



Enrollment Agreement

Use of Internet:

Internet access is required for all International Virtual Learning Academy students.

- Students and parents are responsible for using the internet a responsible, safe, efficient, ethical, and legal manner.
- The internet can be a powerful tool for education, however, many websites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control external websites, IVLA believes that responsible use, enhances the benefits of the Internet as an educational tool.
- Parents are active participants and partners with IVLA to ensure the safety of their students on the internet.

Definitions:

Learning Management System (LMS): The IVLA LMS is the password protected site where you will find all your courses, and communication tools between your instructor and yourself. Please use the LMS for all course related interactions.

Community Education Network (CEN) : IVLA is the first online school to establish it's own community social network site. Similar to MySpace, this site provides an opportunity to develop social and educational relationships for students, parents, and instructors throughout the IVLA community. Since IVLA enrolls students from throughout the world, this tool provides an opportunity for community members to increase their global awareness.

International Virtual Learning Academy (IVLA) expectations:

- Students are responsible for good behavior on the IVLA network, which includes both the LMS and the CEN, 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.
- IVLA takes integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. IVLA instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- Security is a high priority, especially when the system involves many users. If you identify a security problem in the school's learning management system or community learning center, 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. Alert your parent, teacher, or other IVLA staff member any message you receive that is inappropriate or makes you feel uncomfortable.

- Both the LMS and CEN are governed by this code of conduct. The CEN includes additional guidelines of online behavior that community members will be required to read and agree to upon registration.
- User names and Email addresses that use profanity or may be construed as offensive, shall not be permitted for IVLA activities. IVLA administration reserves the right to determine if user names or email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused for participation in IVLA courses.
- Protect your password. Keep it secret from anyone except your parents.
- IVLA assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

IVLA 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 the IVLA LMS and CEN, as well as other disciplinary or legal action.

Netiquette

You agree to abide by these guidelines well on the IVLA LMS and CEN:

- Avoid sarcasm and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy and never reveal email addresses.

Inappropriate Behavior

You agree not to engage in inappropriate behavior in the Interactive Areas. Inappropriate behavior includes:

- Insults, threats or attacks of any kind against another person
- Use of defamatory, libelous, obscene, degrading, or profane language
- Harassment (continuously posting unwelcome messages to another person) or use of hate speech
- Unlawful behavior or behavior that violates the rights of others

Attendance:

Students enrolled full time (4 or more classes at IVLA) must post attendance a minimum of 180 days per year. IVLA's school year begins on the date the student official enrollment and extends for 365 days.

- Attendance is posted when a student logs in and works on a lesson or lessons for a minimum of three hours on a given day.
- The student "seat-time" is used as the primary attendance documentation.
- Failure to adequately post attendance may result in suspension from IVLA.
- Parents are responsible to notify IVLA of expected absences in excess of 1 week.
- Parents are responsible to submit an online monthly attendance report for their students

Course Completion Expectations:

- Each lesson in IVLA's courses are designed to be completed in approximately four hours of work time.
- A student is expected to successfully submit one lesson per course taken, every week.

Academic Integrity

Admission to IVLA carries with it the presumption that students will conduct themselves with high standards of academic honesty and integrity.

Hallmarks of Academic Integrity include:

- Submitting work that reflects original thoughts and ideas
- Clearly citing other people's work when using it to inform your own
- Seeking permission to use other people's creative work

Students who choose not to uphold the hallmarks of integrity are therefore considered engaging in academic dishonesty.

Academic dishonesty is defined as any act of course-related dishonesty, including but not limited to cheating or plagiarism.

- Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirements in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.
- Plagiarism includes, but is not limited to, using another person's ideas, words or other work in an instructional course without properly crediting that person.
- Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).
- Academic dishonesty also includes taking credit for the work of others when working in groups or otherwise.

Any act of cheating and/or plagiarism is prohibited and will be subject to disciplinary action. Where suspected violations of the academic code of conduct occur, appropriate procedures are designed to protect the academic process and integrity while ensuring due process.

Students are expected to adhere to guidelines on academic honesty as stated by individual instructors in their courses, provided those guidelines do not contradict policies and procedures established in the Student Code of Conduct. All documented violations of the academic honesty policy will be reported to the Superintendent, who shall maintain a record of violations. Students who violate the academic honest policy subsequently (a third time) may be expelled from IVLA.

Expectations of Parents:

Parents are active partners in their student's education. They are expected to:

- Monitor internet use, attendance, assignment completion in accordance with the above standards.
- Report to IVLA staff any challenges their student is having achieving their educational responsibilities and goals.
- Make Recommendations to IVLA issues that will improve their student's learning as well as IVLA's educational environment.
- Understand that IVLA faculty and staff will always respond to inquiries and lesson submissions by the end of the next school day.
- Recognize that IVLA serves students throughout the world primarily on the internet and through e-mail.
- Use the IVLA LMS and CEC tools appropriately in the interest of building on their students education and the strength of exposure to global education.

IVLA Operating Hours:

IVLA operates Monday through Friday between 9am to 4pm Pacific Coast Time. As an online academy, the preferred method of communication is through e-mail. IVLA responds to all inquiries within 24 hours.

Many questions you may have are outlined in the FAQ section. If you cannot find the answers to questions, please submit them to: help@internationalvla.com.

Enrollment Agreement Acknowledgement:

I have read, understand, and agree to the Student Code of Conduct. I acknowledge that I alone am responsible for completing all work and that no person will unfairly assist me.

Student's Signature

Date signed

I have discussed the Student Code of Conduct with my child and agree to partner with IVLA to ensure compliance

Parent's Signature

Date Signed

Fax to: 877-278-6250 or upload in the *Submit Documents* section of IVLA's website