



JOSE RIZAL UNIVERSITY
ELEMENTARY SCHOOL DIVISION

**STUDENT VIRTUAL LEARNING CODE OF CONDUCT AND DISCIPLINE
(VLCCD)**

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We care about good education

VIRTUAL LEARNING CONDUCT AND DISCIPLINE

I. INTRODUCTION

These guidelines aim to provide proper guidance and information to Basic Education Students and Pupils on how to go about the learning process in JRU for the coming school year 2020-2021. Different from a regular school year, SY 2020-2021 challenges all academic stakeholders to work together to continue the learning process during this pandemic period.

Jose Rizal University, with its 100 years of providing good education, shall always be at the forefront of promoting learning continuity whatever the odds may be.

The JRU Basic Education Program for School Year 2020-2021

In compliance with the Department of Education Order No. 7 series of 2020 (DO No. 7 s., 2020) and Department of Education Order No. 13 series of 2020 (DO No. 13 s., 2020), the Basic Education Program of the University consisting of the Elementary School Division, Junior High School Division and Senior High School Division has implemented the alternative delivery modes of learning when Face-to-Face learning is not allowed.

School Days and Class Hours

Class sessions are conducted from 8:00 a.m. to 3:00 p.m. on regular school days, with appropriate study/snack and lunch breaks.

Online class sessions shall follow the prescribed class schedule per subject area, which is posted in the student's module in Canvas.

In case of an emergency in a face to face class session, students should be fetched by their parent/s or a legal guardian. The parent/s or the legal guardian should bring the Fetcher's Pass and identification card in fetching the student. *(This applies when face-to-face classes are already allowed by the relevant government agencies, e.g., IATF, DOH, DepEd, and LGU of Mandaluyong City.)*

Online Classes During Inclement Weather Condition

Online class sessions and completion of online tasks shall continue during inclement weather conditions. In cases where connectivity is affected due to adverse weather conditions, students and subject teachers may agree to re-schedule their online session or synchronous session until connectivity is restored.

II. VIRTUAL LEARNING CODE

The University shall impose rules of student virtual learning code of 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 students are expected to act following this Student Virtual Learning Code of Conduct and Discipline.

Acceptable Use of Policy for Internet and E-mail

Jose Rizal University provides its students and employees with internet access and electronic communications services for learning and research and for facilitating communication in the school community. Users must understand that this access is to enhance learning experiences in JRU and not for non-educational activities. Users must also understand that any connection to the internet offers an opportunity for non-authorized users to view or access school information. Therefore, all connections must be secured, controlled, and monitored.

To this end, users in JRU should not expect privacy while using JRU-owned or JRU-leased equipment. Information passing through or stored on JRU equipment can and will be monitored. Users should also understand that JRU maintains the right to monitor and review internet use and e-mail communications sent or received by users as necessary.

Users shall not use JRU's internet or e-mail services to view, download, save, receive, or send material related to or including:

- Offensive content of any kind, including pornographic material
- Promoting discrimination based on race, gender, national origin, age, sexual orientation, religion, or disability
- Threatening or violent behavior
- Illegal activities
- Commercial messages
- Messages of a religious, political, or racial nature
- Gambling
- Personal financial gain
- Forwarding e-mail chain letters
- Spamming e-mail accounts from JRU's e-mail services or machines.
- Materials protected under copyright laws
- Sending business-sensitive information by e-mail or over the internet
- Dispersing school data to others without authorization
- Accessing files received from the internet without performing a virus scan.
- Tampering with your user name in order to misrepresent yourself and the school to others.

Users must be aware that violation of this policy may result in disciplinary action in line with the school discipline policy. If a gross breach has occurred, the school will take immediate action. Such activity includes, but is not limited to, losing internet and/or e-mail privileges.

Anti-Bullying Policy

Following DepED Order No. 55, s.2013, the University adopts and implements a child protection or anti-bullying policy. Students shall participate and cooperate in all prevention, intervention, and other measures related to bullying implemented by the Elementary School Division. As virtual learning might increase potential cyber-bullying, it is essential to note what is the meaning and scope of cyber-bullying. Cyber bullying means any bullying done through

the use of technology or any electronic means. It also includes any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as but not limited to, texting, e-mail, instant messaging, chatting, internet, social media, online games, or other platforms or formats as defined in DepED Order No. 40, s. 2012.

Any form of bullying will not be permitted. It shall be a just cause for disciplinary action after a proper investigation has been conducted by the appointed school administrator.

Academic Integrity Policy

"Plagiarism" and "cheating" are the two kinds of academic integrity violations. Submitting someone's work or allowing to use one's original output does not meet the standard of honesty required at Jose Rizal University or by a teacher.

Classification of Offenses

Offenses are classified as minor (**MIO**) or major (**MAO**) depending on their gravity and frequency; offenses shall be given corresponding disciplinary actions.

Rizalian Core Values

Guided by the Rizalian core values, every Rizalian is expected to demonstrate proper behavior while conducting online classes whenever and wherever they are. Refusing to act appropriately will be dealt with accordingly.

Being Responsible

- **Be Participative-** *Attendance* is participation based. Punctual and continuous attendance in all classes, including online sessions, is required of all students, which is considered as matters of discipline and factors affecting scholarship. All class activities, whether face to face or online, organized by the school, are treated as part of a regular class period.
Flexibility shall apply to consider students' internet connection for as long as the student will be able to join within the time of the online meeting set by the subject teacher. Daily class attendance is taken for all students. Whenever students are habitually tardy or absent, they may be subjected to school discipline.
- **Be safe.** Never give sensitive personal information online, like a user ID or password. Always log out after a class session. Use only your official University e-mail when communicating with teachers and offices. To ensure security among learners, JRU abides by the Data Privacy Act.
- **Be smart.** Check the spelling and grammar before sending the message or work. Reply and participate. You only learn as much as you are willing to.

- **Be obedient.** Follow the rules of the specific Virtual Learning Classroom. Proper behavior during online session/synchronous sessions shall be observed at all times. Respect and courtesy must be accorded to the person talking/presenting online by staying muted during the entire session. One may click the raise hand button, or type on the chatbox section if one wishes to speak or bring up a discussion (**MIO**).
- **Be decent.** Dress appropriately for class. Avoid revealing clothes (sando or spaghetti strapped blouses) and wearing clothes with inappropriate sayings. If you opt to disable your camera during virtual sessions, use your JRU Photo in your ID (**MIO**).
- **Be accountable.** Participation in Cyber bullying and harassment is strictly prohibited (**MAO**).
- **Be efficient.** Use one's time, energy, and resources wisely. Avoid doing and submitting assignments until the last day. To better manage one's time, use the subject outline and the calendar as a guide. This will also help to develop self-discipline. For synchronous classes, absences will be observed, so video or zoom meetings must be saved on your device calendar.

Being Courteous and Considerate

- **Be polite.** Always observe and follow Netiquettes when engaging in online activities (**MIO**). Use an appropriate salutation and the person's name to personalize the message. Clarify your questions with your teachers and work well with your classmates/group mates when completing a task.
- **Be appropriate.** Never send insults, use foul or inappropriate language, or respond to these types of e-mails or messages. Sending or posting insulting messages or images that can offend other students or persons is strictly prohibited (**MAO**). Never view or exchange obscene materials. Avoid participation, forward SPAM, chain letters, or other unsolicited advertising or messages or send anonymous e-mail messages (**MIO**).
- **Be courteous.** Never disturb the virtual learning sessions. Refrain from unmuting when the teacher has placed you on mute. If having a meeting via zoom, be on the zoom meeting at least 5 minutes before the time (**MIO**).

Being Honest or With Integrity

- **Be legal.** Obey copyright laws, and don't use other's content or images without permission (**MAO**). To avoid plagiarism, always use in-text citations when submitting articles, reports, etc. which came from the internet. Using Canvas for political and religious activities or any gambling is prohibited. Likewise, unauthorized recording of any class session and transmitting it and unauthorized recording of teachers and classmates are not allowed (**MAO**).
- **Be self-reliant.** Must not give or receive unauthorized assistance on/during summative assessments (**MAO**). Do not hesitate to communicate with your respective

subject teachers for any class issues or concerns. If you are having technical difficulties/slow internet connection, inform your teacher so he/she can communicate with you via e-mail.

- **Be authentic.** A Rizalian displays or manifests perseverance in making one's original work by being creative and resourceful (**MAO**).
- **Just be honest.** Downloading software and electronic files without permission, using or disclosing someone else's code or password without authorization will result in disciplinary action (**MAO**).

Exercise the Rizalian Core Values of being Responsible, Courteous, and Considerate, and having integrity *all the time*.

CONSEQUENCES OF MISCONDUCT

Disciplinary Action

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

- Upon the violation, the teacher will complete and submit the Incident Report Form to the Elementary School Office.
- The teacher will inform both the student and his/her parents about the violation committed by the student.
- Based on the report of the investigation, the Grade Level Coordinator will determine and recommend what, if any, disciplinary action will be imposed. A violation will result in disciplinary action.

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-day suspension The online platform is blocked	Warning
Second Offense	7-day suspension The online platform is blocked	written Notice 1- day suspension
Third Offense	Suspension, non-readmission, Exclusion The online platform is blocked	2-day suspension and will be considered as a major offense

Parents and Teachers Mutual Responsibilities

Teachers will keep the parent/guardian informed of the student's academic performance and development. Consultations will be conducted to discuss proper interventions to keep the children on track. Parents/Guardians are expected to co-supervise and co-monitor their children's progress throughout their studies. Furthermore, parents may contact their child's teacher directly if they have concerns or questions regarding the progress of their children.

Most importantly, the school, the teachers, the parents, and guardians, are partners in:

- encouraging students to use their learning time wisely.
- supervising and monitoring our children's progress throughout their studies.
- guiding, clarifying, and helping them to answer their questions about the subjects and activities they may have.
- supporting academic integrity.

References:

Jose Rizal University. (2017). *JRU acceptable use policy for internet and e-mail, revised April 24, 2017*

Department of Education. (2013). *Implementing rules and regulations (IRR) of republic act (RA) no. 10627, otherwise known as the anti-bullying act of 2013*. Retrieved from <https://www.deped.gov.ph/2013/12/23/do-55-s-2013-implementing-rules-and-regulations-irr-of-republic-act-ra-no-10627-otherwise-known-as-the-anti-bullying-act-of-2013/>