



## Academic Integrity and Netiquette

All students are expected to be honest and behave with integrity. There will be no questions asked nor explanations accepted for plagiarism, cheating, or any other acts that suggest that you have not fulfilled your responsibilities. Any evidence of academic dishonesty and plagiarism may result in a grade “F” for the course or for a particular activity. All instances of dishonest behavior will also be reported to the High School administration.

### Netiquette

Internet access is required for all Red Comet students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives. We especially appreciate partnering with parents to teach responsible Internet use.

Please review the following netiquette rules and Red Comet expectations carefully:

**Avoid language that may come across as strong and offensive.** Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended; then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible. This includes language of the internet---e.g., do not write using all capital letters because it may appear as shouting.

**An online classroom is still a classroom.** Although the course is virtual, appropriate classroom behavior is still mandatory. Respect for fellow students and the instructor is as important as ever whether communicating via email or the discussion forums. For example, when communicating via the discussion forum, many different ideas are presented. While you may not always agree with some of them, it is nonetheless important to respect these differences.

**No inappropriate material.** Do not forward any chain letters, jokes, pornographic material, or use the discussion forums for personal communications.

**Breach of Netiquette.** Any violations of these policies may result in any number of negative consequences, including zero credit for an assignment or forum posting, a lowered

course grade, “F” grade for the course and/or academic probation. If a violation occurs, the instructor may contact the student for a face-to-face meeting and/or referral to the academic dean’s office for disposition.

**Cheating and Plagiarism.** For most online classes, forms of cheating and plagiarism include, but are not limited, to the following examples:

- Online exams are not necessarily “open book” and you may be expected to answer questions without use of textbook and/or notes
- Having someone other than the student take an online exam
- Attempting to supply a test question to another student
- Collaborating with others, by any means, during an exam or exam window
- Attempting to download or distribute any exam materials to others
- Making a false claim of a loss of power or disruption of server connection to be allowed a retake
- Exceeding the posted time limit
- Attempting to save a test and resume taking at a later time
- Copying whole papers or passages from another student or from any source
- Allowing another student to copy or submit one’s work
- Buying or obtaining a paper from any source and submitting that paper or passages as one’s own
- Pasting a passage from the internet or any computer source into one’s paper or forum posting
- Submitting a paper that one wrote during a pervious semester or from another class
- Improper citation of any sources used—e.g., failure to quote or attribute passages to actual source
- Fabricating or falsifying a bibliography

#### **Other Rules to Keep in Mind:**

- Students are responsible for good behavior on the Red Comet network, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language.
- We take integrity and authenticity of student work very seriously at Red Comet. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. Red Comet administrators and graders do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in you being denied further access to our courses.
- Security is a high priority, especially when the system involves many users. If you identify a security problem in the school’s computers, network, or Internet connection, notify a system administrator.
- It is illegal to create harmful computer viruses.
- Email is not private. Never say anything via email that you wouldn’t mind seeing on the school bulletin board or in the local newspaper.

- Beware of emails from anyone, particularly adults you don't know, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Do NOT give out your personal information to other students in a Discussion group. Alert your teacher or other Red Comet personnel of any message you receive that is inappropriate or makes you feel uncomfortable.
- Email on the discussion boards should be course-related. It is prohibited to send unsolicited email to other students or to share your personal information or request personal information of other students. Profane or inappropriate language or material on the discussion boards will result in the suspension of your account.
- Email addresses that use profanity or which may be construed as offensive, shall not be permitted for Red Comet correspondence. Red Comet administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused for participation in Red Comet courses.
- Protect your password. Keep it secret from anyone except your parents.
- Red Comet assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

Red Comet administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from Red Comet course(s), as well as other disciplinary or legal action.

### **Red Comet Privacy Policy:**

Please preview Red Comet's privacy policy at the following link:

<https://redcomet.org/privacy-policy/>