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| **Student** |
| Policies & Procedures Handbook  Table of Contents  [Table of Contents 2](#_Toc363810222)  [Middlebury Interactive Languages 3](#_Toc363810223)  [After Registration 3](#_Toc363810224)  [Textbooks and Instructional Materials 3](#_Toc363810225)  [Technical Requirements 3](#_Toc363810226)  [Computer Specifications 4](#_Toc363810227)  [Getting Started 5](#_Toc363810228)  [Orientation 5](#_Toc363810229)  [Announcements 5](#_Toc363810230)  [Communication 5](#_Toc363810231)  [Beginning Your Course Work 5](#_Toc363810232)  [Language LIVE! Sessions 5](#_Toc363810233)  [Checking Your Grades 5](#_Toc363810234)  [Course Policies 6](#_Toc363810235)  [Time Management 6](#_Toc363810236)  [Pacing Guidelines 6](#_Toc363810237)  [Retaking of Assignments 6](#_Toc363810238)  [Late Submissions 6](#_Toc363810239)  [Student Grades 7](#_Toc363810240)  [Extra Credit 7](#_Toc363810241)  [Academic Integrity 7](#_Toc363810242)  [Translator Use 7](#_Toc363810243)  [Student Skipping of Assignments 8](#_Toc363810244)  [Cyber Bullying 9](#_Toc363810245)  [Netiquette 10](#_Toc363810246)  [Netiquette Standards 10](#_Toc363810247)  [Credit and Transcripts 11](#_Toc363810248)  [Grading Scale 11](#_Toc363810249)  Middlebury Interactive Languages  Welcome to Middlebury Interactive Languages (MIL)! You have joined other students throughout the United States who are taking interesting and challenging world language online courses. And although you will be in an online class with others, MIL views you as an individual learner who will find support with appropriate pacing, go further into the mastery of content that is of particular academic and career interest and study with students from other regions and backgrounds. You will value these experiences as well as the personal attention you receive from your online teachers. After Registration If you are enrolled through a school, your school should provide you with the following information after your enrollment has been processed;  -  course information  -  course beginning and ending dates (if applicable)  -  your username and password to log into your course  If you have enrolled through the website, you will receive an automatic email with the following:  - your username and password to log into your course  - instructions on how to get started on your course  During the week that MIL courses begin you will also receive an email from your online teacher with specific course information. Textbooks and Instructional Materials You will not need any textbook for your class. You may use an online or hard copy dictionary to look up words, but may not use online translators to do word-for word translations of activities. Technical Requirements Students in MIL courses need regular access to an internet-connected computer, as well as access to various types of software and/or hardware. Because these courses are available to students on the Internet 24 hours a day, seven days a week, you have the option of working from school, a library, or from home.  If you are taking MIL courses as part of your regular school day, your school or district will provide technical support for the computer hardware and software you are using to complete your coursework.  If you are taking MIL courses from another location (such as your home), you or your parent/guardian must bear the responsibility for obtaining needed technical support. Computer Specifications **PC**  2.33GHz or faster x86-compatible processor  Windows XP, Windows 7, Windows 8  2 GB RAM  Display setting 1280x1024 resolution or above; lower resolutions may require scrolling  128MB Graphics Memory & Sound card  Google Chrome 6.0+, Mozilla Firefox 4.0+, Internet Explorer 8.0+  Adobe Flash Player plug-in 10.1+ (Go to www.adobe.com)  Cookies enabled  Javascript enabled  Headset/Microphone  **MACINTOSH**  Intel Core™ Duo 1.33GHz or above  Mac OS X v10.6 or v10.7  2 GB RAM  Display setting 1280x1024 resolution or above; lower resolutions may require scrolling  128MB Graphics Memory & Sound card  Google Chrome 6.0+, Safari 5.0+, Mozilla Firefox 4.0+  Adobe Flash Player plug-in 10.1+ (Go to www.adobe.com)  Cookies enabled  Javascript enabled  Headset/Microphone  **Netbook & Chromebook**  Supported if using our Middlebury Course Administration Platform and meeting minimum browser and resolution  requirements as listed above. If using a 3rd Party LMS, our system requirements must be met as well as those of the chosen LMS in order for our courses to load/function correctly. Clients are advised to contact their LMS provider for specifications.  **iPad**  Some courses will be iPad compatible in SY 2013-14. These are supported when using our Middlebury Course Administration Platform. Contact our Client Support department for information.  **Bandwidth**  Broadband internet connection required for individual use. The school-wide minimum internet connection is 20mbps while 50-100mbps is recommended, depending on the number of students. Online course performance will vary based on implementation and internal networking infrastructure.  All students are required to have speakers and microphone or a headset in order to take Middlebury Interactive courses.  **To Contact the Help Desk:**  **Email** [**services@middleburyinteractive.com**](mailto:services@middleburyinteractive.com) **or dial toll-free 800-596-0910** Getting Started Once you log in to your course, you will see an announcement with your teacher’s syllabus. Do not start your course until you have read your teacher’s syllabus. Orientation All students must complete an Orientation module before starting coursework. This is a required part of your course. The link to the Orientation module can be found in your teacher’s syllabus. Be sure that you read and understand all the policies that govern your participation in the course. Read all of the Student Handbook carefully. Announcements Your teacher will update this announcement at least once a week in order to keep you informed of upcoming deadlines activities. **Be sure to read the announcements carefully** and contact your teacher if you have any questions! Communication Your teacher will contact you at the beginning of the course, and your teacher will expect you to maintain prompt and frequent communication and interaction. You will be able to find your teacher’s contact information in the syllabus. Beginning Your Course Work After you have received an email from your teacher, he/she will begin to guide you through the course. In general, your teacher will provide you with a pacing guide and due dates that you need to follow as you complete the course work. You need to follow this pacing guide closely. You can work ahead of the pacing guide AS LONG AS your teacher approves. Language LIVE! Sessions All students are invited to attend weekly live sessions. In some courses the sessions are required; your teacher will let you know if live sessions are required in your course in the syllabus. You will find a calendar of sessions you can attend and links to enter the sessions in your teacher’s announcements and in the syllabus. Checking Your Grades Inside your course, click on the link to the grades to see your scores. This page allows you to monitor your progress as your teacher posts all grades here for you to view.  **Check frequently to keep abreast of your progress.**  Course Policies Time Management Online courses require serious commitment from you, the student. They require self-motivation, for often there is no one “bearing down” on whether you log in or complete an assignment or not. Online learning allows you the flexibility of working at your own pace; however, it requires time management. You should plan to schedule **10 -15 hours a week** working in each course. Try to review and/or submit work on a daily basis. Contact your teacher if you have any concerns, questions, or need help. Try the calendar template in the section below for creating a schedule for study. Pacing Guidelines **Important note: You are expected to spend at least as much time in a MIL course as you spend in each class during your school day. This includes time spent doing homework. If you are a student who works on online courses as part of your face to face school day and you do not finish your online assignment in class, you may be expected to complete it at home.**   * NON AP Courses: If you have not logged in for 72 hours, or if you fall to 70% or below on an end of the week assessment (PGLMS), your teacher will message you inside the course with "email" checked each day for up to three days. If no response is forthcoming from you within 24 hours of the third message, your teacher will escalate the problem to the MIL administrative team who will contact your school or parents or both. * AP Courses: If you have not logged in for 48 hours, or if you fall to 70% or below on an end of the week assessment(PGLMS)/end of week average for AP French/Spanish, your teacher will message you inside the course with "email" checked each day for up to two days. If no response is forthcoming from you within 24 hours of the third message, your teacher will escalate the problem to the MIL administrative team who will contact your school or parents or both.  Retaking of Assignments No grades can be reset if answers have been shown in the LMS for computer graded activities. For computer graded activities where answers are not shown, and for teacher graded assignments, students can retake an assignment once after reading the feedback if the request is made within 2 weeks of the original submission. Late Submissions Students are required to turn in their assignments in a timely fashion. Assignments may not be accepted if they are more than 48 hours late. No more than 5 late assignments from any one student will be graded in one day. Student Grades Students receive frequent, timely feedback on homework assignments, tests and quizzes, projects and participation, as well as other activities as assigned by the MIL teacher. Information about students’ progress is available through the online gradebook. By reviewing the gradebook regularly, parents and counselors can help students meet their goals. In addition, schools can arrange to have regular progress reports sent from MIL to the school contact.  Depending on the teacher’s pacing guide, any work that should have been completed by the due date but has not been turned in may become a 0. Final grade calculations will include zeroes for work not submitted. Extra Credit Middlebury Interactive Languages does not give extra credit. Academic Integrity Middlebury Interactive Languages expect all students to complete all academic work in accordance with honesty and in accordance with the following principles of academic integrity. Any student who commits an act of academic dishonesty ( as defined below) will receive a failing grade on the assignment and may also be withdrawn from the course with a failing grade.  a. Plagiarism Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person's work as one's own. It is taking and presenting as one's own the ideas, research, writings, creations, or inventions of another.  b. Cheating Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor. An examination is any quiz, pre-announced test, hourly examination, or final examination. Take-home examinations will ordinarily be considered as examinations. Translator Use All work submitted must be the original work of the student. The use of digital, printed, or live translators is strictly forbidden. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards will result in the following consequences:   1. First offense – Student will receive a 0 and the opportunity to redo the work for 75% of the full grade. 2. Second offense – Student will receive a 0 and no opportunity for retakes. 3. Additional offenses – Teacher will suspend grading and escalate the issue to the Director of Online Instruction.  Student Skipping of Assignments Students should do all course activities in order. If the LMS allows it, lesson constraining may be used by the teacher when students consistently skip assignments.  **Acceptable Use Policy**    All Middlebury Interactive students are provided with a way to communicate within the course with their instructor (discussion boards, messaging, journals, etc.).  It is the student’s responsibility to utilize this course communication and to check it frequently.  Upon enrollment in a Middlebury course, regardless of the platform hosting that course, students agree to the following terms and conditions:   1. You need to keep your username and passwords private. 2. You will not ask or communicate any information concerning personal identification or other confidential information about yourself or other users (e.g., don’t ask someone’s phone numbers).  You need to respect the rights and privacy of other users. 3. You are to respect the legal protection provided by copyright and licensing of data and programs.  You will not copy, screenshot, share Middlebury Interactive course content with others without having gained  authorization from Middlebury Interactive Languages. 4. You are prohibited from posting on, or transmitting through the course messaging and or posting during live sessions on Blackboard Collaborate any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or racially, ethnically or otherwise objectionable material of any kind. 5. Middlebury Interactive Languages reserves the right to erase internet traffic from all file sharing or other non-educational sites posted by students in journals, discussion boards and in chats. 6. It is your responsibility to resolve issues related to your computer and/or network cable.    Cyber Bullying Cyber Bullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos.  Examples of this behavior include but are not limited to:   * sending false, cruel, vicious and or abusive messages * using target language to create stories, cartoons, pictures, and jokes ridiculing others * breaking into an email account and sending vicious or embarrassing materials to others * engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others * posting of a student picture without their permission   Cyber Bullying includes but is not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, digital pictures or videos.  This also includes the use of any new technology that enables digital/electronic communication.  Middlebury Interactive Languages has a zero tolerance policy about Cyber Bullying. This includes any actions that are threatening, harassing or embarrassing to a person or a group of people, or any actions that would severely disrupt learning. Reporting Procedure and Investigation ·         For students:  Contact immediately the mentor at the school who will investigate all reports.  If an investigation shows that Cyber Bullying happened in Middlebury Interactive Languages live sessions or courses, the mentor will escalate the issue with the Director of Online Instruction who will decide on the appropriate action.  ·         For Middlebury Interactive Languages teachers/facilitators: Contact immediately the Director of Online Instruction who will investigate the issue and decide on the appropriate action to be taken. Consequences for Cyber Bullying       For students:  The Director of Online Instruction will defer disciplinary actions to the client’s school district bullying policy when applicable.         For Middlebury Interactive Languages teachers/facilitators  The Director of Online Instruction will consult with HR to decide on the appropriate course of disciplinary action for the staff member. Netiquette *What does the word “etiquette” mean, you ask?* Well, it is a French word that refers to a set of rules either dictated by authority or by what has been deemed culturally acceptable to function in social or professional life. Netiquette is a combination of the words: network and etiquette. It is defined in the dictionary as the informal code of behavior on the Internet. In other words, Netiquette is a set of rules for behaving properly online.  *Why do we want standards or rules for how we communicate digitally?* We want standards because, like in school, everybody needs to act appropriately and realize that there are consequences for refusing to do so. It also helps us to understand the boundaries of what is acceptable behavior.  As a student of World Languages, you already know that to communicate in another language than your own, you need to learn more than the vocabulary and/or the grammar. You also need to learn the culture so you don’t commit social blunders. Well, cyberspace also has its own culture. Nobody really wants to offend someone or to be offended because they misunderstand how to act in a given situation. It is the same online. You should always remember that you are interacting with real people not just avatars like in video games. You should give them the same attention and respect that you would give them in real life. The tricky part is that online you need to be more careful because you cannot immediately see the damage you are causing by careless words.  This document will help you reduce misunderstanding by explaining what proper behavior is like in cyberspace, and thus reducing the chances that you will make someone mad without meaning to do so. The list of rules below will help you remember what is acceptable; therefore, it would be a good idea to post them next to your computer so you can easily refer to them when you are communicating with people online. Netiquette Standards  * Please address your teacher appropriately by using Ms., Mrs., or Mr. as a title unless they have directed you to do otherwise. * Use appropriate language: curt, rude, or profane language will not be tolerated and will be reported immediately to your school administrator. * Use appropriate Standard English when communicating. This is not the place for using “texting language”. * Use proper lower case when appropriate. Do not write in all capital letters – this has the appearance of yelling when communicating online. * Use a font and color that your teacher can read easily. We recommend Times New Roman 12-pt font since this is what you will use in college. * Always use a proper subject line when writing to your teacher. * Include specific Unit and Assignment names when referencing a problem. * Be patient. Do not send several emails within a short period of time and think that your teacher will respond immediately. * Always identify yourself by your full name. Do not expect your teacher to remember you by your email address. They can often be very confusing. * If your teacher contacts you, be polite and answer back.   Credit and Transcripts  Middlebury Interactive Languages (MIL) may grant credit and issue an official transcript to students completing Course + Credit + Teacher course; MIL does not award credit or a transcript to students who complete a Course Only course.  MINIMUM CREDIT REQUIREMENTS:  To qualify for a transcript the student must meet the minimum requirements for earning credit. The minimum requirements include:   * Completing 60% of the total possible points showing on the progress bar * Participating in the mid-term and final exams * Completing course with a passing final grade of 60% or higher   NOTE: If the student has not met the above minimum requirements, no transcript will be issued.  TRANSCRIPT REQUEST:  To receive a transcript, the student must send notification of course completion by submitting a written request to [services@powerspeak.com](mailto:services@powerspeak.com). The student must provide the following information:   * Name * Title of the completed course * Date of course completion * Address to which the transcript should be mailed   SEALED TRANSCRIPTS:  Parents and students—Do NOT open your transcripts if you are going to be sending them to an academic institution. Please note that ONLY sealed transcripts are considered official documents.  TRANSCRIPT TIMELINE and COST:  Delivered within two to three weeks of request.  1st transcript FREE. $5 per extra transcript  The following units of credit are offered:     .25 = one semester middle school course     .5 = one semester high school course; one yearlong middle school course     1 = one yearlong high school course. Grading Scale The grading scale that will appear on MIL transcripts is below. Note: Local schools may override the letter/percentage equivalents:   * 90-100: A * 80-89: B * 70-79: C * 60-69: D * 0--59: F |