Understanding of Responsibilities

The Distance Learning online program represents an opportunity for students to take advantage of the latest technology and instructional techniques. Students and parents should be aware of the following:

a. Students are expected to follow all teacher and school rules, including those developed for the online learning program.

b. Students should login and work every day when enrolled in an online course. Like a traditional classroom, work is expected of you within your online class each day.

c. When communicating with your instructor or classmates, use proper grammar, capitalization, and avoid slang. Be sure to respond promptly to any messages sent to you and ask questions about your course.

d. Remember, whatever you post to the online course room is public and may be copied and sent to others. Do not share sensitive information such as your phone number, email, DOB, and location in forums and chat sessions.

e. Be polite and respectful and avoid hostile or curt comments. In a positive environment, you will feel valued by your instructor, valued by your classmates, and your own work will have greater value as well.

f. Be willing to self advocate and be self-motivated. The online process takes real commitment and discipline to keep up with the flow of work.

g. Students will be responsible for all classroom materials and textbooks. In the event that materials are missing, the student or parent/guardian should contact the district concerning replacement fees, if any.

Understanding of Plagiarism

Many online courses require writing assignments to prove your comprehension of the content. It is very important that the required research papers, essays, and short answer questions are your own work. Plagiarism may result in failing grades for assignments or entire courses.

What is Plagiarism?

To Plagiarize, as defined by the Merriam-Webster Dictionary, is “to steal and pass off (the ideas or words of another) as one’s own, or to use (another’s production) without crediting the source.” Essentially plagiarism is passing someone else’s work off as your own.
Examples of Plagiarism in Online Courses

- Cutting and pasting from a website into an exam open response question
- Copying large sections of text into your paper
- Cutting and pasting the sentences into your text in a different order than what they appear in the original. Simply rearranging the words or sentences does not make it ok!
- The use of online translators for foreign language translation assignments. In this case you are passing the work of the programmer of the software off as your own.
- Using someone’s original idea and not giving them credit. For example, the first sentence below is not plagiarism because it gives credit to the person who came up with the original idea. The second sentence is plagiarism because it does not properly cite the author of the book where the concept was first read.

   **Not Plagiarism:**
   ✓ In his book, *The Case for Democracy*, Natan Sharansky describes the division between two basic kinds of societies in the world as fear societies and free societies.

   **Plagiarism:**
   ✓ The world can be divided into two basic kinds of societies - fear societies and free societies.

Citation Guidelines

1. No matter what form of citation (MLA, APA, or Chicago) your course asks for, you should always mention the source.
2. Read the writing guide and student handbook that comes with your course. You will find the course standard on plagiarism and citation there. It is usually located under the orientation tab. Ask for help when you need it.
3. “Copy and paste” is not your friend!
4. You need only cite original ideas or data that is developed by the author. Common knowledge does not need citation.
5. Be aware online teachers have software that checks student work for plagiarism. This software will automatically point them in the direction of your stolen text.
6. See the *Purdue OWL Writing Lab’s Avoiding Plagiarism Guide* at: [http://owl.english.purdue.edu/owl/resource/589/01/] for more information
I, _______________________________________________________________, understand the special
significance of the online learning program environment. I understand that the work of distance
learning courses must be accomplished while I am carrying my traditional school work load. I agree to
access my online course/s on a daily basis. I agree not to participate in plagiarism and understand
the consequences of plagiarism. Furthermore, I understand that I have an online teacher, district
mentor teacher and a CA BOCES distance learning teacher available to help me. I will seek
their guidance when I have questions.

_________________________________________________________________________   ______________________
Signature of Student                          Date

_________________________________________________________________________   ______________________
Course                                                                                         Hosting School District

_________________________________________________________________________   ______________________
Signature of Parent(s) or Guardian        Date

_________________________________________________________________________   ______________________
Signature of District Building Principal                                                 Date

Please be advised there is a 50% drop fee for courses dropped within 7 days of initial enrollment. For
courses dropped after 7 business days the full amount will be charged to the school district.

Please return this page to your Guidance Counselor and keep the top page for you reference.

**Guidance Counselors - please return electronically**

Confirm your online course registration with your Guidance Counselor.

Online Support Contacts:
Karen Insley | karen_insley@caboces.org | O: 716 - 376 -8281
Lisa Scott | lisa_scott@caboces.org | O: 716-376-8221
Tiffany Turner | tiffany_turner@caboces.org | O: 716-376-8720