

## Plano ISD eSchool Policy Guidelines/Handbook

Access to the technology utilized by Plano ISD eSchool courses imposes certain responsibilities and obligations. Appropriate use is ethical and honest, and demonstrates respect for physical and intellectual property, system security protocols, individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

**Use eSchool 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 Plano ISD eSchool format in a respectful manner.**

Students will not use the Plano ISD eSchool 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 are not limited to:

- Use login or password of another individual without permission
- Use files or data of another individual without permission
- Attempt to break into system operations of the network or servers
- Engage in activity that exposes the systems and residing information to any level of harm or danger
- Make illegal copies of software
- Use Plano ISD eSchool network, email, or newsgroups for partisan political purposes, harassment, or commercial venture
- Engage in any activity that does not comply with the Plano ISD non-discriminatory policy
- Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of privileges.

**Academic integrity is a critical issue in any educational setting.**

Plano ISD eSchool 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 Plano ISD eSchool.**

It is essential that online students work through each assignment in the course and take the course assessments independently. In addition to carefully reviewing each student's course work, Plano ISD eSchool teachers and administrators 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
- Loss of eligibility to earn credits through Plano ISD eSchool.

If an offense occurs, the student will be notified by email from their teacher that their parents and local school district officials will be notified of the infraction. If further offenses occur, the student will be removed from the course.

**Please Note:** Regardless of whether the academic dishonesty is a first or second offense, if the incident is deemed severe, the student will be removed from the course.

**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 Plano ISD eSchool courses require use of email and newsgroups 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 Plano ISD eSchool students.

**By participating in newsgroups, you agree to allow others access to your email address.**

**Technical support will be provided by Plano ISD eSchool.**

If the student has technical difficulties with his/her on-line course, s/he should contact Technical Support. It is the student's responsibility to contact the teacher, the help desk, and/or the eSchool office if s/he experiences any technical difficulties. Hours of operation and contact information for Technical Support are:

- Monday-Friday 8:00 a.m.-5:00 p.m. 469-752-8870
- Monday-Friday 5:00 p.m.-9:00 p.m. 972-672-8482
- Saturday-Sunday 2:00 p.m.-6:00 p.m. 972-672-8482
- eSchool support / helpdesk email: etech@pisd.edu

**As in any course of study, student success in online courses is dependent on the amount of attention given to each assessment, study skills, the experiences brought to the course, and the help you receive while taking the course.**

Plano ISD eSchool encourages students to give each assessment your best effort. Seek assistance from your teacher regarding course content, tech support regarding technical problems, and/or the Plano ISD eSchool office for other needs or questions.

In order to earn credit for an online course, a student must:

1. complete all course work and
2. in the process of completing all course work, must earn at least a 70 average.

**Communication between the student and the teacher will be through email.**

Upon enrolling in the course the student will receive an introductory letter from his/her teacher. It is important that the student follow the instructions contained in that letter. Each student will receive a schedule for completing and turning in course assignments and tests. Students are expected to adhere to the schedule and turn in assignments on time. Assignments not turned in on schedule may be zeroed out.

With the exception of weekends and holidays, teachers will usually respond to email within 48 to 72 hours. Grades for teacher-graded assignments will usually be posted within 72 hours. There will be exceptions to this standard response time. For example, teachers may take short vacations. Teachers will communicate with their students to give them prior notice of any time that they will be unavailable.

**Parental support and supervision will ensure student success.**

Parents should assist their student by helping set up his/her workstation, encouraging active ongoing participation in the course, and monitoring progress. The student's status can be obtained at any point by accessing the grade book within his/her online course by using his/her login and password.

**Please Note:** Students may enroll in no more than **two** eSchool courses at one time. If a student needs **both semesters of a 2 semester course, he/she may register for and complete only 1 semester at a time.**

**A student has 18 weeks to complete any course in which he has enrolled.**

The expiration date of enrollment is always 18 weeks from the date on which the student enrolled. However, the student may complete a course in as few as 6 weeks, but not less than 6 weeks. Note: The 6 to 18-week completion time is calculated from the date of registration. If a student has not completed the course within the 18 weeks, he/she will be dropped from the course, and tuition will not be reimbursed. The student must communicate with the teacher on a regular basis. If a student has not communicated with his eSchool teacher within 30 days of registration, or if he fails to maintain the schedule for completing and turning in assignments, he/she will be dropped from the course, and tuition will not be reimbursed.

**Please Note:** Students may enroll in no more than **two** eSchool courses at one time. If a student needs **both semesters of a 2 semester course, he/she may register for and complete only 1 semester at a time.**

**Credit will be granted through Plano East Senior High School in accordance with district policies.**

Students may earn a maximum of three credits through a combination of correspondence and eSchool courses and may be enrolled in two eSchool courses at a time. Grades earned in eSchool courses shall not be used in computing class rankings. [Reference: Plano ISD School Board Policy EHDE Local]

In order to earn credit for an online course, a student must:

1. complete all course work and
2. in the process of completing all course work, must earn at least a 70 average.

A student may not "skip" or omit assignments within the online course.

Seniors who are enrolled in online courses to earn credits required for graduation shall complete the course and submit the grade for recording at least **30 days** prior to the graduation date in order to be eligible for graduation at the end of the term.

**All district policies related to academic honesty and participation will apply to online courses. (Refer to the following websites for specific information.)**

<http://www.pisd.edu/parents/policies/index.shtml>

[http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=EHDE\(LEGAL\).html&QueryText=EHDE%20LEGAL](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=EHDE(LEGAL).html&QueryText=EHDE%20LEGAL)

[http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=EIA\(LOCAL\).html&QueryText=EIA%20LOCAL](http://www.tasb.org/policy/pol/private/043910/pol.cfm?DisplayPage=EIA(LOCAL).html&QueryText=EIA%20LOCAL)

**By enrolling in this course, students accept the terms of this handbook and acknowledge and hold Plano ISD eSchool harmless for any injury or offense that may be suffered by accessing information on the Internet.**

*Students who violate any part of this handbook or engage in any other activity which school authorities consider inappropriate will be subject to disciplinary action consistent with Plano ISD academic honesty policies and procedures.*

### **Plano ISD eSchool Policies**

The following procedures have been developed with student success in mind. Adherence to these procedures will be expected and consequences enforced.

**Tuition**

Payment of tuition must be received in the financial office of Plano ISD within 30 days of course registrations. Failure to pay tuition within 30 days of registration will result in the student being dropped from the course.

Method of payment may be in the form of Visa, Master Card, American Express, or Cashier's Check or Money Order. No personal checks will be accepted.

Within 15 days of the online registration, students may cancel enrollment and receive a reimbursement, as per enrollment agreement. A fee of \$50 will be retained for administrative fees. Notification of cancellation must be received in writing in the eSchool office at the address below within the 15-day period. If a student does not complete a course within 18 weeks, he/she will be dropped from the course, and tuition will not be reimbursed. If a student has not communicated with his eSchool teacher within 30 days of registration, or is not adhering to his/her schedule for completing and turning in course work, he/she will be dropped from the course, and tuition will not be reimbursed.

**Plano ISD eSchool  
Shiloh Center  
3540 E. 14<sup>th</sup> Street  
Plano, TX. 75074**

**Transcript**

Plano ISD eSchool will issue a transcript to the registrar's office of the student's home campus for notification of credit earned. The student and home campus counselor will receive an email from the eSchool office notifying them of the student's grade status upon completion of the course.

**Grade Reporting**

Students and parents have constant access to their grades through the online course "grade book". This page indicates all of the grades the student has earned for all assignments and tests turned in to the teacher. Students and parents are encouraged to monitor progress.

In order to earn credit for an online course, a student must:

1. complete all course work and
2. in the process of completing all course work, must earn at least a 70 average.

A student may not "skip" or omit assignments within the online course.

The teacher is the final authority for assigning grades. There is no appeal of a grade past the course teacher.

**Enrollment**

- Students must follow course selection and approval procedures through the campus counselor. Failure to secure approval may result in no credit being awarded for the course.
- Students must contact their eSchool teacher through the eSchool teacher's email address within 30 days of enrollment. If a student has not communicated with his eSchool teacher within 30 days of registration, or if he/she is not adhering to the schedule for completing and turning in assignments, he/she will be dropped from the course, and tuition will not be reimbursed.
- Students may earn a maximum of three credits through a combination of Plano ISD eSchool courses and correspondence courses.
- Students may enroll in no more than **two** eSchool courses at one time. If a student needs both semesters of a 2 semester course, **he/she may register for and complete only 1 semester at a time.**

- Students may earn a maximum of three credits through a combination of Plano ISD eSchool courses and correspondence courses and may be enrolled in two eSchool courses at a time. Grades earned in eSchool courses shall not be used in computing class rankings. [Reference Plano ISD School Board Policy EHDE Local] eSchool course credits have a neutral effect on a student's GPA. They may not enhance or detract from the student's GPA.
- Seniors who are enrolled in online courses to earn units required for graduation shall complete the course and submit the grade for recording at least **30 days prior** to the graduation date in order to be eligible for graduation at the end of the term. Please remember that you may not complete a course in less than 6 weeks.
- All decisions concerning course approval are made through campus procedures by the counselor and building principal.

**Technology**

Students will not use the eSchool network for financial gain or for any commercial or illegal activity. Students will follow accepted community norms governing Internet etiquette and communicate respectfully to all people. Students will not bypass security protocols on server or workstations.

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If an offense occurs, the student will be notified by email from their teacher that their parents and local school district officials will be notified of the infraction. If further offenses occur, the student will be removed from the course.

**Please Note:** Regardless of whether the academic dishonesty is a first or second offense, if the incident is deemed severe, the student will be removed from the course.

**Guideline Issues**

- Teachers have the final judgment on grade reporting.

- The building Principal has the final decision on credit approval.
- The Plano ISD eSchool Coordinator will make the final decision in all other student/parent concerns.