Student Contract/Agreement – Please Read and Return the Signature Page

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.

Online Support Contacts:
Justin Shumaker | justin_shumaker@caboces.org | O: 716 - 376 -8281
Lisa Scott | lisa_scott@caboces.org | O: 716-376-8221
Cathy Dunkleman | catherine_dunkleman@caboces.org | O: 716-376-8720

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, <u>The Case for Democracy</u>, 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

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I, _____, understand the special

        (Student's Name-Please Print)

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.

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