

# St. Augustine High School Online Course Policies

## System Requirements (minimum technology specifications)

Saints Online courses primarily utilize the Learning Management System known as BrainHoney. This system has unique setup requirements that allow students to work more efficiently with less system errors. BrainHoney recommends Internet Explorer and Mozilla Firefox browsers. If requirements change, we will alert you via system banners in BrainHoney and update the information on this page. Current info on system requirements can be found at <http://edifiedonline.org/system-requirements/>

To access technical support please visit <http://sevenstarblog.org/support/User%20Support.htm>

## Refund policy

All courses must be paid in full upon registration. Refunds are issued as follows: If a withdrawal request is received by the school at least one week prior to the course start date, the tuition, less a non-refundable administrative fee of \$50 per course will be refunded. **No refunds will be made for withdrawals later than one week before the start of the course.** Enrollment fees are not prorated due to absence or late entry. Transfers between courses, within one week of the start of the course will result in a fee of \$75 in addition to any incremental monies due based on course selection differential. No transfer credit is given for selection of a course which costs less than the original price if done less than one week prior to the start of the course.

## Extension policy

An extension can be granted for a 14 day period if it is requested within 2 weeks of the end of a course end date. If the end date passes, and the student has not requested an extension, any missing work would be counted as 0s, and the student would receive the grade earned to that point. (Extensions are not allowed during intersession online courses)

## Late work policy

- If assignments are seven days past due, the student will be notified in writing by their teacher.
- If assignments are not made up and the pace is not resumed in an additional 7 days (14 days past due), the student, parent and school will be notified again.
- If the student does not respond to the second notification within 2 days (16 days), the school will be notified and 0's will be placed for those assignments.
- 0's can be made up until the last day of a course, but only to a maximum of 80% of the original grade.
- If the teacher does not notice that work has become overdue, the teacher will start with step 1 and notify the student.

- After the 3<sup>rd</sup> notification (16 days), if a student does not respond the student can be removed from the course and forfeit all fees.
- Reinstatement requires approval in the sole discretion of the school and a \$50 fee.

## **Academic Integrity**

Academic Integrity is honesty in a scholastic environment. Academic dishonesty includes, without limitation, the following: plagiarism, cheating, facilitation of academic dishonesty, fabrication, deception, bribery, sabotage, impersonation, fraudulent excuses, and violation of federal copyright laws. Teachers or staff who suspect a student of academic dishonesty will email the student and parent with the evidence of the offense and the student should respond in writing within 48 hours to determine if there was an acceptable explanation or if a violation has occurred. The principal will determine, in his or her sole discretion, consequences which may range from 0 score for an assignment to dismissal from school. Students must also comply with internal course components designed to foster academic integrity, such as regular oral exams. Skipping these assignments or violating policy can result in additional measures being used such as proctored or timed exams.

## **Acceptable Computer Use Policy**

**Acceptable uses and ethical behavior--use of the school website and internet communications is a privilege and not a right.**

In using technology, students, staff and faculty are expected to adhere to the same standards of ethical behavior which govern other aspects of our school community.

- Exercise good judgment in visiting web sites. Do not visit sites that appear to contain objectionable material. Ask a teacher or a parent if you are unsure if the site is appropriate.
- Be polite; use appropriate language for all communications. Avoid jokes or statements that might offend.
- To protect your privacy and safety, do not give out your address, telephone number, or full name.

## **Unacceptable uses and unethical behavior**

Unacceptable uses include, but are not limited to, sending or seeking to receive messages that contain or suggest racism, sexism, inappropriate language, pornography, illegal solicitation, or information that could violate another person's privacy. All forms of cyberbullying, sexting, sending malicious code, sending pornography, junk emails, impersonation, stealing passwords, flaming, harassment, denigration, outing, trickery, exclusion or cyberstalking are strictly prohibited and are not tolerated and will result in consequences up to and including dismissal from a course without credit and dismissal from school, as determined in the sole discretion of the principal.

## **Consequences of violations**

Any violations of academy policy and rules may result in loss of access to courseware and possible dismissal from the school as determined in the sole discretion of the principal. St. Augustine High School may monitor any users' school-provided access to the courseware to ensure appropriate use. Such monitoring may include, but is not limited to, monitoring of web sites visited, "chat room" conversations, and e-mail contents. Disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

### **Disclaimer**

St. Augustine High School makes no warranties of any kind, neither expressed nor implied, for the Internet access it provides. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information stored on our servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. The school will not be responsible for personal property used to access computers or networks. The school will not be responsible for unauthorized financial obligations resulting from access to the Internet.

***Enrollment in a course constitutes acceptance of all policies and the parent responsibilities. A more detailed description of parent / student policies for full-time online students is provided in the Parent / Student handbook, a copy of which is available to full-time enrolling students. The student and parent hereby acknowledge that they have reviewed the policies as outlined above, understand them and agree to be governed by them.***