

WASHINGTON ACADEMY ONLINE STUDENT-TEACHER EXPECTATIONS AND RIGHTS

INTERNET SAFETY & RESPECT

Cyber Bullying

Washington Academy Online prohibits harassment, intimidation, and bullying by any means. Prohibited behavior includes, but is not limited to, electronic, written, verbal, or physical acts, either direct or indirect, when such intentional electronic, verbal, written or physical acts physically harm, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of the school.

Washington Academy Online also prohibits harassment, intimidation, and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical, or sensory disability.

Examples of behaviors include, but are not limited to:

- Sending mean or threatening messages to a classmate via email, IM (instant messaging), or text messages.
- Spreading rumors about classmates through email, IM, or text messages.
- Creating a website or social networking page that targets another student.
- Sharing fake or embarrassing photos or videos of classmates with others via a cell phone or the Web.
- Stealing a classmate's login and password to send mean or embarrassing messages from his or her account.

Washington Academy Online reserves the right to discipline any student for actions that are intended to have a harmful effect on another student or other individual as well as actions that adversely affect the safety and well-being of a student or other individual associated with the school.

Students are expected to:

- Treat each other respectfully, in person and online.
- Refuse to cyber bully or let others be cyber bullied.
- Refuse to participate in or encourage any form of cyber bullying.
- Report cyber bullying to a parent, teacher, or administrator as soon as they become aware of it.

Netiquette and Online Communication

Netiquette is network etiquette and includes the do's and don'ts of online communication as well as guidelines for good cyberspace behavior. Communication online may occur through discussions, blogs, texts, chats, emails, or online synchronous sessions. Communication helps build relationships between teachers and students and among students and therefore is essential to the success of all students.

In their communications with teachers and other students, students are expected to:

- Be concise and to the point.

- Use proper spelling, grammar, and punctuation.
- Avoid attaching unnecessary files. • Avoid sending messages using all CAPS
- Review (reread) messages before sending them and make any necessary corrections.
- Include meaningful language to describe the topic of the message in subject lines.
- Include all necessary details so that the recipient of the message understands what you are trying to communicate.
- Avoid abbreviations and emoticons.
- Avoid profanities or obscenities in any communications.
- Respond to teacher communications in a timely manner (within 24 hours).

Violations of these rules will result in a reprimand from the administrator or teacher. Once cautioned about email netiquette, a student will be required to correct email messages and resend. Further violations of these rules may result in disciplinary action, including the loss of a student's privileges to use Washington Academy Online's information technology resources

TECHNOLOGY USE POLICY

Washington Academy Online's information technology resources, including the learning management system, are provided for educational purposes. Adherence to the Technology Use Policy outlined below is necessary for continued access to the school's resources. For a complete list of current technical requirements for Washington Academy Online coursework, please visit our website.

Students are expected to:

- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Refrain from using or copying passwords, data, or networks to which they are not authorized.
 - Refrain from distributing private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Refrain from destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
- Avoid infringing on copyrights (which includes making illegal copies of music, games, or movies).
- Avoid plagiarism.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher or mentor.
 - Refrain from accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Refrain from accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Avoid using any other Academy resources to further other acts that are criminal or to violate the school's code of conduct.
- Avoid sending spam, chain letters, or other mass unsolicited mailings.
- Refrain from buying, selling, advertising, or otherwise conducting business using school resources, unless approved as a school project.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and that they conform to the school's IT policies. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of any crime to law enforcement.

Anti-Discrimination Policy

Washington Academy Online provide equal opportunities for all students and does not unlawfully discriminate against any person based on gender, age, race, ethnicity, religious creed, color, sexual orientation, marital status, national origin, or disability in the educational student programs or activities which it operates and does not tolerate any such discrimination.

Terms

For purposes of this policy, the following terms are defined:

- **Complaint** - A problem, dispute, or disagreement regarding discrimination, which cannot be resolved informally. The complaint procedure may be used by any Washington Academy Online Policies 21 complainant who feels aggrieved or who feels that there has been a violation, misinterpretation, or inequitable application of any policy, procedure, or practice.
- **Complainant** - Any person filing a complaint.
- **Respondent** - The employee allegedly committing the discriminatory act or omission.
- **EEO** - The employee designated to coordinate the Board's effort to comply with and carry out its responsibility for nondiscrimination.
- **Day** - Any calendar day excluding Saturday, Sunday, and holidays.

Issuing a Complaint

Complaints alleging violations of this policy shall be made to Washington Academy Online or the Equal Employment Office (EEO). Any person, student or employee who believes that he or she has suffered unlawful discrimination or harassment shall immediately report the incident(s)

to his or her Teacher, Mentor, or Principal. A written filing shall start the formal complaint procedure or oral complaint as set forth below within sixty (60) days of the alleged discriminatory act. Washington Academy Online shall be responsible for making a thorough investigation of the matter and making recommendations for remedial or affirmative action. All information gathered will remain confidential until conclusion of the investigation. An alleged victim of employment discrimination who does not file a complaint may request that all records relating to the allegation of employment discrimination be designated confidential and exempt from public disclosure.

Code of Ethics

Washington Academy Online expects a high code of ethics for its staff working with students taking courses within the organization. Core Principles Washington Academy Online employees must acknowledge and accept all responsibilities stated in the Code of Ethics, so they can apply them to create an environment that fosters trust, integrity, competence, and accountability.

Therefore, all employees are expected to:

1. Be truthful and honest;
2. Treat all people with respect;
3. Be accountable for their actions;
4. Appreciate the worth and rights of others;
5. Show kindness and consideration to everyone;
6. Embrace with understanding the differences in all cultures;
7. Obey all laws and regulations;
8. Work in cooperation with others to protect and improve the WA Online's community

Interpersonal Relationships

Washington Academy Online requires that all employees interact with other staff members, students, and the adults who support student learning, with the following traits:

1. Honesty – All staff must conduct all school matters with honesty, avoiding any form of misrepresentation, falsification, deception or cheating.
2. Integrity – All staff must establish an atmosphere that encourages honesty and moreover discourages all forms of dishonesty.
3. Equity – All staff will be fair, open-minded and impartial.
4. Respect – All staff will treat staff, students and the adults who support student learning with respect.

Interacting with Students

To ensure all Washington Academy Online staff interact properly with our students, we have the following policies in place:

1. Washington Academy Online employees shall not engage with any conduct intended to unjustly influence student performance on tests or exams.
2. All staff shall not engage in any conduct that could be interpreted as abusive, exploitative or otherwise improper. Dating relationships between students and staff is strictly prohibited.

3. Washington Academy Online recognizes the sensitivity around student data and personnel files. Staff are strictly prohibited from using or disclosing confidential, private or sensitive information.

Compliance and Enforcement

All Washington Academy Online staff shall uphold the policies stated in the Code of Ethics. Failure to comply may result disciplinary actions including suspension or termination as well as referral to the appropriate authorities.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Washington Academy Online takes student privacy very seriously and have developed several policies to ensure privacy.

Right to Inspect and Review and to Consent to Release

Parents, legal guardians, and individuals acting as a parent or guardian in the absence of the student's parent/guardian of students under the age of eighteen have the right to access their child's education records and to authorize the disclosure of personally identifiable information contained in education records to any third party. Students who have turned 18 years of age, or who are attending a post-secondary institution and are no longer students at Washington Academy Online, are "eligible students" and have the right to authorize disclosure of that information to any third party. If a student currently enrolled in the Academy has reached 18 years of age but is still claimed as a "dependent" under the Internal Revenue Code, 26 U.S.C. 152, by the parents, the parents or guardian continue to have the right to inspect and review their student's records, but they no longer have the authority to authorize release of such records.

When Content is not needed for the Academy to Disclose Information

A student's education record may be disclosed by the Academy without consent of a parent/eligible student whenever permitted or required by law. These expectations can be found at:

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Right to Prevent Disclosure of Directory Information (Opt-Out)

Parents and eligible students have the right to opt-out of disclosure of "Directory Information," subject to the requirements and limitations of FERPA, state law, and the procedures contained in any regulation(s) to this policy. Opt-Out forms are effective for the school year in which they are submitted. "Directory Information" will not be disclosed prior to the return date indicated on the Opt-Out form.

Opting-out of disclosure may not be used to impede routine classroom communications and interactions. For instance, opting-out does not prevent the Academy from disclosing or requiring a student to disclose the student's name, school e-mail address, or electronic identifier on school

grounds, in class, or at a school-sponsored activity, and does not prevent the Academy from requiring a student to maintain and present upon request a student ID card. The Academy may disclose "Directory Information" about students no longer enrolled in the Washington Academy Online without providing notice as otherwise required and without providing an additional opt-out opportunity. However, if an opt-out request was in place as of the last day of the student's enrollment, the opt-out request will continue in effect and the Directory Information will not be disclosed.

Verification of Identify and Right to Access Records

Reasonable methods and safeguards shall be used to identify and authenticate the identity of parents, eligible students, school officials, and any other persons who request access to educational record information.

Record of Requests for Access

The Academy shall maintain accurate records of requests for disclosure of information from or access to a student's records as required by law.

Annual Notification of FERPA Rights

Parents and eligible students shall be notified annually as required by law of their rights under FERPA.

Education Record Information of Deceased Students

"Directory Information" may be disclosed by the Academy regarding a student who is deceased, unless an opt-out request was in place as of the last day of the student's enrollment, in which case the opt-out request will continue to be in effect. The Academy will disclose education record information other than "Directory Information" of a deceased student only if consent is given in writing by the personal representative or other legally authorized representative of the deceased student's estate, or if some other exception in FERPA permits or requires disclosure. If a personal representative or other legally authorized representative has not yet been appointed or is no longer functioning in that capacity, consent must be given by the student's parent, or, if married at the time of death, by the deceased student's widow/widower or by a child of the student provided the child is age 18 or older.

Concerns, Questions or Complaints

If you have a complaint or a concern or question about any of the above rights, we encourage you to first contact and discuss it with Washington Academy Online's administrators. Our hope is to provide answers to whatever questions or concerns that you have. You also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Washington Academy Online to comply with the requirements of FERPA. The name and address of the Office that administers FERPA: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901