



TVLA Acceptable Use Policy School /Guidelines

Access to the technology utilized by Trumbull Virtual Learning Academy (TVLA) courses imposes certain responsibilities and obligations. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance. All participation regarding online activity must comply with the TCESC technology department's acceptable use policy.

All Trumbull Virtual Learning Academy questions/concerns should be directed to:

Jen Schofield, TVLA Coordinator

Office: 330-505-2800 x.126 E-mail: jen.schofield@neomin.org

Use Virtual School course resources only for authorized purposes

Students will respect the work and creativity of the authors of materials that are viewed on the Internet. Therefore, students will not copy files from the Internet for any use other than for personal use, unless the Webmaster explicitly states that the page may be copied freely.

Use only legal versions of copyrighted software in full compliance with licensing agreements.

Students will respect the work and creativity of software developers and not download or duplicate licensed software. Students may download public domain programs and will pay for shareware programs. Students assume all risks in regard to programs, which are public domain, shareware, or licensed.

Use responsible, ethical behavior.

The Internet is a global network of information. Information available ranges from being useful and scholarly to being incorrect, possibly plagiarized, and offensive. There are no gatekeepers or systems of censorship in place on the Internet.

Use technology and the Trumbull Virtual Learning Academy format in a respectful manner.

Students will not use the Trumbull Virtual Learning Academy network for financial gain or for any commercial or illegal activity. Students will follow rules written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.

Students are expected to use the Internet and associated technology appropriately.

Actions that constitute inappropriate use include, but aren't limited to:

- Intentionally wasting resources.
- Using the school's hardware, software or network for commercial purposes.
- Participating in any type of teleconferencing or chat without permission of instructional staff or using e-mail without instructional staff permission and supervision.
- Using another's password.
- Revealing passwords to others.
- Vandalizing any part of the computer hardware, software or the network. This includes theft of

any hardware or software.

- Displaying or sending offensive messages or pictures on the network or while using any school owned computer.
- Sending a threatening or harassing message.
- Trespassing in another's files or misusing or deleting another's files.
- Publishing inappropriate information on the district Web page.
- Other unethical use of the school's network system or to interfere with or disrupt network users, services or equipment as determined by the TCESC Technology Coordinator.
- Interfering with the integrity of a network system.
- Interfering with the integrity of any e-mail system.
- Illegal activities that violate either State or Federal laws or District policies.
- Intentional spreading of embedded messages or files.
- Violating copyright laws. This includes making illegal copies of school owned software.

Respect individuals' freedom from harassment.

Students will protect the privacy of their classmates. Therefore, students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand that TVLA courses require use of email as a means of communication and learning; and will, therefore respect the technology as a means of instruction. Students will not use their email account as a means to harass people who use the Internet, including other TVLA students.

Technical support will be provided by Trumbull Virtual Learning Academy.

If the student has technical difficulties with his/her on-line course, s/he should contact PLATO Technical Support by clicking the HELP tab, email their instructor or contact TVLA Coordinator office.

Academic integrity is a critical issue in any educational setting

TVLA is committed to academic excellence for every student and believes in and supports each student's personal acquisition of knowledge.

Academic dishonesty will not be tolerated in the TVLA.

It is essential that online students work through each assignment in the course and take the course assessments independently. In addition to reviewing each student's course work, TVLA administrators and instructors, monitor academic integrity electronically through the course delivery system and software programs.

Academic dishonesty includes, but is not limited to:

Plagiarism, fabrication of information or citations, submitting the work of another person, allowing another person to substitute for oneself in completing course work or taking a course test, submitting work previously used without informing the instructor and securing written approval, or tampering with computer files and/or academic work of other students.

Academic dishonesty will result in one or more of the following actions:

- Loss of grade points,
- Removal from course,
- Failure to receive credit for the course, and/or
- Loss of eligibility to earn credits through TVLA.

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