Dear Students and Parents:

Welcome to Virtual Virginia! We are excited that you are joining us in this online educational experience. This handbook answers many of the questions you may have about your Virtual Virginia courses and provides quick access to information. Please make sure you are familiar with all of the Virtual Virginia policies and procedures outlined here.

Virtual Virginia courses meet or exceed rigorous curriculum standards, including the Virginia Standards of Learning (SOL) and the College Board Audit Certification. All Virtual Virginia courses are staffed by highly-qualified Virginia licensed instructors with virtual office hours posted within the courses. These virtual office hours provide ample opportunities for you to contact your instructor(s) via a toll free telephone line or online within the course’s e-mail, chat, or paging technology. In addition to the local mentor, students may access the services of the instructional supervisors or the toll free Virtual Virginia Help Desk for technical issues. We want our students to succeed and we go the extra mile to support your online learning experience.

Virginia has a long history in providing distance learning opportunities for its middle and high school students. Beginning in the 1980s, Advanced Placement (AP) and world language courses were offered via satellite to students throughout Virginia. The primary mission of the program was to serve rural and underserved students with courses that were either unavailable because of the lack of highly qualified instructors or there were too few students to offer the course. Thousands of students in Virginia and across the nation have successfully completed courses using the Virginia Satellite Education Network (VSEN). Several years ago, the program changed to include Web-based delivery and additional world language and Advanced Placement courses were added. The program became known as the Virginia Virtual Advanced Placement School (VVAPS). The Virginia Department of Education saw a need to combine these two programs and move toward embracing online education. Through that process, Virtual Virginia was born. Our continually expanding course offerings are evidence that Virtual Virginia today is a program that helps meet the individual needs of students.

Virtual Virginia students will be active participants in the virtual world of learning. They will work with talented instructors who will interact with them to help them achieve their educational goals. An online class is similar to a regular classroom in some ways. Students will experience opportunities to interact with other students around the state, around the nation, and from other countries. They will develop strong relationships with their instructor and their fellow students. They will get an opportunity to learn technology skills in addition to subject area knowledge. Students are expected to effectively manage their time and keep up with course assignments. This manual will detail the guidelines that have been developed to ensure that students understand the expectations and requirements of the program.
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Student Support

The Virtual Virginia student support program provides a comprehensive set of services that aim to promote and support the academic, career, and personal/social growth and development of our students. Tavy Young works as your virtual school liaison. She provides support for all of our virtual students through collaboration and consultation with students, parents, representatives of the local school division, our virtual administration, faculty, and staff.

Students, parents, and local school officials may contact Tavy Young, Virtual Virginia Registrar via phone at 866-903-8194 or e-mail at tavy.young@virtualva.org.

Help Desk

Virtual Virginia operates a toll-free technical support line for students and local school personnel to use for assistance with any technical issues related to Virtual Virginia courses. This toll-free number is 866-650-0027 and is open Monday through Friday, 8:00 a.m. to 5:00 p.m.

Technical questions can also be sent to support@virtualhelpdesk.org. The Virtual Virginia Help Desk does not take the place of your school’s on-site technical support team. The Help Desk cannot answer course content related questions or questions about other program elements. These questions should be directed to your online course instructor.

On-Site Mentor

Each student taking courses with Virtual Virginia must be assigned a mentor by their school. The principal or assistant principal within a school assigns mentors. If the mentor changes after enrollment occurs, the local school is responsible for entering this change in the registration system.

Mentors cannot access student information if they are not attached to the student in our registration system. Mentor/student partnerships are communicated to the students, parents, school counselors, teachers, and registrar of Virtual Virginia. Local teachers may serve as mentor teachers; however, the mentor does not have to be a licensed teacher. Daily mentor responsibilities include:

- Maintaining regular contact with students taking online classes outside of the classroom setting
- Monitoring students’ progress and needs through daily contact with students taking online courses
- Monitoring classroom activities and progress of students taking online classes within the school
- Serving as liaison between the student, the school counselor, Virtual Virginia instructors, and student parents/guardian regarding student performance and progress
- Proctoring tests and examinations on school grounds
- Collecting student forms required by Virtual Virginia and submitting them as directed
- Working with the local technology staff to ensure that all students have access to the appropriate technology including telephones
- Retrieving and providing the school with student grades on locally designated dates
• Notifying guidance immediately of any student’s intent to withdraw from Virtual Virginia courses. Withdrawals must occur within 21 calendar days of the start of the course to avoid the assessment of the administrative fee ($75). Students must continue to submit work until withdrawal is processed or the grade may be negatively affected.

**Statement of Nondiscrimination**

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities. The following position has been designated to handle inquiries regarding the Department’s nondiscrimination policies:

Superintendent of Public Instruction  
Virginia Department of Education  
Post Office Box 2120  
Richmond, Virginia 23218-2120

For further information on federal nondiscrimination regulations, contact the Office for Civil Rights at [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) or call 800-421-3481.

You may also view Executive Order 6 (2010), which specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans.

**Enrollment**

Students who are enrolled in and attending a Virginia public school may enroll in a course with prior approval of the local school. The school counselor or designee registers the student online through the Virtual Virginia registration system. Students are enrolled in courses on a space available basis.

If a student wishes to take an online course in addition to a full schedule of classes, it will be at the discretion and approval of the home school to award the credits and pay for the courses if necessary. There is no limit to the number of courses that a student may take if the school approves the course registration and the student meets the course prerequisites.

For a student to enroll in a Virtual Virginia course, the local school must agree to award the assigned credit for the course. If the course includes a relevant end-of-course assessment, the local school will administer the assessment and award Verified Credit. Credit is posted into the student’s record by the student’s middle or high school.

Home school students may also register for Virtual Virginia courses. The home school instructor of record, who may be the parent/guardian, may enroll the student, and the parents or guardians are responsible for payment of all tuition or fees associated with the course.
Adding and Withdrawing from Courses

When space is available, course enrollment is allowed through the first week of school for the student’s local school division. Students in Virtual Virginia courses who wish to drop a course must withdraw within 21 calendar days from the first day of the course. The school division is assessed an administrative fee of $75 for students who withdraw more than 21 calendar days after the start of the course. No tuition will be refunded after 60 calendar days. Please note students must continue to submit assignments until the online withdrawal is processed locally and recorded in the Virtual Virginia student information (registration) system. Grades may be negatively impacted by assignments not submitted until the date of withdrawal. The notation of Withdrawn Failing or Withdrawn Passing on the student’s record is a local school decision.

*Students who fail to login over a 30 calendar day period will be administratively dropped from the course and the school division will be invoiced for the withdrawal fee.*

Withdrawing from an online course should be done by the local school counselor or the person who initially registered the student and must be done online by going to the student information (registration) site and clicking on the drop icon on the student enrollment page. Counselors needing assistance are asked to contact the Virtual Virginia registrar at 866-903-8194 to ensure the withdrawal process is complete. Simply withdrawing at the local school and/or notifying the online instructor is not considered a withdrawal. Students who stop participating in the course without officially withdrawing will continue to receive zeros for unsubmitted work until the end of the course, at which time their schools will receive a final grade.

Fees

There is a tuition charge for non-ECS students enrolled in AP courses of $375 times the Local Composite Index (between $75 and $300). The new 2016-2018 Local Composite Index Figures will be added during the 2016-2017 school year. Tuition for Virginia private and home school students is $499 per credit ($299 per .5 credit). Tuition for out-of-state enrollment is $849 per full-credit course ($549 per .5 credit). Virginia Public Schools will not be charged tuition for world language courses (Chinese, French, Latin, and Spanish) and for certain non-AP electives.

Textbooks, Equipment, and Supplies

All textbooks, equipment, supplies, and computer access needed to participate in a Virtual Virginia course should be provided by the school which registered the student for that class. In the case of home school students, parents will provide these resources. A list of required textbooks can be found at [http://www.virtualvirginia.org/courses/catalog/index.html](http://www.virtualvirginia.org/courses/catalog/index.html).

School Calendar

Courses are offered on a 4x4 block (36 weeks of work completed in 18 weeks to receive one Carnegie credit, unless otherwise indicated), year long (which includes A/B schedules) and half-credit on semester schedule. Our academic calendar is posted on the [www.virtualvirginia.org](http://www.virtualvirginia.org) Web site. Classes are divided into course sections which align with division school calendars as much as possible. The rolling start dates begin in mid-August and continue through the second week in September. For 4x4 block classes and semester half credit courses, spring classes begin on a rolling calendar in early January.
Instructors will provide a calendar or pacing guide on the course home page. It is very important for students to turn in assignments by the deadlines listed on the course calendar. If a student misses an assignment deadline, that assignment’s grade will be recorded as a zero. The student may be able to arrange to turn in later work to his or her instructor with a grade penalty. Virtual Virginia holidays and breaks may not always align with individual school calendars. Students are responsible for notifying their instructors about any calendar conflicts well in advance and should make sure that their assignments are completed in a timely manner.

Because spring breaks occur across a wide range of dates for our partner schools, students may be given assignments to complete during their home schools’ spring breaks. These assignments will be posted in advance, so students may plan accordingly. These assignments should be turned in by the published deadline, regardless of the home school’s break status.

Students are expected to work on their courses outside of school hours. The College Board recommends that AP students spend five to ten hours working outside of class per week per course. Students taking 4x4 block versions of our courses are learning the same amount of material as students taking the yearlong versions of courses even though 4x4 block courses are one semester long. It is especially important for these students to manage their time wisely.

**Student Contact Policy**

Students must continually communicate to be successful in online courses. Instructors attempt to contact students by phone or web conferencing software regularly and follow Virtual Virginia guidelines for contacting students, parents, mentors, or school principals when students fail to participate in the course on a regular basis.

**Grades**

Using the online grade book within the course management system, the local school mentor retrieves the numeric grade for each individual student. Grades are based on a 100-point scale and are cumulative throughout the Virtual Virginia semester. Local calendars and grading requirements vary widely throughout the state; therefore, the local school mentor will retrieve the grades for interim, six or nine week periods, and other grading periods as needed and determine the letter grade according to the local grading scale. The final grade will be made available to the counselor of record. Please note that the final exam grade is already calculated into the final grade. Consult with the course instructor if you have specific questions about grades.

Virtual Virginia does not have a specific grading scale; the local school will convert the numeric grade awarded to a letter grade based on the local grading scale. Honors points, weighting, and other special considerations are made at the discretion of the local school and should be determined prior to the student’s enrollment. Online AP students should be given the same consideration as students taking AP courses at their local schools.

**Late Work Policy**

Timely submission of assignments is the hallmark of a successful online student. All assignments will have a due date published in the course calendar. If a student does not complete the assignment by the due date, a grade of zero will be recorded for that assignment. At the teacher’s discretion, the student may request the opportunity to complete the assignment up to two weeks after the original due date at a grade penalty of up to 15% for the first week late and up to 30% for the second week late. If there are extenuating circumstances that can be verified by a mentor, counselor, or parent, the grade penalty may not be applied. All requests are considered on a case by case basis and may not be approved. This policy is intended to help students recover if they fall behind in a course but
is not intended to allow repeated tardiness in work submission. After any student’s second request to turn in late work in a semester, the teacher may require all future requests to be made in writing from the school counselor or principal. In addition, assignments due during the two weeks before both the semester and course end dates will not be given the normal two-week grace period. If these assignments are not submitted on time and no extenuating circumstance is verified, the student will receive a grade of zero for those assignments.

Occasionally, an extenuating circumstance prevents a student from completing a semester or a course by the assigned end date. To grant semester or course extensions, Virtual Virginia instructors must receive a written request from the student’s counselor or principal explaining why the student was unable to complete the work on time, when the new end of semester or end of course date should be, and steps the school will take to support this student as he or she finishes the work.

**Academic Integrity and Ethics Agreement**

Virtual Virginia students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Each student is expected to verify that the work on each assignment is his or her own.
- Collaborating with another classmate on any assignment must be preapproved by the instructor.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the Internet.
- No student should store course work on a public or shared network drive.

If a student plagiarizes work in any manner, the student is subject to disciplinary action including possibly being given a zero for that assignment, removal from the course with a failing grade, or other consequences.

**ADA Compliance**

It is the instructor’s responsibility to provide appropriate services to all students, including those with documented disabilities. In the registration process, counselors were asked to identify qualified students with disabilities who need appropriate adjustments by indicating the student had either an IEP or 504 plan. The school counselor and local mentor will develop a plan for services to be offered and share these accommodations needed for the students’ success in the course with the Virtual Virginia instructor.

**Early Warning System**

The early warning system provides advance notification to the student, mentors, parents, counselors, and administrators in situations where a student’s current semester average is below 70%. On the first and fifteenth of each month, automated e-mails to students who meet this criteria will be generated by the Student Information System (Genius). The same e-mail will also be sent to those students’ mentors, counselors, and Virtual Virginia teacher. If a student is identified twice by the early warning system for the same course, his or her counselor will also conduct a phone conference with that student’s parents or guardians about the situation. If a student is identified three or more times by the early warning system, his or her mentor will work with the school counselor to develop a plan of action for that student, which will include the same stakeholders continuing to receive automated e-mails whenever the student’s current semester’s average goes below 70%.
Local School or School System End-of-Course Assessments

Students enrolled in Virtual Virginia are expected to take end-of-course assessments as set by the instructor and do not follow local school exam exemption policies. If the local school or school system has a local standardized end-of-course exam that is included in the student’s grade for the course, the school or school system determines whether the student must take the exam. Alignment between the content of the local exam and the content of the online course should be examined as part of the determination of whether the student will take the exam.

Advanced Placement courses have assessments associated with them and all virtual students are encouraged to take the AP exams corresponding to their Virtual Virginia courses. Parents of home school students should register for AP exams through their local public school divisions.

Standards of Learning (SOL) Tests

Students enrolled in courses with Virtual Virginia that have SOL tests must take the test at their local school.

*Virtual Virginia DOES NOT exempt students from course final exams, regardless of local school policy.*

National Collegiate Academic Association (NCAA) Credit

Courses taught via the Internet, distance learning, independent study, individualized instruction, correspondence or similar means may be used to satisfy NCAA core course requirements if all the following conditions are satisfied:

- The course meets all requirements for a core course as defined in the NCAA Core-Course review, which is available at www.ncaa.org.
- The instructor and the student have access to one another during the duration of the course for purposes of teaching, evaluating, and providing assistance to the student.
- Evaluation of the student’s work is conducted by the appropriate academic authorities in accordance with the high school’s established academic policies.
- The course is approved by the NCAA, listed on the local school approved courses list, and placed on the high school transcript.

Clubs

Virtual Virginia offers occasional opportunities for students to participate in online curriculum clubs, such as the World Language Club and the Social Studies Club. Information regarding the clubs will be provided throughout the school year to eligible students.

Technology Access and Requirements

The Virtual Virginia Support Department is available to work with students, local schools, and division staff to ensure that students have assistance in using the necessary computer hardware and software. Local technical staff will need to work with the Virtual Virginia staff to

- Verify that the workstation meets the minimum hardware and software requirements in this document and ensure adequate bandwidth
• Act as a resource for the installation of programs and problem-solve any technical difficulties throughout the course
• Communicate with the Virtual Virginia Help Desk as needed

All Virtual Virginia students, including those working outside of the local school setting, must have access to the required hardware and software listed in the Virtual Virginia Technology Handbook.


Internet access is required to take any of the courses. To take full advantage of the interactivity of the courses, broadband access is strongly recommended. Students are provided an e-mail account within the Desire2Learn (D2L) course management system. While Internet access is not required at home for school-based students, it is strongly recommended.

**Student Code of Conduct**

All students will be required to agree to abide by the Student Code of Conduct (see Appendix C). The code outlines expectations for appropriate student behavior and the consequences associated with failure to adhere to the code.

**Right to Privacy**

Virtual Virginia will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following individuals have access to student records: Virginia Department of Education (VDOE) board members, the Virtual Virginia administrative team, the professional staff of the student’s school (teacher/school counselor), and appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records. A final grade report is available to the student’s local school upon completion of their online course(s) or at any time upon the request of the local school and/or student’s legal guardian.

The names of Virtual Virginia students, their images, and their coursework will not be published on the public Virtual Virginia Web site without student and parent or guardian consent.

Each Virtual Virginia student is provided a unique password that will allow him/her to access the online course. It is the responsibility of the student to keep his/her password secure.

As cited in Virtual Virginia’s Acceptable Use Policy, students should not consider communication within Virtual Virginia’s course management system as private. Communication through the pager, e-mail, discussion board, chat, blog, and other communication tools provided by Virtual Virginia is subject to monitoring by Virtual Virginia staff without other prior notice. Inappropriate use of any Virtual Virginia communication tool, such as using these tools for profanity or cyberbullying, is grounds for discipline including but not necessarily limited to the following: parental contact; local school contact; application of local student code of conduct consequences; administrative removal from Virtual Virginia courses; or contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.
Acceptable Use of Technology

All students and staff are expected to conduct their communications in a professional and respectful manner. Inappropriate language or behavior will result in disciplinary action and possible termination from the online course at the discretion of the local school administrator and the Virtual Virginia Instructional Supervisor. Each student will acknowledge his/her willingness to abide by Virtual Virginia’s Acceptable Use Policy (see Appendix B) and the procedures outlined therein will apply to all online courses.

Netiquette

Internet etiquette will help you communicate online in an efficient, effective, and courteous manner.
Basic rules of thumb:

• Always write using the standard rules of English. Capitalize when appropriate, spell correctly, and use proper grammar. Your communication should reflect this formal environment.
• Avoid acronyms.
• Proofread before you send or submit.
• Be precise and be clear.
• Follow the golden rule to treat your classmates and instructor the way you want to be treated.

Accessing Courses

Once the semester begins, you can access your online course by following these steps:

2. Enter your username* and password (Usernames and passwords are sent via e-mail to the school counselor at least 24 hours before course begins.)
3. Please have the counselor or mentor contact the Virtual Virginia registrar for assistance, if needed.
4. Customize your password on the first day of classes.
5. Enter your classroom.
6. There are click through screens with information you will need to review regarding the student handbook, acceptable use policy, and academic integrity agreement.

If you have trouble accessing your course, please visit the tech support link at www.virtualvirginia.org or e-mail support@virtualhelpdesk.org.
Appendix A: Academic Integrity and Honor Statement

In a virtual school, the students, faculty, and staff join together in a unique learning community. Creating a community of trust is an essential part of this process. At Virtual Virginia, we believe that maintaining high standards for academic integrity and honesty significantly contributes to the creation of our community of trust.

The faculty and staff of Virtual Virginia expect students to maintain a high standard of academic integrity.

A commitment to submit original work for evaluation and to neither give nor receive aid on course quizzes, tests, or projects when prohibited by the instructor is evidence of the academic integrity expected of our students. In the event that guidelines are unclear, our students assume the responsibility for communicating with the instructor as to not compromise the integrity of the work they submit.

The faculty and staff of Virtual Virginia expect students to maintain high standards of academic honesty.

Our students’ academic honesty is demonstrated through submitting original work that provides appropriate credit to all sources used. Academic dishonesty involves attempts by students to show possession of knowledge and skills they do not possess through cheating or plagiarizing. Examples of academic dishonesty include cutting or copying and pasting other author’s work without properly attributing the work to the owner; collaborating with other students on an assignment without prior approval from the instructor; altering or misusing documents; impersonating, misrepresenting, or knowingly providing false information as to one’s identity; cheating on examinations (receiving help not specifically approved by the instructor); and plagiarism.

STUDENTS ACCEPT THE TERMS OF THIS ACADEMIC INTEGRITY AND HONOR STATEMENT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.
Appendix B: Acceptable Use Policy

Virtual Virginia recognizes that appropriate use of technology resources is the responsibility of all individuals involved in the educational process. To this end Virtual Virginia:

- Requires that all material and resources posted in online courses be consistent with the following guidelines, supporting and enriching the curriculum while accounting for the varied instructional needs, learning styles, abilities, and developmental levels of students
- Expects that staff will integrate electronic information that is consistent with the curriculum
- Expects that staff will provide guidance and instruction to students in the appropriate use of such resources
- Recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources
- Provides online services to students and staff with the expectation that they will exercise appropriate usage

Web Site Content
To ensure that the virtual school’s Web content is appropriate, relevant, and does not violate individual rights and security, the following standards must be met.

Content of the virtual school site will be in accordance with the following objectives:

- enriches and supports the curriculum
- provides sources of information for pupils, staff, and parents
- adheres to copyright laws
- meets appropriate editorial standards

It is highly recommended that no photographs of individual students be included, but group shots from a distance are encouraged. Before individual portraits or students’ last names are published, written permission must be obtained using the Virtual Virginia Media Release form. NO individual addresses or phone numbers will be published.

Links contained on the virtual school’s Web site must be appropriate and relevant to the curriculum and purposes of the school. These might include sites that

- are historical
- provide educational services and/or resources
- provide information on curricular activities

Links to personal Web sites will be allowed only if they adhere to the above standards and have been approved by the appropriate Virtual Virginia school center supervisor.

Links from the virtual school’s Web sites shall not include:

- Sites that are in conflict with the objectives of Virtual Virginia
- Sites whose sole purpose is commercial advertisement
When using school resources to create Web sites, virtual school students, faculty, and administration will limit the development of those sites to material designed to meet the Virtual Virginia’s curricular goals.

Virtual Virginia Web content and resources are valuable educational tools for students and staff. Their use and access are a privilege. They will be used in a responsible, safe, ethical, and legal manner. Use of technology resources in an inappropriate manner may result in removal from Virtual Virginia courses, disciplinary action(s) in accordance with relevant virtual school and local school division policies, and/or legal action. Communications via Virtual Virginia software and resources should not be considered private. (This includes, but is not limited to, the e-mail, pager, discussion board, blog, and chat tools in the course management system and other Virtual Virginia resources.) Students and staff who have the privilege to use virtual school online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
- Do not engage in the use of profanity, obscenities, or sexually explicit material.
- Do not use expressions of bigotry, racism, and/or hate.
- Do not intimidate, bully, harass or embarrass.
- Maintain individual anonymity and privacy.
- Do not reveal personal addresses, phone numbers, social networking identities, or other personal information.
- Do not display portraits of individuals without parental/guardian permission on the Virtual Virginia Media Release form.
- Use resources appropriately.
- Do not engage in acts of vandalism (malicious attempts to harm or destroy files, material, software, or equipment of others).
- Do not use course software or network resources to display or convey personal, political, or commercial messages.
- Do not use other’s accounts.
- Do not trespass in other’s work, files, or folders.
- Retain privacy of individual passwords.
- Do not exploit the technology for dishonest purposes (cheating, plagiarism, etc.). Any collaboration on class work with others must have prior instructor approval.
- Do not store coursework on public or shared network drive.
- Do not use the technology for illegal purposes.
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or material protected by trade secret.)

**CYBERBULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA.**

Virtual Virginia administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

**STUDENTS ACCEPT THE TERMS OF THIS ACCEPTABLE USE POLICY BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.**
Appendix C: Student Code of Conduct

Philosophy
Virtual Virginia provides an atmosphere of respect conducive to teaching and learning in which the intellectual, physical, emotional, and social needs of students are met. Students, parents, administrators, instructors and all other staff members are responsible for creating a learning environment in which education can prosper. It is the primary responsibility of students to maintain a climate of mutual respect and trust so the dignity of the individual can be protected and the pursuit of opportunities for each student may be realized. It is the responsibility of administrators, instructors, and all other school staff to be consistent and fair in the application of all Virtual Virginia policies and regulations.

Student Rights
A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, break school rules, present a health or safety hazard, or disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community. To the extent permitted by applicable law, students have the right to:

• A public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities
• An orderly school environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety
• Express themselves in speech, writing, or symbols, consistent with their constitutional rights and Virtual Virginia policy

Student Responsibilities
It is the primary responsibility of students to maintain a climate of mutual respect and trust so that the dignity of the individual is protected and the pursuit of opportunities for each student may be realized. Students are responsible for:

• Knowing and complying with any rules or regulations of Virtual Virginia, as well as local, state, and federal laws
• Participating in course activities regularly and completing class assignments and/or requirements
• Contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized

Parental Responsibilities
Each parent has the duty to assist school employees in enforcing the Student Code of Conduct and the attendance policies so that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

Prohibited Behaviors
No student shall violate any laws and/or rules and regulations of Virtual Virginia. The following are general categories of prohibited conduct. Specific conduct violations and accompanying consequences are listed below. The Academic Integrity and Honor Statement (Appendix A) and the Acceptable Use Policy (Appendix B) also define expectations for student behavior and should be considered a part of this Student Code of Conduct.

• Alcohol and Drugs—The unlawful distribution or dispensation of alcohol, anabolic steroids, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled
substance as defined in the Drug Control Act, Chapter 34, Title 54.1 of the Code of Virginia, or as defined in schedules I through V of 21 U.S.C. 812, or imitation controlled substances or drug paraphernalia. Drug paraphernalia shall mean those items described in §18.2-265.1 of the Code of Virginia and imitation controlled substance shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.

- **Defiance of the Authority of School Personnel**—Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Virtual Virginia policies and regulations.

- **Dishonesty**—Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks. Students must adhere to the principles in the Academic Integrity and Honor Statement.

- **Disruptions**—Students shall not behave in a disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the classroom. This prohibition includes encouraging or promoting illegal behavior.

- **Gambling**—Gambling in any form is prohibited in association with any school activity.

- **Sexual Harassment**—Students shall not sexually harass another student or any school employee, volunteer, student instructor or any other person present in school facilities or at school functions.

- **Threatening Behavior**—Students shall not threaten students or staff members with physical harm.

- **Vandalism**—Students shall not maliciously or willfully injure, deface, or destroy Virtual Virginia hardware, software, or other resources or the personal hardware, software, files or resources of individuals. In addition to criminal sanctions against offending students, the Code of Virginia allows the school board to collect up to $2,500 in damages from parents of minors who destroy school property.

- **Verbal Abuse and Vulgarity**—Students shall not verbally or graphically curse or abuse anyone; use vulgar, profane, or indecent language; or display any obscenity or indecency. Students may not bully, intimidate, or make derogatory comments about others.

- **Violence**—Students shall not contribute to aggressive behavior that is disruptive or dangerous.

**CYBERBULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA.**

**Consequences**

Violations of the above mentioned prohibited behaviors may result in one or more of the following consequences:

- Parental contact and issuance of a grade of zero in instances of plagiarism or cheating
- Local school contact and application of local student code of conduct consequences
- Administrative removal from Virtual Virginia courses
- Contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

**STUDENTS ACCEPT THE TERMS OF THIS CODE OF CONDUCT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.**
Appendix D: Virtual Virginia Student Participation Agreement

NOTE: This form must be signed by both student and parent and kept on file in the school counseling office for the remainder of the academic year.

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a Virtual Virginia course so you can be better prepared to maintain a regular schedule of participation and assignment completion.

Within each course, the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment, please complete the information indicating your acceptance of the policy below:

I acknowledge that during the first 21 (calendar) days of being activated into my Virtual Virginia course, I may drop the course without penalty. I understand that for each online course, there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course, my school being charged the $75 withdrawal fee, and may result in a failing grade being reported on my academic transcript.

Student Signature: ____________________________ Date: ____________

Parent Acknowledgement

Virtual Virginia is interested in providing parents with the ability to monitor their student’s performance. If requested, we provide a parent auditor account that gives access to course grades, and we contact parents if a student’s performance indicates the need for intervention. Below, please indicate your preference.

NOTE: We will send parent auditor credentials to the email address indicated below.

In addition to the above acknowledgement, I

__ DO NOT want to be contacted by email regarding my son/daughter’s performance.

__ DO want to be contacted by email regarding my son/daughter’s performance and want to receive a parent auditor account. I give Virtual Virginia employees permission to contact me at the following email address.

Email address: _______________________________________________________________________

Parent or Guardian Signature: ____________________________ Date: ____________

Important Note:
Many types of e-mail accounts, such as work e-mail accounts, are not secure. As such, employers or email service providers may have access to any confidential information (such as grades or performance) that Virtual Virginia communicates through email.
Appendix E: Virtual Virginia Student Participation Agreement

NOTE: This form must be signed by both student and parent and kept on file in the school counseling office for the remainder of the academic year.

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a Virtual Virginia course so you can be better prepared to maintain a regular schedule of participation and assignment completion.

Within each course, the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment, please complete the information indicating your acceptance of the policy below.

Student Acknowledgement

I acknowledge that during the first 21 (calendar) days of being activated into my Virtual Virginia course, I may drop the course without penalty. I understand that for each online course, there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignments on a weekly basis may result in my removal from the course, my school being charged the $75 withdrawal fee, and may result in a failing grade being reported on my academic transcript.

I also acknowledge that I will follow all policies and procedures outlined in the Virtual Virginia Student and Parent handbook (available at www.virtualvirignia.org).

Student Signature: _________________________________________  Date: ________________

Parent Acknowledgement

In addition to the above acknowledgement, I

_____ DO NOT want to be contacted by email regarding my son/daughter’s performance.

_____ DO want to be contacted by email regarding my son/daughter’s performance and give Virtual Virginia employees permission to contact me at the following email address and

request that a parent auditor account be created for me.

Email address: ______________________________________________________________

Parent or Guardian Signature: ______________________________  Date: ________________

Important Note: Many types of e-mail accounts, such as work e-mail accounts, are not secure. As such, employers or email service providers may have access to any confidential information (such as grades or performance) that Virtual Virginia communicates through email.