

Online Learning Expectations – Updated May 3, 2020

As we have moved to an online platform until we can return to the classroom, please remember to treat the online classroom as if it is the regular classroom. This means:

1. You are expected to show up on time (at the scheduled start time of your course) and participate in the opening activity.
2. You are expected to participate throughout the full class.
3. You are expected to submit assignments in a timely fashion.

The spirit of our attendance policy (**Appendix F of the Student Academic Calendar Appendices**) remains in effect with the following amendments:

- Sign-In/Sign-Out Procedures are no longer in effect until we return to the physical classrooms.
- Students are expected to be logged into the Google classroom and participate in the opening activity.
- Students will be marked **late** if they complete the opening activity within the first 30 minutes of the class but not within the first 10 minutes (or assigned due time).
- Students will be marked **absent** if they:
 - do not interact within the first 30 minutes of class.
 - do not interact with the teacher and class throughout the class and do not submit the required in-class assignments and exit ticket.

Technology Requirements:

Suggested minimum requirements:

Windows	MacOSX
<ul style="list-style-type: none">● Pentium 4 processor or higher, which encompasses most machines manufactured since 2001.● approximately 100MB of free hard drive space● 100MB of free hard drive space● 128MB of RAM.● The oldest version of Windows supported by Chrome is Windows XP with Service Pack 2 installed.	<ul style="list-style-type: none">● Chrome will run only on Intel-powered Macs, which date from 2006 onward.● 100MB of hard disk space● 128MB of RAM● The Mac must use OS X version 10.5. 6 or later, which dates from early 2009.

Tablets are not recommended but will be accepted if they are able to run all the applications, screen cast, and have the front camera work at the same time. If a student only has an IPAD or tablet available, they will need to notify their teacher. Additional measures will be required to ensure integrity of assignments and usability in the classroom. Technical support will be limited for tablets.

Web cameras are required in our online learning environments for:

- submission of some assignments.
- online discussions.
- secure testing environments.

Assessment of Learning Proctoring:

Assessment and Evaluation on our Virtual Platform:

Due to the uncertainty in terms of when the government will reopen businesses and schools in Ontario, we have implemented an online assessment and evaluation policy to allow our teachers to continue to assess, evaluate, and report the progress of our students. Our protocol is designed to ensure academic integrity as well as ensure students are receiving feedback on their achievement in the class.

Our assessment and evaluation platforms are run using the Google Education Platforms and Applications.

- We recommend students use the Google Chrome Browser (<https://www.google.com/chrome/>)
- Google help centre is a great place to get help on how to use the platform (<https://support.google.com/a/users/?hl=en#topic=9797903>).

We will continue to follow our assessment and evaluation protocols and procedures outlined in Appendix H of the **Student Academic Calendar Appendices**.

The following amendments are made to ensure fairness, security and integrity of our assessments on the online platform:

Assessments at any time may be checked on our plagiarism checker - turnitin.com. Faculty and administration reserve the right to

For Written Assignments (e.g. essays, stories, lab reports):

- Students must regularly conference with the teacher and share with the teacher their original Google Doc (<https://www.google.ca/docs/about/>). This is used to authenticate that the work submitted was created and submitted by the student.
- Document history and changes must be available to the teacher, so that the teacher can see how their feedback has been incorporated into the assignment.
- Students must submit all work in terms of planning, editing, outlining, and publishing of their final product. The teacher must approve the student to move to the next stage prior to the student moving to the next stage.
- Student-teacher conferences may be used at any time in the process. The teacher will ask questions not only about the content, but the word choice, structure, or any other part of the assignment to verify its authenticity.
- Turnitin.com will be used to verify the assignment has not been plagiarised.

*Note: Having someone write an assignment or heavily edit your assignment is considered academic dishonesty and will be treated the same as cheating on Unit Test and Exams outlined in **Appendix E** of the student **Student Academic Calendar Appendices**. It is also a breach of the Student Code of Conduct and will be treated under the **Student Code of Conduct's** policies and procedures.

Failure to adhere to these guidelines may result in your assignment not being accepted and being marked as below level 1 as per our Cheating and Plagiarism Guidelines.

For Practicals and Written Tests/Exams:

- Students will be asked to do a 365 degree sweep of their room with their webcam prior to starting the test. Any unauthorized materials or devices will need to be removed before proceeding with the evaluation.
- Students must be using a device that can share their screen and their camera.
- Their device must be connected only to one monitor
- The only programmes and windows that are authorized to be open during an evaluation are:
 - Chrome Browser
 - Google Meet - with your class meeting.
 - the test that the teacher has assigned.
 - any other application that is explicitly stated by your teacher and on the test paper.
- Teachers will monitor the students' progress through the web camera and the screen cast.
- Students who disable their screencasts or cameras may have their results disqualified and receive below level 1.
- Students who have unauthorized applications running or more than one monitor may have their results disqualified and receive below level 1.

- Students who experience network or technical difficulties should email their instructor as well as admin@fieldstonekcschool.org **immediately** with:
 - the course the test was in.
 - the teacher of the course.
 - the date and time of the assessment.
 - the date and time of the network or computer difficulty.
 - a copy of everything they got completed up to that point.
 - an explanation of the problem they experienced.
- Tests that are submitted outside of the test window due to technical difficulties will be looked at by the teacher and a follow-up conversation or possible follow-up quiz will occur to verify its authenticity.
- Students must submit their tests prior to the end time – or the test may not be accepted by Google Forms. In the case a student submits early but then requests more time, the student must immediately inform the teacher of:
 - what questions they need more time on.
 - any relevant information as to why they need more time.
- Turnitin.com may be used to verify the test is not plagiarised

*** Students are reminded that providing help to other students by sharing answers or questions are also participating and the situation will be dealt with according to the cheating policy. ***