

OLBS Online Learning Policies

NETIQUETTE PRACTICES

General Regulations:

Internet access is required for students enrolled in online learning courses and is not provided by Our Lady of the Blessed Sacrament (OLBS) parish or the Diocese of Tucson. Other options are available if you do not have internet access. Online learning and resources provided by the parish are intended to be used to support the instructional program and further student learning. OLBS administration retains the right to monitor all parish online classes, learning platforms usage and files for compliance.

Ethical Use Agreement:

Online learning resources, including the Internet, are to be used in a responsible, efficient, ethical, and legal manner. OLBS parish or the Diocese of Tucson cannot guarantee the accuracy of the information or the appropriateness of any material on the Internet outside its online programs. Therefore, the parent or guardian understands that the parish or diocese is not responsible for materials acquired by the parent/guardian or student on the Internet, for violations of copyright, users' mistakes or negligence, or any costs incurred by the user.

Parent/Guardian/Student Obligations and Responsibilities:

The use of e-mail is essential for communication between catechists and students. Students must use computers and electronic devices appropriately, and agree to all rules of etiquette, acknowledging their understanding and acceptance. These will include the following:

- Parish online learning delivery modes and its resources will be used only for purposes related to religious education.

- Computers and electronic devices will be used with consideration and respect. Users are prohibited from accessing, posting, submitting, publishing, or displaying harmful matter or material that is obscene, threatening, disruptive, or sexually explicit; that could be construed as harassment, disparagement, or cyber bullying of others (based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs); or that is intended to annoy, harass, intimidate, disrupt the operation of the program, or interfere with the rights of other students, parents, guardians, parish community or staff.
- Users will abide by all local, state and federal laws and policies related to Internet usage. Parish administrators will cooperate fully with local, state, and federal officials in the investigation of illegal activities conducted through the use of the Internet. Parents and students will be dropped from parish online programs for any unethical use.

CODE OF CONDUCT:

Students will be responsible for their own behavior, will properly use all parish online programs and resources, and will show respect for others in the virtual classroom. Parents/guardians agree to monitor their children using online programs. Students will:

- Sign into the classroom using their registered first and last name. Students will not be allowed into the online classroom without proper identification.
- Be attentive, sitting in an upright position. (i.e., students should not be lying in bed or on other furniture)
- Actively participate in the learning experience.
- Be appropriately dressed/groomed for the classroom.
- Complete all assigned homework, projects, and assessments on time.

- Follow all rules established by the parish and catechist.

STUDENT/CATECHIST COMMUNICATION

Communication between the online student and catechist is essential and must be frequent and ongoing. A variety of modes, including online learning platforms, e-mail, phone, discussion boards, instant messaging/texts, and other appropriate services or tools, may be used by catechists and students to communicate instruction. Group online learning classes will be recorded (where children’s identities can be revealed) for quality assurance and be kept confidential under the Family Educational Rights and Privacy Act (FERPA). **Students and all others including parent/guardians, are strictly forbidden from taking screen shots or recordings of the class, the instructor, or individual students during online instruction without the prior written approval of the parish administration and the catechist.** Parents/guardians agree to communicate with catechists and parish administration as necessary.

ACKNOWLEDGEMENT AND PARENT/GUARDIAN PERMISSION

As the legal parent/guardian of the children listed on the attached registration form, I agree to these online “netiquette” policies set forth by the parish and affix my signature under this acknowledgement on the front of the registration form.

Parish Signature Verification: _____

Date: _____