

CODE OF CONDUCT

Governance of any institution is necessarily a compromise between the rights and freedoms of the individual and the rights and freedoms of others. In a school, the best balance of these two is supported by policy which least impinges on the individual's rights and freedoms, while ensuring that the environment is safe, caring, orderly and respectful. This Code of Conduct will set out the principles, policies and procedures utilized at NCDES.

THE PRINCIPLES

In British Columbia, all people are protected by law from any discrimination based on their race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation or age. Specifically, in a school context, this includes students belonging to racial minorities, gay or lesbian youth, and those with physical and mental disabilities.

At the North Coast Distance Education School students understand and respect these principles and all participants in our educational community enjoy respect, inclusion, fairness and equity.

THE B.C. PERFORMANCE STANDARDS: SOCIAL RESPONSIBILITY

One of the challenges facing parents who have taken on the responsibility for providing their child's education at home is to support the full development of their child in the domain of Social Responsibility.

Parents in BC have the advantage of a tool that can assist them as they enable their children to grow into proud and respectful, fully participating members of our society.

The four organizers of social responsibility are:

CONTRIBUTING TO THE CLASSROOM AND SCHOOL COMMUNITY

- sharing responsibility for their social and physical environment
- participating and contributing to the class and to small groups

SOLVING PROBLEMS IN PEACEFUL WAYS

- managing conflict appropriately, including presenting views and arguments respectfully, and considering others' views
- using effective problem-solving steps and strategies

VALUING DIVERSITY AND DEFENDING HUMAN RIGHTS

- treating others fairly and respectfully; showing a sense of ethics
- recognizing and defending human rights

EXERCISING DEMOCRATIC RIGHTS AND RESPONSIBILITIES

- knowing and acting on rights and responsibilities (local, national, global)
- articulating and working toward a preferred future for the community, nation, and planet—a sense of idealism.

The full standards are available at: http://www.bced.gov.bc.ca/perf_stands/social_resp.htm

ACADEMIC HONESTY

Much student work is completed independently, so we have to ensure students are always vigilant about maintaining high standards of academic honesty.

TEST SUPERVISION

Students must write their tests under proper supervision. If they can write at a school, including NCDES, they can work under the supervision of the school staff. If they are writing tests away from the school, they must be under the supervision of an adult who neither lives with them nor is related to them.

PLAGIARISM

The word plagiarism comes from the Latin *plagiare* “to kidnap.” It is the practice of using someone else’s work without offering proper credit to them, pretending to have written something original when it is only copying. In the academic world this is considered intellectual fraud.

While the internet is a rich source of information that seems to beg to be copied and pasted, search engines make plagiarism relatively easy to detect. If a student is caught plagiarizing, they will receive 0% on the plagiarized work and a warning that a repeat offence will result in having to re-do the course from the beginning.

DISTURBING CONTENT

Although student work is treated with confidentiality, in cases where student responses indicate that the individual is experiencing emotional difficulties, poses a potential threat to himself/herself or others, or is involved in a criminal activity, the teacher will refer the response to the appropriate authority for further action.

A teacher who encounters student work that betrays attitudes that violate the B.C. Human Rights Code will discuss the matter with the student to ensure he or she fully understands their obligations under the law.

CYBERBULLYING

Bullying is an unhealthy interaction that can take many forms. It can be physical, verbal or social, and it can occur through the use of technology.

It is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause fear, distress and/or harm to them: either physically or to their feelings, self-esteem or reputation.

Verbal and social bullying can take place on line in a variety of venues, including (but not limited to) e-mail, texting, web sites, social networking, opinion polling, or video sharing — irrespective of the device used in communication.



Bullying affects learning and mental health. When the behaviour of one student appears to negatively impact another student's ability to learn, or on healthy relationships or on the school climate, the principal will investigate the situation.

Immediately report any electronic message that seems improper along with any information you can supply. The principal will determine if the action constitutes cyberbullying.

An individual found guilty of cyberbullying will face a consequence that is proportional to the damage inflicted by his or her actions.

Consequences might include the suspension or cancellation of some or all internet privileges granted through the school, the return of school equipment, suspension or exclusion from other school activities, or the requirement of working within a restitution framework with all associated parties, including parents of all those involved, if deemed appropriate by the principal.



As the principal method by which students interact with each other is through our on line communities, this Code of Conduct will establish the rules for those interactions through our Acceptable Use Policy. Before receiving any subsidy for internet provision, parents must sign this Agreement, available on line at <http://www.ncdes.ca>.

ACCEPTABLE USE POLICY

The North Coast Distance Education School will provide a connection to a computer network that provides links to other computers in the distributed learning program. NCDES students are able to access information via this electronic highway. The services referred to in this document include access to K12CoNNect accounts as well as any other online forums, classrooms or courses associated with the school.

Because on-line communication is “faceless”, users sometimes forget that the person they are communicating with is also human; someone with feelings, ideas and emotions. Insults and inappropriate comments hurt just as much when said online as they do when said face to face. So while this network offers a wonderful opportunity to interact with others in our virtual learning community, it is important to ensure that this community remains safe, caring and orderly, and that in participating in the community we foster respect, inclusion, fairness and equity.

It is therefore very important that members conduct themselves in a responsible, decent, ethical, and polite manner while using the network. Following is a list of guidelines.

Responsibilities of the NCDES user

Users should not reveal their own or others personal information to anyone on the Internet or over the network unless instructed to do so by their teacher or parent/guardian. Users should never agree to meet or contact anyone they converse with online without their parents' approval.

Users should only use appropriate Internet resources, which teachers or parents would approve of and to leave an inappropriate site immediately if they encounter it accidentally.

Physical or electronic tampering with computer resources is not permitted. Damaging or modifying computers, computer systems, computer networks, or other users' files or programs intentionally, including introducing viruses, will result in cancellation of privileges.

Using NCDES online services for illegal, inappropriate, or obscene purposes or in support of such activities is prohibited.

Any use of NCDES online services for product and/or service advertisement or political lobbying is prohibited.

NCDES online services accounts shall be used only by the authorized owner of the account. Account owners are responsible for all activity within their account.



Disk storage space on NCDES online services is limited, and consequently users should store information on the First Class Server in moderation.

Copyrighted material must not be placed on any computer system and/or file connected to NCDES online services without the author's permission.

Users may upload and download public domain programs for their own use or redistribute a public domain program if it is for non-commercial use. However, a user assumes all risks regarding the determination of whether a program is in the public domain.

Users are expected to remove old electronic mail messages in a timely fashion and the system administrators may remove such messages if not attended to regularly by the user.

Please Be Aware

The NCDES online services system administrator has no control over the content of messages posted from other systems.

Electronic mail is a private electronic message sent by or to a user in correspondence with another person having Internet mail access. Messages received by the System are retained on the System until deleted by the recipient. A canceled NCDES ONLINE SERVICES account will not retain its mail.

Any NCDES online services user who traverses another network, will be subject to that network's acceptable use policies.

Rights and Responsibilities of the System Administrators

The system administrator, teacher or school administrator may remove locally posted messages that are unacceptable and/or in violation of the acceptable use policy.

In the case of misuse or suspicion of misuse of the network or services, the NCDES management reserves the right to access any files on the system.

The system administrators will not intentionally inspect the contents of mail sent by one user to an identified addressee, or disclose such contents to other than the sender, or an intended recipient, without the consent of the sender or an intended recipient, unless required to do so by law or policies of any participating school district, or to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.

NCDES will cooperate fully with any participating school district, local, provincial, or federal officials in any investigation concerning or relating to any mail transmitted on NCDES networks.

The system administrator and school administration, reserve the right to immediately terminate the account of a user who misuses the real-time conference features (talk/chat/internet relay chat).

The system administrator and school administration reserve the right to suspend or terminate a user's access to and use of NCDES ONLINE SERVICES upon any breach of the Acceptable Use Policy by the user. Prior to a suspension or termination, or as soon after as is practicable, the system administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. The user may request a review with the school administrator who imposed the suspension or termination within seven (7) days of such suspension or termination if the user feels that such action was unjust.

Vandalism will result in cancellation of NCDES online services privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, NCDES online services, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

Inappropriate Uses of NCDES ONLINE SERVICES

Inappropriate use of the NCDES online services account includes, but is not limited to the following:

1. You may not use NCDES online services:
 - transmit any materials in violation of Canadian laws;
 - duplicate, store, or transmit pornographic materials;
 - transmit or post threatening, abusive, or obscene material;
 - duplicate, store, or transmit copyrighted material that violates copyright law;
 - participate in pyramid schemes.
 - harass other users
2. You may not violate, or attempt to violate, the security of the NCDES online services network.
 - Any attempts to access unauthorized data on the NCDES online services account will result in termination of the account.
 - Any attempts to vandalize NCDES online services accounts or systems will result in termination of the account.
 - Use of another individual's NCDES online services account or password without their knowledge is prohibited.
 - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to NCDES online services.
3. When interacting on the Internet, DO NOT:
 - use abusive, vulgar, profane, obscene or other inappropriate language;
 - criticize the spelling, writing or keyboarding of others;
 - repost personal e-mail that you receive to public forums (e.g., listservs, newsgroups) without the permission of the author.

4. As an NCDES online services account holder DO NOT:

- share your NCDES online services password with others.
- distribute or use anyone's NCDES online services id and password;
- reveal anyone else's personal address or phone number.

5. NCDES online services is a shared resource and you should use it in such a way that it doesn't disrupt the services to others. DO NOT use NCDES online services:

- for business purposes;
- for product and/or service advertisement or political lobbying;
- to send chain letters;
- to play network intensive games;
- to download excessively large files, except in low use hours;
- to harass other users with unwanted e-mail messages.

Other provisions

The Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia. Each party irrevocably consents to the jurisdiction of the courts of the Province of British Columbia, in connection with any action to enforce the provisions of the Acceptable Use Policy, to recover damages or other relief for breach or default under the Acceptable Use Policy, or otherwise arising under or by reason of the Acceptable Use Policy.

NCDES management reserves the right as final authority on the use of the NCDES network, systems, and services, as well as the issuing NCDES accounts.

This acceptable use policy is applicable to all members of the NCDES community for the current school year.



NCDES ONLINE SERVICES ACCOUNT HOLDER AGREEMENT

Parents, please go over the points of this agreement with your child. His or her signature is optional; however, a parent's signature is mandatory.

Please note that one of the conditions of the internet subsidy is that this document is returned signed. It is meant to be a safeguard and protection.

Please also refer to the attached "Internet Safety" document published by the BC Ministry of Education; it has useful and practical guidelines.

I agree to the to abide by the conditions laid out in the North Coast Distance Education Acceptable Use Policy.

Student Name

Parent/Guardian Name

Student Signature

Parent/Guardian Signature

Date

Date