



JOSE RIZAL UNIVERSITY
COLLEGE DIVISION

STUDENT VIRTUAL LEARNING CODE OF CONDUCT AND DISCIPLINE (VLCCD)

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We care about good education

VIRTUAL LEARNING CODE OF CONDUCT AND DISCIPLINE

The University shall impose rules on student virtual learning conduct and discipline both within and outside the campus and within the virtual coverage of the student enrolled in the University, utilizing University's online resources.

All policies in this student virtual learning code of conduct and discipline shall be applied to all students engaged in online instruction and curriculum, including the manner of its use.

University Portal Internet Usage Policy

All students' input and output shall be considered part of the institution's official record. The same may be disclosed to parents and administrators, and any third parties if the need arises.

Both parents and students shall observe the University's policy on internet usage.

Students shall practice professionalism in composing, transmitting, accessing, and receiving data. Such should not be offensive in all manners to any individual.

Offensive content is as follows: racial discrimination, sensual comments in violation of sexual harassment act, gender bias, and anything derogatory in nature to any individual.

Abuse and misuse of any internet platform or tool shall result in disciplinary action.

Bullying and Harassment Policy

As mandated by Republic Act No. 10627 or the "Anti-Bullying Act of 2013", the University prohibits harassment and bullying between students, faculty, parents, school staff, and any third parties, directly or indirectly. Its commitment is to create a working and learning environment that is free of intimidation, fear, coercion, and reprisal, and a community that allows its members to grow intellectually and professionally. The programs and equipment being used by the faculty, employees, and students are intended for educational purposes only.

The University shall not tolerate bullying and harassment. Any student, parent, faculty, and staff whose actions are found to be deemed inappropriate and related to bullying, harassment, and cyberstalking shall be thoroughly investigated by the school administration and may be subjected to disciplinary action.

Academic Integrity Policy

Academic integrity refers to the commitment and demonstration of honest and moral behavior in an educational institution. Any actions, methods, and techniques that contravene these ethical integrity standards at Jose Rizal University are highly discouraged.

The two types of academic integrity violations are plagiarism and cheating:

- Plagiarism
 - As published by <https://www.plagiarism.org/> (2017), it is an act of fraud that involves stealing someone else's work and lying about it afterward.

Furthermore, plagiarized works (<https://www.plagiarism.org/>, 2017) mean:

- turning in someone else's work as your own
 - copying words or ideas from someone else without giving credit
 - failing to put a quotation in quotation marks
 - providing incorrect information about the source of a quotation
 - changing words but copying the sentence structure of a source without giving credit
 - copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Cheating
 - When a person misleads, deceives, or acts dishonestly on purpose (<https://kidshealth.org/en/kids/cheating.html>)

POLICIES FOR ONLINE CLASS SESSIONS

Attendance

Always be on time for the lectures and meetings during synchronous sessions. Make sure you access your lessons on time. Students are expected to log into their course(s) to keep up with the course materials. Faculty, staff, and administrators can track the students' activities online. If an unexpected situation such as illness should arise and there is an extended leave from the course, it is the student's responsibility to contact the faculty and report the problem so that alternative methods of action for meeting class requirements can be made. Failure to comply may result in a failing grade.

Privacy

Secure your password. Be careful with personal information. Always log out.

Requirements

Submit assignments, term papers, examinations, and other course requirements as specified by the faculty. Failure to do so might result in a failing grade.

Video Conferencing/ Zoom Meetings/ Webinars

- Observe the proper etiquette during video conferencing and webinars
- Wear decent/appropriate attire during online classes, meetings, and conferences
- Be on the zoom meeting at least 5 minutes before the time.
- If you opt to disable your camera, use your JRU Photo (in your ID)
- To show respect to the faculty or invited speaker, put your microphones on mute.
- For synchronous classes, absences shall be monitored. The faculty shall record video or zoom meetings for the use of those who need to refer to it.

Communications

- Always use your official University e-mail when communicating with faculty/teachers and officers.
- Always be respectful in your e-mails and other forms of communication.
- Use correct spelling and grammar when communicating.
- Never post/submit anything that will be considered defamatory, cyberbullying, or plagiarized. Disciplinary or academic sanctions may be applied.
- If you are having connectivity issues, inform the faculty by sending an e-mail or an SMS.

Online Examinations

- Settle your accounts at least two (2) days before the first day of the exam. Send the proof of payment to accounting@jru.edu
- Check the examination schedule of your courses carefully. The examination will ONLY be open on the scheduled time set by the faculty.
- Allot at least a week to review your modules and notes.
- Refer to the college student online examinations guidelines.

STUDENT DISCIPLINE

Classification of Offenses

Offenses are classified as minor or major depending on their gravity and frequency, and these shall be given corresponding disciplinary actions.

Major Offenses

Major offenses, after due process, shall be sanctioned with suspension, non-readmission, exclusion, or expulsion and criminal prosecution where appropriate. The following are major offenses and thus are strictly prohibited:

Behavioral:

- Disrespect
 - All forms of bullying
 - Use of profane, obscene, disrespectful language during class.
 - Gross acts of disrespect, in words or deeds, which tend to put any officer, faculty, or administrative staff in ridicule or contempt
 - Attending online classes under the influence of alcohol.
 - Smoking onscreen during synchronous classes
- Disruption of Classes
 - Disrupting academic functions or school activities to create disorder, breach of the peace, or serious disturbance not connected with any academic part of school activity
- Acts of lewdness and distribution of pornographic materials.
 - Use of sexually suggestive words and/or actions
 - Sending your own or another person's nudes and sexually suggestive materials.

Academic:

- Plagiarism
 - The use of pirated and copied works without authorization and proper citations.
- All forms of cheating

Technical:

- All forms of hacking and any attempt that may lead to hacking other's personal or institutional accounts.
 - Creating and using viruses and malware
 - Breaking into the computer system of the University, another organization, or person.
- Identity Theft
 - Using someone's account to enter online classes
- Unauthorized recording of any class sessions, faculty, or classmates during online classes.

- Use of Social Media and JRU portals to take advantage of others:
 - Threatening another with infliction upon his person, honor, or property or any act amounting to a crime or delinquency
 - Any form of extortion or blackmail, whether or not the purpose or the objective is accomplished.
 - Acts that bring the name of the University into disrepute, whether real or imaginary, such as the public and malicious imputation of a crime, vice, defect, or any act, omission, condition, status, or circumstance, tending to cause disorder, discredit or contempt for the name of the University

Minor offenses:

- Wearing improper attire during synchronous online learning session or meetings
- Sleeping during online classes

Disciplinary Action

Violations to the Virtual Learning Code of Conduct will initiate the following procedure:

- Upon the offense, the faculty shall complete and submit the Incident Report Form to the Student Development Office
- The SDO will notify the student and parents that the student has violated the code.
- Based on the report, the SDO will determine what, if any, disciplinary action shall be imposed.

Disciplinary Sanctions

The following are the disciplinary sanctions which shall be imposed, without prejudice to others as warranted by the circumstances of violations:

	<u>Major Offense</u>	<u>Minor Offense</u>
First Offense	2 days suspension The online platform is blocked	Warning
Second Offense	7 days suspension The online platform is blocked	Written Notice
Third Offense	Suspension or Non- readmission or Exclusion. The online platform is blocked	1 day suspension 2 day suspension and shall be considered as a Major offense

Parent/Guardian's Responsibilities

The University believes that parents and guardians have a very significant role in their child's synchronous and asynchronous online classes, to wit:

1. For parents/guardians who wish to take part in monitoring their child's academic performance may request a Canvas Observers account. It will also be their platform to communicate directly with the faculty assigned to their child's course. To apply, the parents or guardians must fill out the ITBL Online Form at <https://www.surveymonkey.com/r/ITBLForm2020>;
2. Parents/guardians should encourage their child to observe academic integrity, which calls for "commitment to and demonstration of honest and moral behavior in an academic setting" (<https://writingcenter.unc.edu/esl/resources/academic-integrity/>).