



Jesuit Virtual Learning Academy

Student Code of Conduct and Resource Guide

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Introduction

Pope Francis calls us to create a *culture of encounter*. He tells us that, “Faith is an encounter with Jesus, and we must do what Jesus does: encounter others.” But what does this mean in an online environment where most activity and content is a product of individual contribution? One of our goals is to help students recognize how their online footprint contributes to an encounter experience – for better or for worse.

At JVLA we wish to foster the integrity of each student. We also desire to support the real humility it takes to attribute all sources and the hard work it takes to develop the conscience in those areas where right and wrong may not be self-evident. We hope that this one-page document will be a step further along the road to a healthy, adult, Christian conscience. We are also providing an appendix which you can reference to obtain more detailed and procedural information.

Student Code of Conduct

Do unto others as you would have them do unto you.
- The Golden Rule

At the heart of our student code of conduct is **The JVLA Way** which promotes encounter and learning through engagement, communication, and assessment. While we use simple language to explain our expectations, living out these ideals can be complicated. This is part of your journey to leading a life of integrity.

Engagement: Do what is asked of you. Give your best effort – always. Be kind. Provide assistance when you are in a position to help others; ask for help when in need. When working in teams, be conscientious; be open to others’ ideas, do your part, and be on time.

Communication: Online, written discussions are an important learning tool in most JVLA classes. Be respectful and expect respect in return. Be clear. Be concise. Be timely. Again, be kind.

Assessment: Teachers want you to grow, and they are at their best when they know what students understand and what they don’t. The individual and collective feedback from assessments guides teachers in their work so the *integrity* of the assessment data is critical.

Whether submitting projects, homework, discussion posts, papers, or quizzes/tests, **your authentic work matters**. Don’t cheat. Work hard. Meet deadlines.

*The following **appendix** is designed to provide additional guidance on matters that may arise during the course of your JVLA experience. Please use this helpful reference as needed.*

Appendix

Online Safety

Your Rights Regarding Discussions, Chats, and other Communication

JVLA may, but is not required to, monitor, edit, delete or disclose the contents of a user's messages, discussion or on-line forums as determined by the normal maintenance of the JVLA website, or in accord with the following: 1) To protect and defend the rights, integrity or property of JVLA, 2) To protect the personal safety of JVLA users, or 3) To ensure compliance with the student code of conduct.

To protect your on-line safety:

- Use only your own user name and password, and do not divulge these to anyone.
- Realize that you are solely responsible for any statements, files, documents or other materials that are uploaded using your JVLA identification.
- Do not violate, plagiarize, or infringe upon the rights of third parties, including copyright, privacy, trademark, personal, and publicity or proprietary rights.

To protect the safety of others:

- Respect the privacy of others on the network and never reveal e-mail addresses or other personal information to those outside the network.
- Do not knowingly upload any corruptible files, files that contain viruses, or other destructive feature, or other software or programs that could corrupt or damage another person's computer.
- Do not use the JVLA network for a non-education purpose, such as advertising, unauthorized games or commercial purposes.
- Do not aid anyone in gaining unauthorized access to password-protected information.
- Do not post information or content obtained from the JVLA on a third-party platform or social network.
- Do not employ insults or libelous attacks of any kind against another person.
- Do not use obscene, degrading, or profane language.
- Do not use pornographic, sexual, violent, gang-related, or drug-related images.
- Do not harass or threaten another person or group.

To protect the safety of JVLA

- Do not gain or attempt to gain unauthorized access to a personal account or file of another.

Consequences for not protecting the safety of yourself, others or the JVLA

Teachers will deal with minor infractions in class as they best see fit. When they encounter consistent problems or a major infraction, they will refer the matter to the JVLA Chief Academic Officer who will be responsible for the following: 1) Reporting the matter to the student's host school, which may also take action on its own, 2) Discussing the matter with the student and parent(s), and 3) Providing appropriate discipline, which may result in suspension or even dismissal from the program.

Academic Integrity

JVLA desires top quality academic performance. We are more concerned, however, that every student sees the tremendous importance of honesty and integrity in academic pursuits. It is therefore the Academy's sincerest hope that everyone understands that no grade, test, or paper is ever worth the slightest measure of one's personal integrity.

Guidelines and Considerations for Group Work

What about students working together? Historically in American culture, the individual is often placed ahead of the community in importance. But that focus is changing. Because of growing self-centeredness in our society, cooperation is a value we wish to foster. Additionally, cooperative learning has proven in recent years to add value and productiveness to the learning process. Often, teachers advise students to cooperate and work together. In science classes, for instance, it is commonplace for students to work with lab partners and get the same data. In international language classes, students are encouraged to assist each other in acquiring new language skills in dialogues and written exercises. However, when does working together cross the line into dishonest action? That point is when a student can no longer state with integrity, "This is my work."

We hope that each student will first listen to his and her conscience and that the prodding of that voice of conscience will tell him or her when an action is dishonest. Unfortunately, this is not always the case. At JVLA, we wish to foster the development of conscience in these "blurry" areas. We firmly believe that the judgment of an action's rightness or wrongness is a crucial step in the development of a healthy conscience. So let it be said, it is dishonest:

- To copy answers when working together,
- To copy another person's work with minimal changes,
- To stop trying to figure out a problem on one's own and simply to write down another person's solution.

At JVLA, on compositions, major papers, projects, etc. the norm is that the student will work alone unless told otherwise by the teacher. The student should always ask, "May we work together on this?" If so, then ask what the teacher's expectations are regarding the final product.

Consequences of Academic Misconduct

If it is known that a student has cheated (by plagiarizing, cooperating with another by letting him look on or copy a test or homework, etc.), the following guidelines will be followed: For the first offense the student is liable to receive a grade of zero on the test paper or assignment. An incident report will be sent home explaining the situation to parents. In the case of a major paper or test, or a quarter exam, the student could fail the course.

For a second offense, an incident report will again be sent and a conference will be held with the student and the Chief Academic Officer. A third offense is a matter for possible dismissal. All progress incident reports should be signed by the parent and returned to JVLA. In each instance, the host school may also be notified of the offense and their code of conduct could apply also.

Student Concerns: What to Do and Where to Go

The JVLA looks to foster effective help-seeking skills, and the relationship between student and teacher is paramount to that end. Therefore, students should always look to their teacher first for guidance and support.

Occasionally a student is concerned about an issue he does not feel he can resolve with the teacher. The student should feel free to discuss that with the JVLA Chief Academic Officer without fear of reprisal.

There are times when students need assistance negotiating such experiences. There are also times when a parent wishes to share information privately with academic personnel. Parents are asked to contact the appropriate teacher about any concerns they have regarding their children's education. If their concerns are not resolved through discussion with the teacher, the Chief Academic Officer will contact both parents and teacher. A representative from a student's host school may also be contacted to assist.

Concerns are most effectively addressed and resolved when parties to the concern speak from first-hand knowledge of events, remain open to and respectful of others' viewpoints, and focus their discussion on establishing the factual basis of the concern. Teachers are encouraged to be sensitive to and responsive to the concern parents have for their children. Parents are encouraged to be trusting of the teacher's professional competence and supportive of the teacher's role as an authority essential to effective instruction of groups of students.

The Chief Academic Officer is responsible for the day-to-day operations of the JVLA, and in accord with that responsibility, has authority to make final decisions relative to resolution of concerns.

Drop Policy

Students may drop during the first week without penalty and receive full reimbursement. After the first week, students interested in dropping their JVLA class must confer first with both the teacher and their site coordinator. After consulting with both their teacher and site coordinator, they need to e-mail a request to drop to the JVLA Chief Academic Officer at cao@jvla.org. Simply not doing the work in the course does not signify that the student has dropped from the course.

Member schools will be charged for students enrolled in credit-bearing courses.

Schools will be reimbursed 100% for students dropping during the first week of classes and 50% for dropping prior to the end of week two.

Summer School Drop and Reimbursement Policy

Schools/students will be reimbursed 100% for courses dropped PRIOR TO the official start date, and 50% for dropping prior to the end of the first week of classes. No refunds will be made after the first week of courses.

Special Needs

If you have a special need that requires attention, please notify the JVLA [Chief Academic Officer](#). While we do our best to support all students, we make no guarantees regarding our capacity to accommodate.

Contact Information

If you have concerns or questions regarding these Terms of Use, please contact the JVLA Chief Academic Officer at cao@jvla.org or 887-729-5852 ext. 102.