to the MVLO Coordinator. The local school or school system in accordance with local school system guidelines and procedures will make the determination of whether or not there is a justifiable reason for the student to take an online course for which the school system will pay the course fee. See *MVS Funding Practices* ([Appendix C](#)) for more information.

5.0 National Collegiate Athletic Association (NCAA) Credit

Courses taught via the Internet, distance learning, independent study, individualized instruction, correspondence or similar means may be used to satisfy NCAA core-course requirements if all of the following conditions are satisfied:

- a) The course meets all requirements for a core course as defined in the NCAA Core-Course Review, which is available at www.ncaa.org;
- b) The instructor and the student have access to one another during the duration of the course for purposes of teaching, evaluating and providing assistance to the student;
- c) Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies; and
- d) The course is acceptable for any student and is placed on the high school transcript.

MVS courses already offered by the local school system school meet these approval standards. If the MVS course is a course that is not already offered by the local school system school, the local high school must submit the appropriate forms to the NCAA if they desire approval. If the school does not submit the appropriate forms to NCAA, the school must make the student aware that the course does not comply with the NCAA 48-H.

B. Attendance, Withdrawals, and Participation

1.0 Student Attendance

- If a student is taking the course as a regularly scheduled class during the school day and the student is required to report to a set location during that class period, the supervising staff member records the attendance for the student.
- If the student is taking the course as a release period, independent study, or before or after school, the site-based coordinator shall record the student's attendance on the report card.

2.0 Withdrawals

Withdrawing from an online course must follow the same local school process as withdrawing from a regular course. Local school systems have regulations or standard operating procedures regarding when a student must receive a withdrawal grade. Close communication with the online teacher and the School Site Coordinator is required in order to adjust the student's schedule and record. The Local School Site Coordinator must inform the MVS Coordinator of any course enrollment withdrawals **within 10 school days during the school year** and **within 3 school days during the summer** of the student's enrollment in the course in order not to be invoiced for the full course cost.

3.0 Expectations for Participation

Only through continuous communication can students be successful in an online course. Students and parent/guardian will sign the *MVS Student Participation Agreement* ([Appendix D](#)) so they can understand the participation requirements and be better prepared to maintain a regular schedule of logging on and keeping up with the course work. If the student is not participating and completing assignments as expected, the online teacher will contact the parent/guardian, the Local School Site Coordinator, and the MVS Coordinator. The School Site Coordinator must follow-up with the student and parent/guardian and inform the online teacher of the actions taken.

C. Grading and Reporting Requirements

1.0 Recording Grades

The Local School Site Coordinator records the grades received from the online teacher. Since different schools have different grading scales, the online teacher will report the grade as a percentage score. A printed copy of the final grade will be sent to the School Site Coordinator. The Local School Site Coordinator then converts the percentage score into a grade in accordance with the local school system's policy.

2.0 Grade Point Average

Grades from a MVS online course may be included in the grade point average of the student in accordance with local school system policy.

3.0 Weighted Grades

If the school system offers weighted grades for specified classes and the school system includes the grade of the MVS course in the grade point average, this weighting must apply to the online class.

4.0 Failure Warnings/Interims

In an effort to identify and remediate potential failures, the online teacher will send monthly progress reports to the student, parent/guardian, and School Site Coordinator via email.

If a student is not progressing, the actions outlined in the *MVS Student Participation Agreement* ([Appendix D](#)) will be followed.

D. Local School or School System End-Of-Course Exams

If the school or school system has a standardized end-of-course exam that is included in the student's grade for the course, the school or school system determines whether the student must take this exam. Alignment between the content of the local exam and the content of the online course should be examined by the school system as part of the determination of whether the student will take the exam.

E. Advanced Placement and State Assessments

Some courses have assessments associated with them, such as AP exams or the Maryland end-of-course High School Assessments. Since the students are enrolled in an approved online course, the test scores of these students will be treated the same as the test scores of students enrolled in regular courses in compiling reports using local school end-of-course data.

If a student is taking an Advanced Placement course through MVS, the school system must collaborate with MVS on the provision of Advanced Placement Examinations. The required actions are detailed in the *Memo of Understanding*. In essence, the school system must register the student for the AP exam and provide MVS with the AP exam results of the students in the school system taking AP coursework through MVS.

F. Local School System Contact Key Responsibilities

Each participating local school system will identify one contact person, the Local School System Contact, who is responsible for coordinating MVS services at the system level.

Local School System Contact Key Responsibilities include:

- Provide information to schools, students, parent/guardian, and staff regarding MVS offerings;
- Coordinate correspondence between the school system central office and the MVS program;

- Collaborate with MVS staff in providing inservice training to site-based coordinators and others in the schools in which students are taking classes through MVS;
- Coordinate practices/policies at system level including:
 - Communication
 - Agreement on decisions
 - Monitoring
 - Problem solving;
- Work with central office information technology staff to ensure that the school system network will permit access to the MVS courses;
- Work with curriculum staff on which courses are approved for use within the school system;
- Coordinate the budget related items;
- Communicate with the MVS Coordinator to provide feedback on the quality of the courses and instruction and the satisfaction level of the school system.

G. School-based Roles

Each of the following roles contributes to a successful experience for students. A school-based mentor is strongly recommended but not required. All other roles are required.

School Principal

The principal of the school provides the leadership for the use of online courses at the local school.

School Principal Key Responsibilities include:

- Understand the concept of online courses and the roles of staff in supporting the use of online courses;
- Allocate, assign, and supervise staff;
- Implement the pertinent county and state policies and practices;
- Participate in staff development provided by the school system in how to supervise and evaluate site-based staff;
- Provide training for staff as needed;
- Approve the determination of which students and which course;
- Understand student needs based on feedback on master schedule.

School Site Coordinator

Each participating school will identify one contact person, the School Site Coordinator, who is responsible for coordinating MVS services at the local school.

School Site Coordinator Key Responsibilities include:

- Provide information to students, parents/guardians, and staff regarding MVS offerings;
- Serve as a liaison with principal and keep the principal informed;
- Provide requested information and other documentation to the MVS Coordinator;
- Work with guidance staff to determine whether there is a match between the students' needs and the use of online courses;
- Work with MSDE and local school system staff to provide an orientation to learning online for parents and students;
- Ensure that the proper grade and credit information for the online course are recorded in the student's record;
- Ensure that copies of any failure warning letters are filed in the student files in the Guidance Office;
- Coordinate the securing of student services as needed;
- Review the bi-weekly/monthly progress reports;
- Coordinate the proctoring of any MVS exams;
- Work with local technical staff to ensure that all MVS students have access to and assistance in using necessary equipment and software;
- Check with the student to see if the necessary course materials have been received and are functional;
- Notify the MVS Coordinator if it appears that the student will need to drop the course within 7 school days (2 school days during the summer) of the student being granted access to the course;
- Communicate with the MVS Coordinator to provide feedback on the quality of the courses and instruction and the satisfaction level of the students and parent/guardians.

Site-based Technology Coordinator

The work of the Site-based Technology Coordinator is accomplished primarily before the courses begin.

Site-based Technology Coordinator Key Responsibilities include:

- Work with the School Site Coordinator to determine which computers meet the courses requirements;
- Configure the work stations designated for each course;
- Run the demonstration courses for each provider to make sure they work prior to the student starting the course;
- Check the fax machine to see if it meets the course requirements;
- Provide ongoing technical support as needed.

Mentor

The mentor works directly with the student to provide encouragement and weekly monitoring.

Mentor Key Responsibilities include:

- Check weekly with the student to see how the student is progressing and provide support as needed;
- Liaison with online instructor, parent, and student;
- Check the course statistics weekly;
- Review the online course calendar and assignments;
- Proctor face-to-face exams.

Guidance

The guidance counselor knows the students' program and scheduling needs and reviews online courses in this context.

Guidance Key Responsibilities include:

- Provide information to students regarding online courses, scheduling, and registration;
- Determine good candidates for courses;
- Determine courses needed by students based on scheduling and on other needs;
- Monitor and record student grades.

H. Securing Student Services

Students who have 504 or Individual Education Plans or receive ELL services need to receive the services and accommodations outlined in their educational plans. The School Site Coordinator will work with the staff designated to provide these services and with the online teacher to develop a plan for the service provider to provide these services and the online teacher to provide accommodations. The parent/guardian needs to be in agreement with this plan. If a regular educator teaches the online course, this course must be considered as a mainstream course.

I. Technology Access and Requirements

The School Site Coordinator is responsible for working with local technical staff to ensure that all MVS students have access to and assistance in using necessary equipment and software. Access during and after school hours needs to be considered. Local technical staff will need to work with school staff to:

- Verify that the workstation meets the minimum standards and ensure adequate bandwidth;
- Act as a resource for the installation of programs and problem-solve any technical difficulties throughout the course;
- Communicate with MVS and various commercial vendor technical support personnel as needed.

Internet Access:

The student will need Internet access to take any of the courses. To take full advantage of the interactivity of the courses, 56 Kbps or greater bandwidth is recommended.

Email:

The student will need an email account. If a student does not have an email account, the school system must work with the student to supply the email account. Please note: special characters can cause problems with some of the online course systems and make it difficult to reach the intended mailbox. Do not use special characters, for example +, &, \$ etc., in the student's email address.

Minimum Computer System Requirements:

To take full advantage of the interactivity of the courses, the following minimum system profiles are required (requirements are also listed at online at <http://www.mdk12online.org/students/techrequirements.htm>):

PC:

Pentium II (233MHz minimum, higher recommended)
Windows 98, 2000, NT, or higher
256 MB RAM; 20 MB available hard drive space
12x CD-ROM
56Kb Modem (broadband connection (128K or faster) is recommended)
Display setting 800x600 resolution
Sound card
[Internet Explorer 6.0](#), [Netscape Navigator 7.2](#), [Firefox 1.5](#) or higher

MACINTOSH:

Power Mac G3 processor
OSX
128 MB RAM; 20 MB available hard drive space
12x CD-ROM
56Kb Modem (broadband connection (128K or faster) is recommended)
Display setting 800x600 resolution
Sound card
[Firefox 1.5](#), [Netscape Navigator 7.2](#), [Safari 1.2](#) or higher

Supported Browser Plug-ins:

[RealPlayer 8 Basic Player](#)
[QuickTime](#)
[Macromedia Flash Player](#)
[Macromedia Shockwave Player](#)

If the student needs assistive technology:

Assistive Technology:

[JAWS 3.7, 4.0](#)

[Window-Eyes 4.11](#)

Some courses may have additional course requirements. See the *MVS Online Course Catalog* for more information.

J. Materials Management

Supplementary materials may be needed to complete the course. In some cases the online course provider will send the materials to the student. In other cases, the list of required materials will be provided and the school or student will need to obtain the materials. The School Site Coordinator should check with the student to see if the materials have been obtained and are functional.

K. Academic Integrity and Ethics Agreement

As a condition of participating in MVS courses, students must accept the terms of the *MVS Academic Integrity and Ethics Agreement* ([Appendix E](#)). This agreement states that a student agrees to abide by all rules and regulations published by the MVS as well as the rules and regulations published by the local school in which the student is enrolled. If the online teacher suspects a problem, the parent/guardian, Local School Site Coordinator, and MVS Coordinator will be informed by the online teacher.

All students and staff participating in MVS online courses are expected to conduct their communications in a professional and respectful manner. Inappropriate language or behavior will result in disciplinary action and possible termination from the online course at the discretion of the local school administrator and the MVS Coordinator.

For the 2009-2010 school year, MVS will require online students to take their final course exams in a proctored setting determine by the Local School Site coordinator. The exams will be online.

L. Right to Privacy

MVS will abide by the student privacy guidelines set forth by the Family Education Rights and Privacy Act (FERPA). The following persons will have access to student online course records: the MVS Coordinator, MVS teacher, and appropriate MVS administrative support staff members.

III. Course Content and Instructional Design

MVS has reviewed the online course content for alignment with the Maryland State Content Standards or other appropriate national standards for courses whose content does not fall within the State Content Standards. In addition, the instructional design of the course has been reviewed following the guidelines in

the *MVLO Checklist for Evaluating Online Courses for Middle and High School Students* document.

IV. Teacher/Provider Guidelines

The online course teacher shall be highly qualified as defined by federal legislation (Elementary and Secondary Education Act). In addition, the teacher may be required to hold specific certification/qualifications based upon provider guidelines that may vary from course to course.

The online course teacher shall receive inservice training or technology-delivered instructions pertaining to the course organization, classroom management, technical aspects, monitoring of student testing, and securing of other student services as needed.

MVS will only use online classes approved by one or more of the six accrediting agencies recognized by the United States Department of Education (North Central, New England, Middle States, Southern, Northwest and Western Associations). Accrediting information can be obtained from the website of the International Council of School Accreditation Commissions (<http://www.icsac.org>).

The online course teachers and providers will adhere to the state and federal privacy regulations regarding students.

V. Program Administration and Reporting

The MVS Coordinator will oversee the program. Annual reports on the progress of the MVS, including a description of the available web-based courses and services, the type and the frequency of courses or services utilized by teachers and other professionals, and course completion and success on associated course assessments will be submitted before September 1 of each year, effective October 2004.

The Local School System Superintendent shall designate a Local School System Contact at the system level to ensure that MVS information is provided to students and parents/guardians, that the School Site Coordinators are identified, and other duties are completed as needed to provide student access.

Maryland Virtual Learning Opportunities Program

Why Consider Using Online Courses?

The State and local school systems are facing several critical issues:

- Providing access for students to higher-level courses, such as advanced math, science, and AP courses, and to courses in which there are critical teacher shortages or low incidence enrollments;
- Expanding the access for students to high quality courses needed for graduation when the student has a scheduling conflict, is in an alternative education setting or on home and hospital instruction, or needs a course to be able to graduate within the four-year period;
- Providing equity across programs and schools in the quality of instruction;
- Having the ability to meet students' learning needs and to allow for significant variation in the amount of time that students may need to meet standards.

Online courses are being used by other states and by school systems across the nation and within Maryland to address these issues. Specifically, states and school systems are using online courses to:

- Expand the range of courses and opportunities offered to students;
- Offer courses for students when there are no qualified teachers to teach the courses;
- Allow students to take a course when there are too few students who need a certain course to be able to assign a teacher to teach that course;
- Provide courses for students who have schedules that prevent them from taking a course when it is offered;
- Present high-quality instruction to students who are in alternative education settings or on home and hospital instruction;
- Provide additional support and extended time to students who failed to achieve in regular courses;
- Allow students who are juniors or seniors and need a course to be able to graduate within the four-year period to make up that course.

Maryland Virtual Learning Opportunities Program

Student Registration Guidelines

2009-2010 School Year

The following guidelines and procedures apply to the Maryland Virtual School's placement of students in online courses:

The School/School System will:

1. Meet with the parent/guardian and determine whether the course being requested is appropriate for the student and identify the source of funding.
 - If the guidance counselor, parent/guardian and principal approve the request, the counselor will contact the MVS Local School System Contact to register the student.
 - For additional information see *MVS Funding Practices* ([Appendix C](#)).
2. Send a copy of the student's accommodations to the MVS Coordinator if the student has an IEP, 504 Plan, or other accommodations.
3. Work with school system staff to assure payment of the tuition fee when invoiced.

The Student will:

1. Work with staff at the school to determine whether the desired online course is appropriate for the student to take.
2. Sign and submit the following forms to guidance counselor:
 - *MVS Student Participation Agreement* ([Appendix D](#))
 - *MVS Academic Integrity and Ethics Policy* ([Appendix E](#))
3. Attend the local school system orientation. The student will receive an email to verify that all of the above are complete and he/she is ready to begin. A username and password for approved course and instructions on how to sign into the course will be emailed to the student and mentor. The student will receive a "Welcome to the Course" email or phone call from the instructor.

The Parent/guardian will:

1. Meet with the school staff to discuss the student request.
2. Sign the completed the *MVS Student Participation Agreement* ([Appendix D](#)) and the *MVS Academic Integrity and Ethics Agreement* ([Appendix E](#)).
3. Attend the local school system parent/guardian orientation or talk with school system staff regarding the online course.

Maryland Virtual Learning Opportunities Program

Funding Practices

Local school system funding for the online courses and associated materials may be provided through the school system instructional budgets or grant awards. The local school system may pay the tuition from a centralized account, request that each school be responsible for paying the tuition, or use a combination of these approaches based on local needs. The payment of fees to the MVLO will be centralized within the school systems. The tuition fees for public school students enrolled in approved nonpublic special education school placements shall be included in the approved cost sheet.

Parent/guardian will be responsible for online course costs if the selected course is currently being offered at the school or through the local school system and there is no justifiable reason for the student to take an online course in lieu of the course being offered at the school. The local school or school system, in accordance with local school system guidelines and procedures, will make the determination of whether or not there is a justifiable reason for the student to take an online course for which the school system will pay the course fee.

In other states, generally, schools or school systems use the following circumstances to guide their decision-making in determining whether to pay for an online course:

- The student needs the course but there are no qualified teachers to teach the course.
- Too few students need a certain course to be able to assign a teacher to teach that course.
- The student has a schedule conflict that prevents him/her from taking a course when it is offered at the school.
- The student is in an alternative education setting or on home and hospital instruction.
- The student has failed to achieve in the regular course and needs to repeat the course with additional support.
- The student needs increased time and opportunities to review the course material.
- The student is a junior or senior and needs a course to be able to graduate within the four-year period; for example, a senior who needs a particular course but cannot take it within the normal school schedule.

If the need for the course meets one of these circumstances, schools or school systems frequently pay for the course. If the need for the course does not meet one of these circumstances, the parent/guardian usually pays for the course.

Maryland Virtual Learning Opportunities Program

MVS Student Participation Agreement
2009-2010 School Year

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a MVS course so you can be better prepared to maintain a regular schedule of logging on and keeping up with the course work.

Within each course the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain in regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment, the five-part process below will be followed:

1. After the first week (5 days) of the class if you do not submit the expected number of assignment(s), you, your parent/guardian, and the School Site Coordinator will receive a phone call and an email or letter notifying you and them of the unacceptable pace for submitting assignments and the need for you to submit overdue assignments.
2. If you do not respond by submitting assignments within five (5) days of this initial contact, the MVS Local School System Contact will assume that you do not intend to remain in the course and they will contact the school to discuss whether you will be dropped from the course. The school will work with your parent/guardian to make this decision.
3. For any subsequent seven (7) day period if you do not submit the expected number of assignment(s), you, your parent/guardian, and the School Site Coordinator will receive an email or letter notifying you and them of the unacceptable pace for submitting assignments and a copy of your current grade.
4. Withdrawing from an online course must follow the same local school process as withdrawing from a regular course. Your local school system has standard operating procedures regarding when you must receive a withdrawal grade. The Local School Site Coordinator must inform the MVS Coordinator of any course enrollment withdrawals **within 10 school days during the school year** and **within 3 school days during the summer** of the student's enrollment in the course in order not to be invoiced for the full course cost.
5. An official final grade report will be mailed to you, your parent/guardian, and the school upon completion of the course.

I understand that for each online course there are a minimum number of assignments that must be completed each week. Repeated failure to submit the minimum number of assignments on a weekly basis will result in my removal from the course and may result in a failing grade being assigned to my academic transcript. If I drop the course after completing 50% of the class requirements and fail to take the final exam, MVS will issue a failing grade for my final grade.

Student signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

School Name: _____

School Address: _____

Maryland Virtual Learning Opportunities Program

MVS Academic Integrity and Ethics Agreement
2009-2010 School Year

As a student enrolled in a Maryland Virtual School (MVS) course, I will abide by all rules and regulations published by the MVS as well as the rules and regulations published by my local school. I agree that I am subject to all disciplinary procedures established by the MVS and/or my local school to address violations of rules of the MVS.

Acceptable Network and Internet Usage

Internet access and an email account are required for students that take courses with the Maryland Virtual School. Access must be used in a responsible, ethical and legal manner. The Maryland Virtual School assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

This document is the Acceptable Use Policy for your use of the Internet and email within Maryland Virtual School. In addition, school system policy must be followed and the student must sign the Acceptable Use Policy Agreement adopted by your local school system.

The purpose of this agreement is to ensure that use of Internet resources remains consistent with our stated mission, goals and objectives. Access is a privilege- not a right. That access entails responsibility. Failure to comply with any of these requirements will result in enforced consequences depending on the severity of violation.

Conduct and Use

1. All use of MVS networks and other technology resources must be for educational purposes and are subject to MVS review and may be logged and archived.
2. Protect your password. Keep it secret.
3. Never give out personal information- including your full name (first names are best), home phone number, home address or other data- anywhere on the Internet, including your e-mail.
4. E-mail is not private. Never say anything via e-mail that you would not mind seeing on the school bulletin board or in the local newspaper. Be cautious about e-mail messages from anyone, particularly adults asking you for personal information, attempting to arrange meetings or engaging in personal contact. Disclose to your online instructor or other Maryland Virtual School employee any message you receive that is inappropriate or makes you feel uncomfortable.

5. Although it is impossible to document all inappropriate conduct and use of computer facilities, the following guidelines provide examples of computer and network use infractions that are prohibited:
- a) System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities and/or other programs);
 - b) Decrypting passwords and/or gaining unauthorized higher level access or privileges or attempting to do so;
 - c) Making statements or actions that are libelous, slanderous, or that harass others;
 - d) Using language, pictures or other material that is obscene, vulgar, abusive or otherwise harmful to students;
 - e) Knowingly introducing viruses or attempting to do so;
 - f) Reading, deleting, copying, forging, or modifying the e-mail or work of other users or attempting to do so;
 - g) Permitting others to use one's personal account or password;
 - h) Copying or transferring copyrighted materials and software without authorization;
 - i) Posting personally identifiable information about yourself, other students or staff without authorization;
 - j) Using MVS networks or computer systems for personal gain or any illegal activities.

Assignments and Tests

All assignments and tests that I submit to the online teacher and all tests I take shall be solely performed by me, with the exception of work completed as part of an assigned group project.

Plagiarism

I will give credit to others whose work I use. I will not plagiarize content from the Internet or other media, including print.

Copyright

The MVS website contains copyrighted materials. All course material has been licensed for use by the Maryland Virtual Learning Opportunities Program and is the property of the respective course provider. I will not distribute, publish, or reuse the materials, audio files, images or design, or any part of the materials, audio files, images, or design of this website without permission. I am authorized to view, copy, and print documents contained within this website for my own use in completing the course.

Final Exams

For the 2009-2010 school year, MVS will require online students to take their final course exams with an approved proctor. Scheduling and coordinating proctored exams will be the responsibility of the School System Coordinator.

Noncompliance

Noncompliance with the procedures and standards stated in this agreement is proper cause for disciplinary action. In the event there is a claim that I have violated this agreement, I will be provided with notice of the alleged violation and have an opportunity to present an explanation.

- Disciplinary actions may include, but not be limited to, a telephone call to parent/guardian or guardians, loss of privileges, restitution, suspension and/or expulsion from the online course and/or criminal prosecution.
- MVS students are subject to all local, state, and federal laws. Anything posted to the courses offered through the Maryland Virtual School will be treated as public comments and are thus subject to criminal prosecution if they so warrant. Copyright violation is taken seriously and may result in actions taken by the course provider(s). The Maryland Virtual School staff will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

Cases of suspected user file tampering will be dealt with through the loss of a student's ability to connect to the course for an extended or permanent period of time.

Any viruses detected **as being knowingly introduced or created** by a student taking a Maryland Virtual School class could result in legal action against the student if warranted and the loss of a student's ability to connect to the course for an extended or permanent period of time.

Plagiarism is taken seriously and any cases of suspected plagiarism will be investigated. Should plagiarism be confirmed, depending on the degree to which the student has plagiarized content, a student may lose credit for specific assignments or even the entire course.

Failure to comply with the requirement that all assignments and tests that are submitted will be solely performed by the student with the exception of group work may result in the student losing credit for specific assignments or even the entire course.

I have read, understand, and agree to comply with the *MVS Academic Integrity and Ethics Agreement*.

Student signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

School Name: _____

School Address: _____
