JOSE RIZAL UNIVERSITY
SENIOR HIGH SCHOOL 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' inputs and outputsassociated with their online learning activities 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 studentsshall 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, teacher, 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 teachers, employees, and students are intended for educational purposes only.

The University shall not tolerate bullying and harassment. Any student, parent, teacher, and staff whose actions are found to be deemed inappropriate and related to bullying, harassment, and cyberstalking will 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 fraudthat 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

Show up on scheduled time. Students are expected to log into their course(s) in order to keep up with the course materials. Teachers, staff, and administration 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 teacher and report the problem so that alternative courses 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, papers, assessments, and examinations on time. Failure to do so might result in a failing grade. Late submission will be given point deduction.

Video Conferencing/ Zoom Meetings/ Webinars

- Observe the proper etiquette during video conferences and webinars
- Wear decent/ appropriate attire during online classes, meetings, and conferences
- Be on the zoom meeting at least five (5) minutes before the time.
- If you opt to disable your camera, use your JRU Photo (in your ID)
- To show respect to the teacher or invited speaker, put your microphones on mute.
- For synchronous classes, absences shallbe monitored. The teacher shall record video or zoom meetings for the use of those who need to refer to it.
- Teachers and students may agree on having a 5-10 minute break to attend to their biological needs; and
- Participate actively in online discussions, whether synchronous sessions or chat.

Communications

- Always use your official University e-mail when communicating with 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.
- Always ensure the integrity of your work. Make sure you comply with the teacher's requirement/instruction. Non-compliance may result in getting a failing grade;
- Communicate with your respective subject teachers for any class issues;
- For connectivity issues or technical difficulties, inform your teacher immediately by sending an e-mail or an SMS.

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.

The following are considered major offenses:

- Threatening students by sending or posting unjust or obscene messages or images; online harassment
- Using or spreading the code or password of other people without permission;
- Stealing or owning software and files without permission;
- Sharing private materials from the University without permission;
- Disobeying the copyright law;

- Distributing, sending, or sharing pornography;

- Sending or posting false statement or accusation on someone;

- Breaking into the computer system of the University, another organization, or person;

- Using Canvas unrelated to educational purposes;

- Criticizing the University or other organizations through the use of social media, e-mail, or Canvas;

- Defying the University's rules and regulations;

- Recording any class session and transmitting it without proper authorization;

- Recording your teacher and classmates without proper authorization;

- Submitting plagiarized work or copying the paper or idea of another person;

- Cyberbullying; and

- Engaging in any other illegal activities.

The following are considered minor offenses:

- Turning on your mic without permission during a synchronous class;

- Wearing revealing clothes or clothes with inappropriate sayings/quotes;

- Disturbing the virtual learning environment; yelling or shouting is prohibited;

- Refusing to cooperate with a security investigation; and

- Sending inappropriate e-mail messages.

<u>Disciplinary Action</u>

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

- Upon the offense, the teacher shall complete and submit the Incident Report Form to the Student Disciplinary Coordinator through e-mail.
- The teacher will notify the student and parent/sof the violation
- Based on the report, the SDC will determine what, if any, disciplinary action will be imposed. A violation will result in disciplinary action and may result in the withdrawal of the student in the Virtual Learning course(s) or removal of the student from the Virtual Learning program.

Disciplinary Sanctions

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

	Major Offense	**Minor Offense**
First Offense	2- day suspension; Online platform is blocked	Warning to the student
Second Offense	5-day suspension; Online platform is blocked	Written Notice; Online PTC Online platform is blocked
Third Offense	Suspension or Non- readmission or Exclusion. The online platform is blocked	2- day suspension shall be considered asa 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 teacher 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/).