

Vaughn International Studies Academy values honesty, responsibility, and fairness. We expect all students to use proper online etiquette and academic integrity when participating, completing, and submitting online assignments or exams on Google Classroom. A student who violates the online etiquette expectations and/or the academic integrity policy will receive consequences.

**Online Etiquette Expectations**

Having proper online etiquette expectations gives everyone structure, and an opportunity to learn and feel respected. The online etiquette expectations were developed with the collaboration of 9th, 10th, 11th, and 12th-grade students at VISA, and these expectations will be followed at all times.

<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<ul style="list-style-type: none"> <li>● Schedule a time in the day to do your work.</li> <li>● Find a space at home to do your work- desk, table, etc.</li> <li>● Keep your login information private and never share it with anyone.</li> <li>● Place foods and liquids away from your computer or electronic device.</li> <li>● Avoid making and posting insulting, rude, inappropriate or personal comments or images.</li> </ul>	<ul style="list-style-type: none"> <li>● Check your emails and each Google Classroom several times a day.</li> <li>● Dedicate 3-5 hours a week to each class.</li> <li>● Submit your work on time.</li> <li>● Only submit your own work and not the work of others.</li> <li>● Participate in classroom discussions using proper academic language and writing.</li> <li>● Reach out to your teachers or counselor for help and support.</li> </ul>	<ul style="list-style-type: none"> <li>● Always use clear and concise writing - correct spelling, grammar and style.</li> <li>● Use proper tone- humor and sarcasm are sometimes lost online.</li> <li>● Respect other people’s feelings and opinions.</li> <li>● Think before you make and send a comment- anything posted stays online forever.</li> <li>● Make comments that are focused and stay on topic.</li> <li>● Use Content /materials/videos for academic use only</li> </ul>