

***Maryland Virtual Learning Opportunities Program***  
***MVLO Academic Integrity and Ethics Agreement***

**2019-2020 School Year**

As a student enrolled in a Maryland Virtual Learning Opportunity course, I will abide by all rules and regulations published by the Maryland Virtual Learning Opportunity Program (MVLO) as well as the rules and regulations published by my local school. I agree that I am subject to all disciplinary procedures established by the Maryland Virtual Learning Opportunity Program and/or my local school to address violations of rules of the MVLO.

**Acceptable Network and Internet Usage**

Internet access and an email account are required for students that take courses with the Maryland Virtual Learning Opportunities Program. Access must be used in a responsible, ethical and legal manner. The Maryland Virtual Learning Opportunities Program assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet.

This document is the Acceptable Use Policy for your use of the Internet and email within Maryland Virtual Learning Opportunities Program. In addition, school system policy must be followed and the student must sign the Acceptable Use Policy Agreement adopted by your local school system.

The purpose of this agreement is to ensure that use of Internet resources remains consistent with our stated mission, goals and objectives. Access is a privilege- not a right. That access entails responsibility. Failure to comply with any of these requirements will result in enforced consequences depending on the severity of violation.

**Conduct and Use**

1. All use of MVLO networks and other technology resources must be for educational purposes and are subject to MVLO review and may be logged and archived.
2. Protect your password. Keep it secret.
3. Never give out personal information- including your full name (first names are best), home phone number, home address or other data- anywhere on the Internet, including your e-mail.
4. E-mail is not private. Never say anything via e-mail that you would not mind seeing on the school bulletin board or in the local newspaper. Be cautious about e-mail messages from anyone, particularly adults asking you for personal information, attempting to arrange meetings or engaging in personal contact. Disclose to your online instructor or other Maryland Virtual Learning Opportunities Program employee any message you receive that is inappropriate or makes you feel uncomfortable.

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5. Although it is impossible to document all inappropriate conduct and use of computer facilities, the following guidelines provide examples of computer and network use infractions that are prohibited:
- a) System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities and/or other programs);
  - b) Decrypting passwords and/or gaining unauthorized higher level access or privileges or attempting to do so;
  - c) Making statements or actions that are libelous, slanderous, or that harass others;
  - d) Using language, pictures or other material that is obscene, vulgar, abusive or otherwise harmful to students;
  - e) Knowingly introducing viruses or attempting to do so;
  - f) Reading, deleting, copying, forging, or modifying the e-mail or work of other users or attempting to do so;
  - g) Permitting others to use one's personal account or password;
  - h) Copying or transferring copyrighted materials and software without authorization;
  - i) Posting personally identifiable information about yourself, other students or staff without authorization;
  - j) Using MVLO networks or computer systems for personal gain or any illegal activities.

### **Assignments and Tests**

All assignments and tests that I submit to the online teacher and all tests I take shall be solely performed by me, with the exception of work completed as part of an assigned group project.

### **Plagiarism**

I will give credit to others whose work I use. I will not plagiarize content from the Internet or other media, including print.

### **Copyright**

The MVLO website contains copyrighted materials. All course material has been licensed for use by the Maryland Virtual Learning Opportunities Program and is the property of the respective course provider. I will not distribute, publish, or reuse the materials, audio files, images or design, or any part of the materials, audio files, images, or design of this website without permission. I am authorized to view, copy, and print documents contained within this website for my own use in completing the course.

### **Final Exams**

MVLO will require online students to take their final course exams with an approved proctor. *Scheduling and coordinating proctored exams will be the responsibility of the Online Support Teacher at your school.*

### **Noncompliance**

**Noncompliance with the procedures and standards stated in this agreement is proper cause for disciplinary action. In the event there is a claim that I have violated this agreement, I will be provided with notice of the alleged violation and have an opportunity to present an explanation.**

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- Disciplinary actions may include, but not be limited to, a telephone call to parent/guardian or guardians, loss of privileges, restitution, suspension and/or expulsion from the online course and/or criminal prosecution.
- MVLO students are subject to all local, state, and federal laws. Anything posted to the courses offered through the Maryland Virtual Learning Opportunities Program will be treated as public comments and are thus subject to criminal prosecution if they so warrant. Copyright violation is taken seriously and may result in actions taken by the course provider(s). The Maryland Virtual Learning Opportunities Program staff will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

Cases of suspected user file tampering will be dealt with through the loss of a student's ability to connect to the course for an extended or permanent period of time.

Any viruses detected **as being knowingly introduced or created** by a student taking a Maryland Virtual Learning Opportunities Program class could result in legal action against the student if warranted and the loss of a student's ability to connect to the course for an extended or permanent period of time.

Plagiarism is taken seriously, and any cases of suspected plagiarism will be investigated. Should plagiarism be confirmed, depending on the degree to which the student has plagiarized content, a student may lose credit for specific assignments or even the entire course.

Failure to comply with the requirement that all assignments and tests that are submitted will be solely performed by the student with the exception of group work may result in the student losing credit for specific assignments or even the entire course.

I have read, understand, and agree to comply with the *MVLO Academic Integrity and Ethics Agreement*.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_