

**Fairfield Area Cyber Education (FACE) - Code of Conduct**

Students are expected to follow the code of conduct policies, and Fairfield Area School District will not tolerate a student not complying with these policies. If there is misconduct, the school administrator will use their professional judgement in determining a disciplinary action or consequence. The following may result in disciplinary action:

- Cheating, acting dishonestly, copying, or using someone else’s work
- Violating the Academic Integrity/Plagiarism Policy
- Insubordination – not accepting directions; refusing to cooperate
- Theft – taking property without right or permission
- Fighting – participating in physical contact with another
- Vandalism – purposeful destruction of property
- Violating the Acceptable Use Policy (Board Policy 815) or School Policy
- Harassment or Obscene Language
- Possession of illegal drugs and/or alcohol.
- Bullying

**Fairfield Area Cyber Education (FACE) - Academic Integrity/Plagiarism Policy**

It is expected that all work submitted for the purpose of meeting online course requirements is the original work of the individual student. This includes (and is not limited to) homework, exams, course assignments, projects, activities, essays, written assignments, and research. If this is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action.

*Plagiarism is defined as copying/stealing and passing off as one’s own, the ideas or words of another, using someone else’s created product without crediting the source. Examples include:*

- Turning in a paper copied from an internet source
- Using another’s work in whole or part
- Using information from a research source without crediting the source
- Using another’s ideas or opinions without giving credit
- Using facts, statistics, or pictures without giving credit

As the internet becomes more accessible, incidents of plagiarism have increased. Many institutions penalize plagiarism with student expulsion. Therefore, in the interest of the student’s future education, plagiarism will be dealt with in the following manner:

- Plagiarism will result in a “zero” (no credit) on the assigned paper or project. Cyber monitors may allow the student to rewrite the assignment for partial credit.
- Cyber monitors will provide written documentation of plagiarism with the following procedure:
  - Discussion with the student
  - Call to parents by the cyber monitor

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**We have read and understand the above policies and agree to abide by the rules of these policies.**

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

<p><b>Cyber Coordinator Signature:</b> _____</p> <p><b>Date Completed Form Received:</b> _____</p>
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**Fairfield Area Cyber Education (FACE) - Student Contract**

The Fairfield Area Cyber Education (FACE) program is a means for the district to provide online courses to expand student options and the curriculum offerings. This is a unique opportunity, so certain standards are expected of students enrolling in these courses. This contract and policy makes both the student and the parents/guardians aware of the standards expected of students enrolling in these courses.

As a student taking a course in the Fairfield Area Cyber Education (FACE) program, I am aware of the following:

1. I understand and acknowledge that certain standards are expected of me, as a student, and inappropriate use of the internet violates the Acceptable Use Policy (Board Policy 815).
2. I understand that if I choose to receive a district Chromebook on which to complete FACE course work, I will:
  - a. Complete all paperwork as directed to honor the Student Technology Agreement (STA).
  - b. Provide proper payment for damage insurance as required by the STA.
  - c. Utilize the proper Google account as outlined in the STA with parental permission.
3. I understand and acknowledge that appropriate language or messages will be used in all communication.
4. I understand and acknowledge that anything I do with this course can be retrieved and printed by the cyber monitor, Cyber Coordinator, administrator, or Technology Coordinator at any time.
5. Course Expectations:
  - a. Students must communicate with their cyber monitor on a weekly basis (i.e. person-to-person, email, or phone call) in a professional manner.
  - b. Students must complete all lessons in the appropriate order.
  - c. Students will include their first and last name in messages/emails to the Cyber Coordinator and course monitors.
  - d. Students must use information appropriately at all times within the course.
  - e. Students must maintain academic honesty.
  - f. Students must follow the Fairfield Area School District’s Acceptable Use Policy (Board Policy 815).

Violations of these rules may result in disciplinary action, including the loss of a student’s privileges to use the school’s technology resources.

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**We have read and understand the above policy and agree to abide by the rules of this policy.**

**Student Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

<p><b>Cyber Coordinator Signature:</b> _____</p> <p><b>Date Completed Form Received:</b> _____</p>
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