



MERVED ONLINE PROGRAM FACULTY MANUAL

Table of Contents

Welcome.....	4
Contact Information	5
MRVED Online Learning Site Facilitators	5
MRVED Online Course Instructors 2019-20	6
MRVED Online Program.....	7
Know how it works.....	7
Logistics.....	7
Course Registration and Enrollment Process	7
About the MRVED Online Program	8
Class Size	8
Supplemental Learning.....	8
Technical guidelines	8
Technical Issues Flowchart.....	8
Course Supplies, Materials, and Resources.....	8
Online courses count.....	8
Attendance.....	9
Withdrawal due to Non Attendance	9
Drop/Add Policy.....	9
Extra Curricular Eligibility.....	10
Get started right away.....	10
Accommodations and Modifications	10
Support Services	10
Students should keep copies of their work	10
Follow the Internet Use Agreement	10
Demonstrate proper conduct	10
Cheating	11
MRVED Online Program and federal and state regulations.....	11
APPENDICES	12
Appendix A: MRVED 2019-20 School Districts	12
Appendix B: Sample Email to Students	13

Appendix C: Technical Guidelines	14
Appendix D: Technical Issues Flowchart.....	15
Appendix E: Grading Process and JMC.....	16
Appendix F: Not Meeting Expectations Flowchart	18
Appendix G: Online Learning Syllabus Format.....	19
Appendix H: MRVED Online Program Acceptable Use Policy	21
Appendix I: Federal and State Regulations	23

Welcome

Dear Online Faculty,

This manual serves as a guide to faculty who are teaching in the MRVED Online Program. Please review this each year, prior to the start of your course, and use it as a guide throughout the year. If you have suggestions on other information that should be included in this manual, please let us know. We are always looking for ways to improve.

Teaching an online course is different from teaching face to face with students in the classroom. It takes some thought to develop a course that will be engaging to online learners. If you need ideas on how to make your course successful, talk with Brandon or Karen.

Some things we have learned over the past couple of years include:

- Send each student a note welcoming them to your class and include instructions on how to register in Moodle. This information is located on the MRVED website under Online Learning/Forms.
- Log in and complete some work every day. If students don't see you logging in, they don't feel like they need to log in.
- Model what you expect from your students. Always use good "netiquette" when communicating online.
- Be engaged in your teaching and learning. Make yourself available in your virtual classroom.
- Online courses provide opportunities to learn and apply new skills. Be curious. Try some new things in your online course.
- If you need help, ask for it! Brandon and Karen want to know right away if you are having any problems with students, the technology, or the course.
- If your students are not "showing up" or aren't completing work, follow the flow chart and make the necessary contacts.
- Give your online course your best effort. This course won't work, unless you do.

We are excited that you have chosen to be a part of faculty for the MRVED Online Program!

Karen Jacobson
MRVED Online Program Director
kjacobson@mrved.net
320-269-9297

Brandon Raymo
MRVED Online Program Assistant Director
braymo@mrved.net
320-269-9297

Contact Information

MRVED Online Learning Site Facilitators				
Name	Position	District	Phone	E-mail
Karen Jacobson	MRVED Online Program Director	MRVED	320-269-9297	kjacobson@mrved.net
Jason Strand	Guidance Counselor	Benson	320-843-2710	jstrand@benso.k12.mn.us
Rebecca Mortenson	Guidance Counselor	Dawson/Boyd	320-769-2955	rebeccam@dwby.k12.mn.us
Paul Lowry	Guidance Counselor	Lac qui Parle Valley	320-752-4200	plowry@lqpv.org
Shelley Buntjer	Guidance Counselor	Lakeview	507-423-5164	shelleybuntjer@lakeview2167.com
Jeremy Frie	Principal	Minneota	507-872-6175	jeremy.frie@minneotaschools.org
Melea Ellingson	Guidance Counselor	Montevideo	320-269-6446	mellingson@montevideoschools.org
Rhonda Brandt	Principal	MVALC	320-269-7131	rbrandt@montevideoschools.org
Antony Seemann	Guidance Counselor	Ortonville	320-839-6181	antony.seemann@ortonville.k12.mn.us
Gina Hagen	Principal	Renville County West	320-329-8368	ghagen@rcw.k12.mn.us
Ryan Luft	Principal	Yellow Medicine East	320-564-4081	rluft@isd2190.org

MRVED Online Course Instructors 2019-20

Name	Course	District	Phone	E-mail
Barka, Tori	Plant Production	Lakeview	507-423-5164	toribarka@lakeview2167.com
Bergeson, Kaia	Child Development, Food/Nutrition	CTE	320-226-1398	kaia.bergeson@gmail.com
Dargay, Elizabeth (Liz)	Photography	RCW	320-329-8368	edargay@gmail.com
Gigstad, Kelly	Marketing I	RCW	320-329-8368	kgigstad@rcw.k12.mn.us
Grossman, Jenessa	Digital Art	Benson	320-843-2710	jegrossman@benson.k12.mn.us
Haberman, Mary	Medical Biology	MVALC	320-269-7131	mhaberman@montevideoschools.org
Isfeld, Tamara	Art Foundation	YME	320-564-4081	tisfeld@isd2190.org
Johnson, Kim	Accounting	Ortonville	320-839-6181	kimberly.johnson@ortonville.k12.mn.us
Moriarty, David	Intro to Business, Intro to Entrepreneurship	Minneota	507-872-6175	david.moriarty@minneotaschools.org
Reuss, Charlene	Creative Writing	LQPV	320-752-4200	creuss@lqpv.org
Scott Soden	Writing for Success in College	Montevideo	320-269-6446	ssoden@montevideoschools.org
Wager, Justin	Biomechanics	Dawson/Boyd	320-769-2955	juwager@dwby.k12.mn.us

MRVED Online Program

Know how it works

The MRVED Online Program provides online courses to supplement the curricula offered by local schools. Students accessing MRVED Online Program courses typically are scheduled into the regular school day of their local schools; i.e., students go to a computer lab or other school location with a computer during a set period during the day to work on the online course.

Each course is taught by an online teacher who interacts personally with students via the numerous online course tools of the course management system, Moodle. Interactions include a course website, discussion forums, email, online chat tools, links to other web-based resources or activities and by phone. Each of the eight MRVED member districts is providing one or more online courses. ([See Appendix A for the MRVED Districts](#)).

The online courses are asynchronous, which means students can access them at any time during the day or night. Courses typically allow for a certain amount of self-pacing, so students can complete requirements as quickly as they would like within certain assignment time periods. Having students work in virtual groups is also a possibility.

Logistics

Each MRVED school district is guaranteed 3 seats per course. If a district does not use their seats, the host district then has preference to fill the seats, and then seats will open to other districts on a first come first serve basis.

Course Registration and Enrollment Process

1. Students meet with counselor and/or principal to discuss online learning.
2. Students register for their course(s).
3. Students electronically complete the MRVED Online Course Enrollment Form. The form is found on the MRVED website under Online Learning: Forms. Students (or counselors) print the form and then the student and parent/guardian need to sign the form after it is electronically completed.
4. The MRVED Online Site Facilitator will fax, email, or mail registration forms to the MRVED office.
5. Pam Bruns will enter the student and parent information into MRVED's Online Program JMC.
6. New online learning faculty will receive their JMC username and passwords from Pam. Existing faculty will be able to access JMC with their existing username and passwords.
7. Instructors are responsible for emailing Moodle registration instructions, course syllabus, and other course instructions to their students. See [Appendix B](#) for a sample email.
8. If you would like student lists that have specific fields, such as grade, home district, etc. contact Pam Bruns at pbruns@mrved.net and she will make the list for you.

About the MRVED Online Program

Class Size

Minnesota State Law states “Unless the commissioner grants a waiver, a teacher providing online learning instruction must not instruct more than 40 students in any one online learning course or program”. The MRVED is planning on no more than 24-27 students enrolled in each course (thus the 3 seat limit per district).

Supplemental Learning

Since the MRVED Online Program is a supplemental online learning program, students cannot take all their courses online with the MRVED.

Technical guidelines

Students registering for online classes are expected to have daily access to a computer and a reliable Internet connection. Districts schedule the online course(s) into the student’s daily class schedule. Students report to the room assigned and will have a computer with an Internet connection available. If students choose to work on their course at a time other than the time it is scheduled, they should review the technical guidelines in [Appendix C](#) to ensure their computer and Internet service will be adequate.

****Students must have regular access to a computer and Internet connection including times when their local school is on break or has scheduled days off. (i.e. Students will need to start their courses according to the host school schedule and other breaks may not align between all districts.)****

Students are told to have a contingency plan. “The Internet was down” cannot be used as an excuse.

Technical Issues Flowchart

If you or your students are experiencing technical issues, please refer to the flowchart in [Appendix D](#).

Course Supplies, Materials, and Resources

Required course books, supplies, materials, equipment, and other resources must be provided by the district offering the course. Students and districts should not be expected to purchase software, books, or cameras for their students; this is the responsibility of the host district. The MRVED can often facilitate the delivery of books, supplies, materials, etc. as we often have teachers and administrators in our building.

Online courses count

Online courses are as important as onsite courses and count toward grade level progression, state academic standards, GPA’s, and graduation. Additionally, they factor into eligibility processes required for participation in extracurricular activities.

JMC student management system will be used by teachers to record assignments and grades. It will be available to students and parents so they can monitor attendance, progress, and grades. We are also looking to allow administrators access to view grades. (See [Appendix E](#), Grading Process)

Online teachers identify the value of each assignment and determine student grades. Penalties and consequences for late submission of work are the responsibility of the online learning teacher as noted in the syllabus.

Instructors are expected to provide adequate feedback throughout the course so the student, parent, and school district are kept abreast on progress. It is very important that JMC is kept up to date.

Official grades are required to be reported at mid-quarter, quarter, and semester. If a student is not meeting expectations, online course teachers will adhere to the flowchart in [Appendix F](#).

Final grades are reported as a letter grade. Grades will be based on the online teacher's assessment of the student's work and the degree to which the student has met course requirements. Course requirements may include:

- Student participation, effort, and completion of homework;
- Responsibility, as reflected in timely preparation of online coursework;
- Growth and achievement in meeting content standards;
- Skills/knowledge gained as evidenced by performance on assignments, exams, and projects.

Course requirements, including grading and assessment procedures will be available to students, parents, counselors, online learning contact people, and administrators at the beginning of each course in a prescribed syllabus format determined by the commissioner of education. ([Appendix G](#)).

A copy of the course syllabus and the student/parent handbook is available at www.mrved.com under Online Learning.

Attendance

Moodle has features that allow instructors to see when the last time students logged in, which pages they visited, their activity in the course, and other details. Students who have not logged in will be reminded after two days of inactivity. After one reminder with no response, the student's parents and the online site facilitator from their home district will be notified. The online site facilitator, the OLL course instructor, and the student will develop a plan that will help the student get back on track.

Withdrawal due to Non Attendance

We are required by law to drop students if they have not been "attending" for 15 school days. For online programs, this generally means 15 school days without any activity. In online learning "attendance" is defined by engagement with course materials and assignments, and interaction with the teacher and other students in the course. Examples include: logging on, submitting assignments, verbal or written contact with the instructor, or other activities as defined by the online learning program.

Drop/Add Policy

Online students will follow their home districts' drop/withdrawal policy. This includes submitting any forms required. If a student drops/withdraws from an online course, the online site facilitator will communicate with the MRVED Online Program Director.

No student will be allowed to add a MRVED online course if that course has completed five (5) days of classes.

Extra-Curricular Eligibility

Each student will abide by their home district's athletic eligibility rules and regulations. As grading periods and academic eligibility rules are different among the eight schools, some students, in the same course, may serve their penalty before or after someone in the same course.

Get started right away

Engage students right away with a get to know you activity forum. Students who immediately engage with their courses and online teachers are far more likely to succeed.

Accommodations and Modifications

If students are in need of any accommodations or modifications as outlined in an IEP or 504 Plan, the MRVED will request the accommodations and modifications page and any other relevant information and provide that to the teacher.

If the student's IEP/504 plan lists assistive technologies as a requirement for participation in a MRVED online course, their home district will accommodate them with such technologies.

Support Services

If needed, students should utilize support services (counselors, social workers, tutoring services) within their home school district.

Students should keep copies of their work

Encourage students to always keep dated electronic copies (on a flash drive, network folder, or online) of any homework that is submitted. Encourage them to email copies of their homework to themselves as well as the teacher. This assures that even if some techno-glitch keeps the homework from getting to the teacher, the student can resubmit.

Follow the Internet Use Agreement

This is the document you sign that says you will use the Internet wisely, appropriately and that you will refrain from inappropriate sites and behavior. Each district has an Acceptable Use Policy that you must have signed prior to enrolling in this course. You are required to follow your home district policy. This Acceptable Use Policy is applicable to the MRVED online course. In addition, you must abide by the MRVED Online Internet Use Policy found in [Appendix H](#).

Demonstrate proper conduct

Your district has a conduct and disciplinary code with associated rights and responsibilities. As with any classroom, online instructors will attempt to address conduct and discipline problems directly with students prior to referring students to the next level. If the online teacher is unable to resolve the problem or if the infraction requires administrative notification, the online teacher will contact the student's online learning site facilitator, principal, and the MRVED Online Program Director. The MRVED Online Program Director will also have the responsibility of sharing with the instructor any action taken in the situation. Local discipline codes and policies/ procedures for student rights and responsibilities will be used in handling the situation.

If students are experiencing a problem with their online teacher, they should talk with your site facilitator who will address the issue with the MRVED Online Program Director, if necessary. If the student feels that the site facilitator has not addressed the issue, students may contact the MRVED Online Program Director.

Improper conduct is defined as interfering with the teaching and learning occurring on the website by posting profane, threatening, abusive or inappropriate language—including demeaning written or oral comments of an ethnic, sexist, or racist nature and unwanted sexual advances or intimidations—to an online teacher, staff member, or student via verbal, email, threaded discussion, chat room or other communication.

Improper conduct also includes using the computer system to post inappropriate graphics or links to inappropriate web sites or “hacking” into another person’s computer files for any reason.

Any improper behavior may result in removal from the online course.

Cheating

Academic dishonesty is a breach of academic conduct, including cheating, plagiarism, and attempts by a student to show possession of knowledge and skills he/she does not possess. These breaches can include:

- The use of non-permissible materials in any form during a quiz or examination.
- Copying the answers of another student, whether on a test, quiz, or homework.
- Plagiarizing, or using someone else’s work that is evaluated as the student’s own work.
- Impersonating another student on any assessment, assignment, or activity.
- Helping someone else commit these infractions.

Cheating/plagiarism is not typically much of an issue since online teachers get to know their students—and their writing styles—so well that they can spot many instances of cheating. Online course pedagogy should also employ a variety of means to minimize unethical behavior. For example, more performance-based assessments are used, as well as timed assessments. Another strategy is to do an Internet search for a string of words that may be used by students. MRVED Online staff will contact a student’s site facilitator anytime that cheating is suspected. If cheating is confirmed, school officials will advise online staff regarding consequences in accordance with local school policy.

MRVED Online Program and federal and state regulations

Go to [Appendix I](#) for federal and state legislation concerning anti-discrimination/ harassment, equity, FERPA (Federal Educational Rights and Privacy Act), Title VI/IX, and other civil rights legislation and Minnesota legislation guiding certified online learning.

APPENDICES

Appendix A: MRVED 2019-20 School Districts

Consortium school districts who are members of the Minnesota River Valley Education District include the following:

- 777 Benson
- 378 Dawson/Boyd
- 2853 Lac qui Parle Valley
- 2167 Lakeview
- 414 Minneota
- 6018 Minnesota Valley Area Learning Center
- 129 Montevideo
- 2903 Ortonville
- 2890 Renville County West
- 2190 Yellow Medicine East

[Click here to go back](#)

Appendix B: Sample Email to Students

Welcome to _____ online course! I hope you had an awesome summer and are refreshed and ready to get back to learning. I am excited that you have chosen to take part in this online course.

Getting started:

The first step in getting started with this online course is to register on the Moodle site:

<http://moodle.lctn.org/> Follow the directions on the attached document to get registered in Moodle.

You will find our class listed under: [MRVED Online Courses 2019-20](#). Click on this link and then scroll down to our class: _____.

You will need an enrollment key to enter the course. Our enrollment key is: _____. Please do not share this key with anyone else.

You can go ahead and get started on the first week's activities.

When you have questions:

Be sure to contact me when you have questions. I welcome your questions and am here to help you successfully complete this online course.

My email is:

My phone number is: _____ The best time to reach me by phone is _____.

Resources:

Student/Parent Handbook: mrved.com
Online Learning/ Student/Parent Handbook
(Contact information, pgs. 5 and 6, Troubleshooting guide, pg. 20)

[Click here to go back](#)

Appendix C: Technical Guidelines

Because MRVED Online instruction and curriculum is delivered via a web-based course management system, most students will be able to access their courses using any computer that has a reasonably current Internet browser.

Students are expected to be competent at using the Internet including downloading and uploading files. A valid email address is necessary for student/teacher communication, and students are expected to be able to access their e-mail account and send and receive email attachments.

In addition, some courses may require that students be able to use word processing, spreadsheet, and presentation software.

Internet Browser

Moodle, the course management system in use by the MRVED Online Program, seems to work best in the Firefox or Chrome browser.

You can download the current version of Firefox for free from [Mozilla](#), or Chrome from [Google](#).

Apple's Safari browser is not recommended because it has compatibility issues with Moodle.

Hardware

You can access MRVED Online courses from any computer that is able to run a modern browser, but at a minimum you'll want:

Operating System:

Windows: 2000, XP, Vista, 7, 8; Macintosh: OS 9.1, OS X, Lion

Processor:

Windows: Pentium 233 or higher; Macintosh: Power PC G3 or higher

Memory:

128 MB minimum; 256 MB or greater recommended

Internet connection:

56 Kbps modem minimum; broadband -- DSL or cable -- recommended

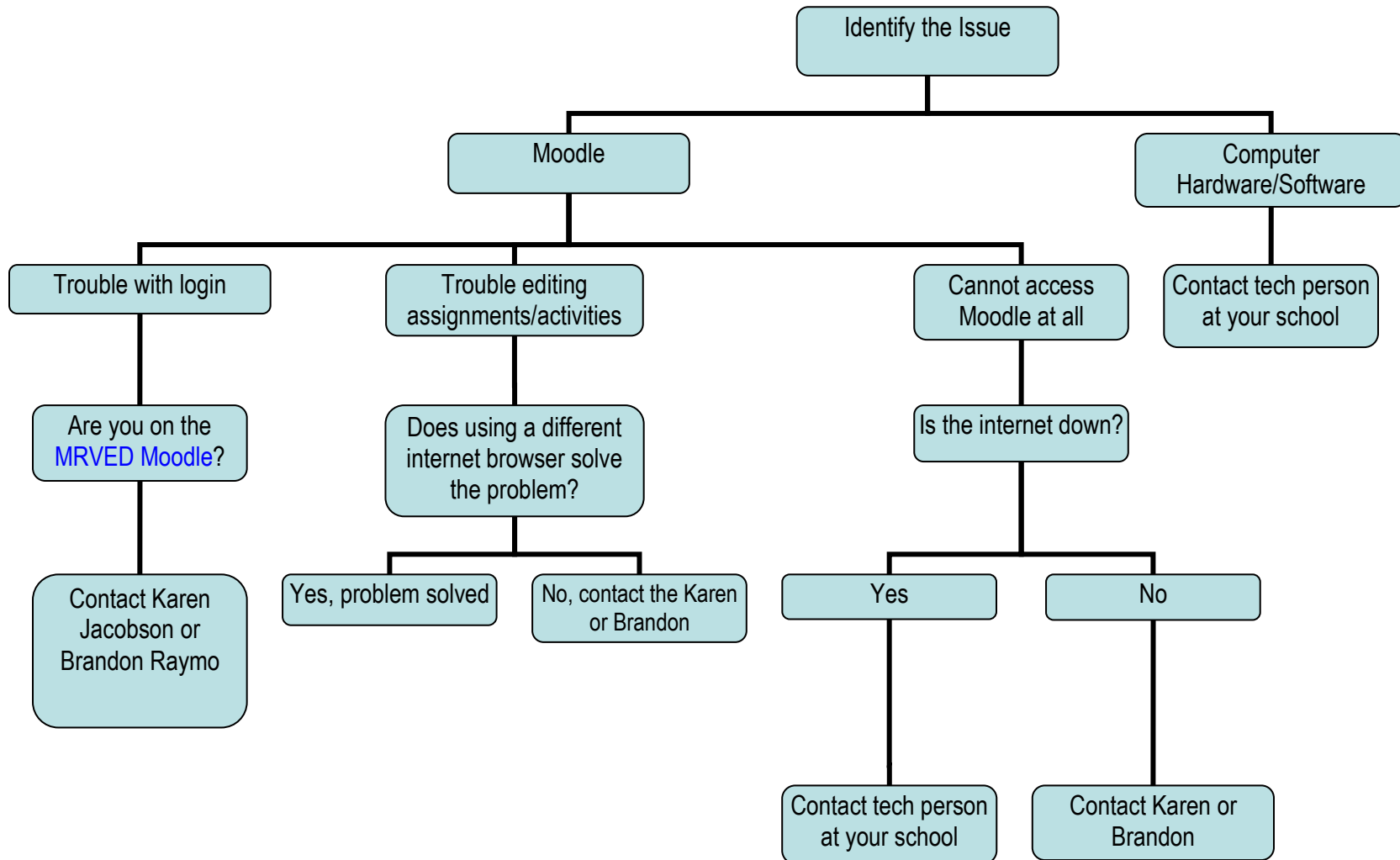
A sound card and speakers

Up-to-date sound card and speakers are recommended. Using a headset with microphone is the best way of attending a class session that requires sound if you are in a public setting.

Individual teachers may have additional requirements, depending on the content of the course. If you are unsure if your computer setup is adequate, contact the instructor of the course you wish to take before registering.

[Click Here to Go Back](#)

Appendix D: Technical Issues Flowchart



[Click Here to Go Back](#)

Appendix E: Grading Process and JMC

MRVED RESPONSIBILITIES:

- MRVED will send out a note to teachers indicating the last day to drop grades throughout the year for the various grading periods.
- MRVED will send grades midterm and quarterly to school districts for extracurricular eligibility.
- Refer to calendar located on MRVED website listing the quarter dates for each district.

TEACHER RESPONSIBILITIES:

- You are able to email students directly out of JMC. This is located under File/Send Email/Select your course/Students should appear.
- In JMC be sure and set up your grading scale. This is located under Scores/Grade Cutoffs.
- Be sure to do an Office to Teacher every time you access JMC. This will provide you with an updated class list and also let you know what students need to receive a welcome email and instructions on accessing Moodle.
- Drop grades by due date.

ENTERING GRADES IN JMC:

When it is time to drop midterm/quarter/semester/year grades:

- Go to MRVED website. Click on JMC on the left side bar. Log in under teacher.
- Make sure you are in the MRVED Online Learning Program, 2018-19.
- Make sure all of your assignments are updated.

ENTERING MIDTERM GRADES IN JMC

In your JMC Teacher program for the OLL program, click on:

- Scores
- Assignments Scores
- Next to Course Name where it says "Current", change Current to Midterm – this will automatically calculate a midterm grade.
- For the date, you may use the dates listed below.
- Save
- Select Edit

- Select Midterm grades. Grades will automatically be calculated. You may change the letter grade and add comments if you wish. Review grades and comments.
- Save
- After all grades and comments have been verified click “Send Grades for All Courses to Office” to send grades to MRVED office.

ENTERING FINAL GRADE (SEMESTER OR YEAR) IN JMC FOR ONLINE LEARNING COURSES

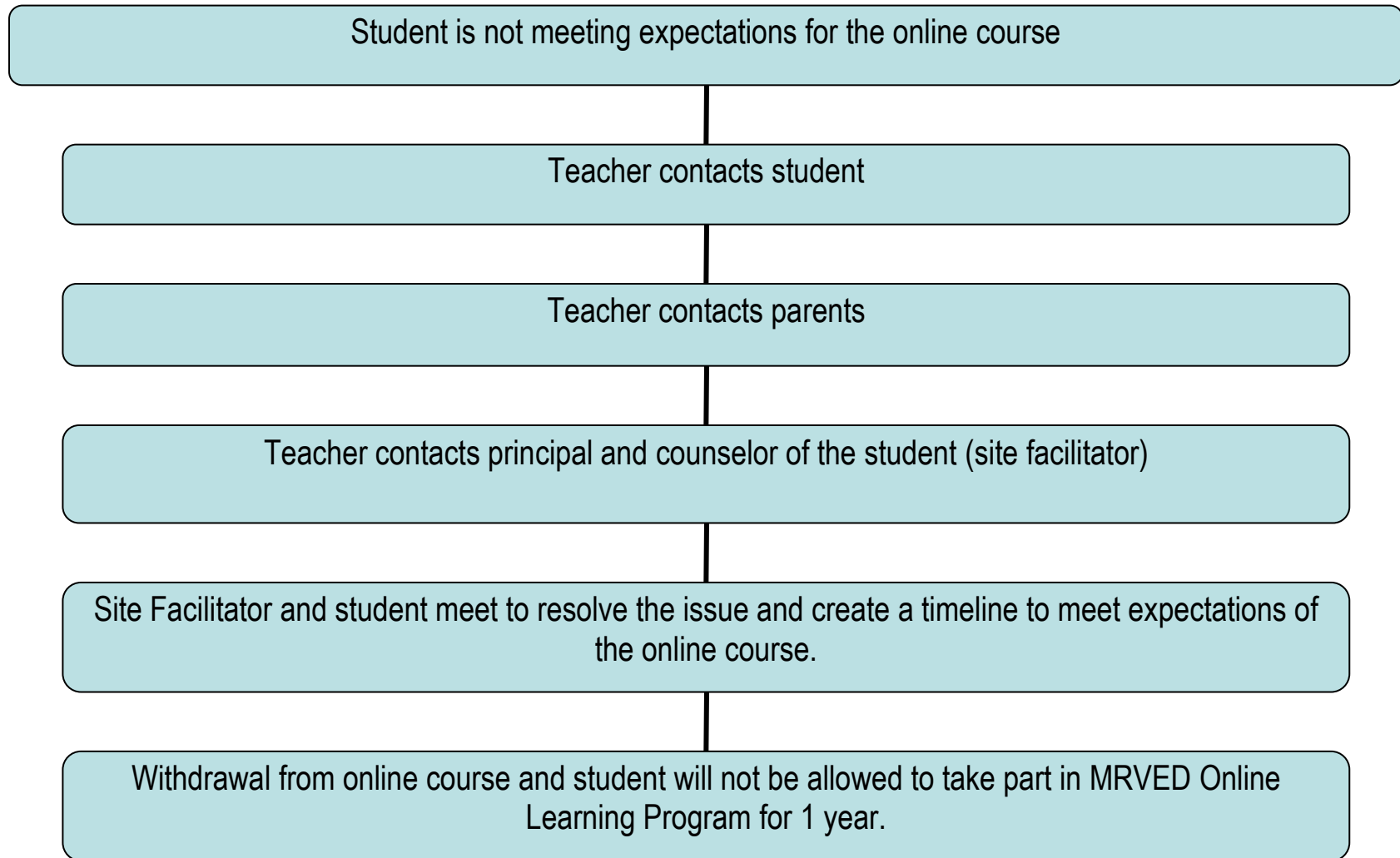
In your JMC Teacher program for the OLL program, click on:

- Scores: Assignment Scores
- Edit: Course Grades. Grades will automatically be calculated and appear on this screen. You may change the letter grade and add comments if you wish. Review grades and comments.
- Save
- Under QuickLinks (right-hand side of the page) – Select Calculate S1 or S2 grade if it is JUST a semester class or S2 AND Year for a yearlong course.
- Save
- Click the Send Grades to Office link in the top right corner of the screen.

Get ready for the next term by choosing the next term in File: Preferences.

[Click Here to Go Back](#)

Appendix F: Not Meeting Expectations Flowchart



[Click Here to Go Back](#)

Appendix G: Online Learning Syllabus Format

Online Course Syllabi POLICY

Online Learning Providers are required to develop a course syllabus for each course using a format prescribed by the Minnesota Department of Education and communicate the syllabus to the student, parents, and enrolling district prior to enrollment. This policy outlines the required components of a syllabus.

For the purposes of this policy, a syllabus is a written or electronic document that contains information students need to know in order to successfully complete the work of the course and enrolling districts will use to determine if the supplemental online learning course meets local district graduation requirements.

Each syllabus should include the following information:

- A. Instructional Contact, Communication, and Academic Support Information
 - 1. Instructor name and contact information (if available at time of student registration).
 - 2. Expectation for actual teacher contact time.
 - 3. Expectation for other student to teacher communication.
 - 4. Expectation for student participation (attendance).
 - 5. Academic support available to online students.
 - 6. Communication with enrolling district (supplemental enrollment).
 - a. Format and frequency of progress reports.
 - b. Format and timeline of submission of the final grade and credits earned to enrolling district.
- B. Information Specific to the Course

This information must be provided by the online learning program to enrolling districts of supplemental online learning students prior to the student enrolling in the course for review and approval by the enrolling district.

- 1. Course outline
 - a. Course name and credits.
 - b. Course pre-requisites if any exist.
 - c. Course goals and objectives.
 - d. Topic outline.
 - e. Required books and/or educational materials including how they will be made available.

- f. Minimum technical requirements of program and/or course.
 - g. The date, time, and place of the final examination if one is scheduled.
 - h. An explanation of extra credit if that option is provided to all students.
2. Assessment of student work
- a. General description of assignments, papers, projects, exams and other student work with a schedule of due dates and relative weight in the grade.
 - b. Policy for making up missed exams and grading late assignments.
 - c. Policy for addressing academic dishonesty.
3. State academic graduation requirements embedded in course.

[Click Here to Go Back](#)

Appendix H: MRVED Online Program Acceptable Use Policy

By accepting a user account on the MRVED/LCTN Moodle site, a user is acknowledging that she or he has read and agrees to comply with the terms of this policy.

MRVED is responsible for securing its course management system and online resources in a reasonable and economically feasible manner against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. Any attempt to violate the provisions of this policy will result in disciplinary action in the form of temporary or permanent revocation of user accounts and may include referral to law enforcement or civil liability, regardless of the success or failure of the attempt.

The users of the MRVED Online Program are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of these resources may result in litigation against the offender by the proper authorities. If such an event should occur, the MRVED will fully comply with the authorities to provide any information necessary for the litigation process.

General Use Policy

Once a person receives a user account for the purpose of accessing the MRVED Online Program resources, that person is solely responsible for all actions taken while using that account. Therefore:

- Requesting a user account under false pretenses is a punishable disciplinary offense.
- Sharing your user account with any other person is prohibited. If you do share your user account with another person, you will be solely responsible for the actions of that other person while he or she is using the account.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Attempts to evade or change resource quotas are prohibited.
- Use of MRVED resources for commercial, political, or other non-educational purposes is prohibited.
- Any unauthorized, deliberate action that damages or disrupts these resources, alters the normal performance, or causes malfunctions is a violation regardless of system location or time duration.

Electronics Communication Policy

Users are responsible for all electronic communications originating from their user accounts. This includes email, messaging, discussion postings, chat discussions, and other electronic communication within the MRVED program. Therefore:

- Forgery or attempted forgery of electronic messages is prohibited.
- Attempts to read, delete, copy, or modify the electronic messages of other users are prohibited, unless these actions are part of a specific course assignment.

- Attempts to send harassing, obscene and/or other threatening electronic communications to another user are prohibited. Attempts to send unsolicited junk mail, "for-profit" messages, or chain letters are prohibited.
- In addition, all users will be expected to abide by accepted guidelines of Internet etiquette (Netiquette) in all electronic communications.

Network and System Security

In the normal use of MRVED Online Program resources, users may be allowed to access other networks and/or the computer systems attached to those networks. Therefore:

- Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited.
- Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote system/local, is prohibited.
- Decryption of system or user passwords is prohibited.
- The copying of system files is prohibited.
- The copying, downloading, or unauthorized use of copyrighted materials, such as third-party software or course content, without the express written permission of the owner or the proper license, is prohibited. This provision also applies to the use of pirated software, which is prohibited.
- Intentional attempts to "crash" Network systems or programs are punishable disciplinary offenses.
- Any attempts to secure a higher level of privilege on Network systems are punishable disciplinary offenses.
- The willful introduction of computer "viruses" or other disruptive/destructive programs into the organization network or into external networks is prohibited.

[Click Here to Go Back](#)

Appendix I: Federal and State Regulations

STUDENT RECORDS AND PRIVACY PROTECTION

The MRVED Online Program is committed to the secure and appropriate handling of personal information and adheres to the requirements of the Federal Educational Rights and Privacy Act (FERPA), and actively pursues policies and procedures that protect the privacy of student records. The MRVED Online Program will employ physical, electronic, and managerial procedures to safeguard the security and integrity of personal information collected by MRVED Online Program.

In addition:

1. Participating districts will require all students to sign an Acceptable Use Policy which meets the aspects of COPPA (Children's Online Privacy Protection Act) and CIPA (Children's Internet Protection Act) required for school districts.
2. The MRVED Online Program will collect the written parental consent for their online students who are age 17 or younger on the Enrollment Form and will verify this consent with the enrolling district, as necessary.

AMERICAN DISABILITIES ACT (ADA) COMPLIANCE

Courses are developed in accordance with federal policies on ADA compliance. ADA compliance follows the universal principles of design. Resources on designing an online course according to these principles and information on providing online services for students eligible for accommodative services are provided in a number of web sites:

The University of Washington's site is a good site for this information:

<http://www.washington.edu/doit/Brochures/Technology/universal.design.html>

EQUITABLE ACCESS

The MRVED Online Program is committed to providing equitable and safe access to the Internet-based resources provided by the MRVED Online Program, including access for disadvantaged and underserved students, and will recommend policies and procedures to ensure that all students can take advantage of the opportunities created by the MRVED Online Program.

Online instructors will make every effort to ensure that the content, approach, and goals of the online education courses meet the needs of all students.

In addition:

1. The student's home district will allow an online student access to the computer hardware and education software available in the school district.
2. The student's home district will insure that all computers supplied for online learning will have appropriate active Internet filtering and blocking technology. All districts will periodically check all computers to insure that this filtering and blocking software is active and meets CIPA requirements.

ANTI-DISCRIMINATION/HARASSMENT

The MRVED Online Program is committed to safeguarding the right of all participants to work and learn in an environment that is free of discrimination or harassment. Discrimination/harassment on the basis of race, color, ancestry, religion, national origin, age, sex, sexual orientation, or disability in any form will not be tolerated. All schools in the MRVED network have an anti-discrimination policy and procedures for addressing discrimination/ harassment complaints. Compliance with these policies and procedures will be the responsibility of each participating school. Complaints should be filed with the complainant's school and the MRVED Online Program Director, and should follow procedures of the policy for that district. Situations involving two or more schools will require the collaboration of administrators in each of those schools. The MRVED Online Program Director will assist as appropriate.

TITLE VI/IX and OTHER EQUITY LEGISLATION

All schools must be in compliance with all Federal Civil Rights legislation. Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, or national origin in programs or activities that receive federal financial assistance. Title IX of the Education Amendments of 1972 insures that no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any federally assisted program. In addition, state civil rights legislation will apply to MRVED Online courses. Compliance with all civil rights legislation will be the responsibility of each school and complaints should be filed with the complainant's school and should follow the school's grievance procedure.

The MRVED Online Program student and family handbook has been adapted, in part, from IDEAL-NM and SOCRATES Online.

[Click Here to Go Back](#)