



Welcome Package

Letter from the Principal:

Dear Parents and Guardians,

Welcome to a new and exciting academic year at MITBRIDGE ACADEMY. Our focus this year is to ensure every student is set up for success through our Remote Learning program, which will utilize Asynchronous Instruction. Asynchronous learning refers to educational activities that do not occur in the same place or at the same time. This method includes pre-recorded webinars, discussion boards, assignments via Moodle, traditional paper and pencil tasks, educational videos, and personalized learning experiences. Simply put, the teacher's instruction and the student's learning happen at different times. Given the unique circumstances of this year, we want to ensure you are well-prepared to support your child's educational journey. Here are the key points to note:

1. **Asynchronous Instruction:** Your child will engage in assignments independently. For example, they might receive instructions on Moodle to watch a video in preparation for class. students can complete the assigned activities or assignments at their convenience within the scheduled timeframe.
2. **Parental Involvement:** While we highly encourage parental involvement, please be mindful of the classroom environment. The learning space is primarily for students, with parents assisting only when necessary, such as with technology issues like login problems. We believe this approach will provide a flexible and effective learning experience for your child. Together, we can make this year a successful one.

Warm regards,

Alice Wei

LOGIN INSTRUCTIONS

Please login using the following credentials:

URL: <http://mitbridgeacademy.com> or <http://mitbridge.ca>

Username: first name.last name

Password: will be found in the email we assigned to your child

HOW TO COMMUNICATE WITH TEACHER?

Asynchronous learning does not mean your child is on their own when completing the course. All students can communicate with course instructors to clarify any instructions with the course. Students can communicate with the instructor via email or the chat feature within Moodle. At times, the instructor may also schedule a ZOOM session or a phone call with the students as needed. The instructor will share ZOOM session details with the students via email.

Email for your course instructor: _____ or info@mitbridge.ca

TIMELINE TO COMPLETE ACTIVITIES

The course instructor will provide the students with a timeline to complete the course activities. The student is encouraged to **strictly follow the timeline** provided by the teacher.

LEARNING LOG

The student can use the learning log template in Appendix A to help them track their progress through the course.

INSTRUCTION FOR THE FINAL EXAM

Many courses at MITBRIDGE ACADEMY School require that students write a final exam at the end of the course. They must complete the final exam under the supervision of an approved proctor. An approved proctor is an individual who meets with a student to witness the final exam being written and later attests that all procedures were properly followed. The date, time, place, and proctor for a student's final exam are selected by the student but must be approved by the School Principal.

Criteria for In-Person Proctoring

The student may select a proctor to meet with in person to invigilate the exam. The student must apply to write the final exam a minimum of two weeks before the proposed exam date by submitting a Proctor Approval Application to the school Principal. To be approved, any in-person exam proctor must meet all of the following criteria: - Must not be related to the student in any way

- Must not be a student at any level of study
- Must not be a tutor
- Must have a university degree or college designation
- Must be able to read and speak in the English language
- Must have a valid, non-generic business email address provided by the proctor's current place of work

If the proctor is approved, both the proctor and the student will be provided with detailed exam instructions via email. The approved proctor and student may then proceed with the final exam as scheduled. Once the exam has been written, the proctor must sign the Proctor Memorandum provided by MITBRIDGE ACADEMY School indicating that all procedures were properly followed. This document must be returned to the school principal promptly following the exam. A student's final grade is not released until this document has been submitted.

If a student chooses a proctor who charges a fee for their services, the student is responsible for those or any other expenses. Please review the policies below before you begin your course

ATTENDANCE

Required to actively login a minimum of 3 times a week to receive full attendance for the week. A student is considered actively log in if they are spending more than 30 minutes on the Learning Management System. The teacher will monitor the attendance of all students attending asynchronously. The record of the attendance log will be kept in the student folder.

ABSENCE

- If the student logs in twice a week, they will be considered absent for 1 day out of the week.

- If the student logs in once a week, they will be considered absent for 2 days out of the week.

- If the student does not log in at all for the week, they will be considered absent for the entire week. On top of actively logging in weekly, students are required to complete assigned activities in a timely manner. Each course is divided into 4 to 7 units and within each unit, all activities are assigned an approximate time of completion. Completion of tasks also constitutes active attendance.

A course due date schedule will be provided by the instructor to the students. Weekly correspondence from the teacher will include an update on whether the student is on track. If there is a lack of timely submission and active attendance, the teacher will correspond with the student. All correspondence regarding attendance includes parents.

Contacting Parents

If a student is persistently absent and not logging in, more than 10 times during a semester, a meeting with the parent or guardian will be required to discuss the problem and possible academic ramifications for the student.

Absence Procedure for Parents/Guardians

If a student is going to be absent, the parent or guardian must call the office and inform the school of the absence and the reason, prior to the beginning of the school day. If no one is there to answer your call, please leave a message on the phone. Alternatively, you may send a signed note stating the date and reason for the absence before the day the student will be absent.

CHEATING AND PLAGIARISM

Cheating Definition: Cheating is the act of violating the rules outlined by a teacher concerning an assessment or evaluation activity. **Plagiarism Definition:** Plagiarism is the unpermitted use or similar reproduction of another person's ideas, thoughts, expressions, or representations submitted as your original work, without acknowledging the source(s).

Plagiarism may be unintentional (i.e., students are unclear about what constitutes plagiarism or forget to properly cite material) or deliberate (i.e., knowingly submitting someone else's work as one's own). Both unintentional and deliberate plagiarism can result in serious consequences.

How to Avoid Plagiarism

- If you decide to use a source, whether it is a direct quotation, an idea, a representation, a drawing, a map, etc., be sure to (properly*) cite your source(s), as soon as you have mentioned it and at the end of your work.
- While it is not necessary to cite information or facts that are common knowledge, be sure to cite non-common knowledge or ideas that are drawn from facts that are not your own.
- Keep all rough notes, all plans of your work as evidence of your thought process.
- Provide opportunities for your teacher to see your progress throughout your work.
- Avoid having students see your work.
- When in doubt, ask your subject teacher to clarify what constitutes plagiarism.

Examples of Plagiarism

- Not fully and/or properly* citing a source(s) used in your work.
- Submitting work that is directly “cut and pasted” or minorly modified from a source(s) without referencing the source(s)
- Submitting work that was done by another individual as your own.
- Not using embedded references to cite the sources of ideas, language (e.g., not using quotation marks for direct quotations), graphs, charts, images, etc. gotten from sources, other than generated by yourself.

The MITBRIDGE ACADEMY School uses the Modern Language Association

(MLA) or (APA) format for documenting sources used in the preparation of an essay and other research assignments.

Plagiarism may be Suspected or Proven if...

- A teacher can find a replica or close modification of work submitted, without the student citing or improperly citing the original work referenced.
- A teacher can identify similar errors/irregularities made at similar points/steps when

comparing two or more student works.

- A teacher can identify differences in the normal patterns of work previously submitted by the student.

- The student is unable to explain “their own” submitted work, explain words, concepts, ideas, theories, and/or unable to use them in the proper context.

If Plagiarism is suspected...

- The student will be notified by the teacher that the student’s work is suspected of being plagiarized.

- The student will be reminded of the consequences for students found guilty of plagiarism.

- The teacher will interview the student to determine the circumstances behind the plagiarism.

- The student will be asked to prove that the work is an original piece.

- If a student is unable to prove that their work is an original piece and the teacher has solid proof that the work was plagiarized, then consequences will follow (see the next section)

Consequences for Cheating or Plagiarism

Some or all the below consequences may result if a student is caught cheating or found guilty of plagiarism.

- The principal, vice-principal and parents will be informed of the incident.

- A mark of “0” will be assigned to the portion of the work found unworthy or to the whole work itself.

- A record of the incident may be documented and recorded in the student’s Ontario Student Record (O.S.R.)

- Acknowledgment of the learning skills and work habits portion of the report card

- The teacher may request a “re-do” of the work or portion of work found unworthy and penalize the work redone (in consultation with the principal or vice-principal) by a percentage deemed appropriate, depending on the severity of the act.

All appeals on charges of academic dishonesty and penalties given may be addressed to the principal or vice principal.

A Final Reminder

Try your best to begin your assignments early, keep all your process work and when you use works from other source(s) than your own, cite it properly. Your work, done honestly and cited properly is work full of integrity.

LATE AND MISSED ASSIGNMENTS

Handing in assignments on time is imperative to your child maximizing his or her credit-earning potential. Assignments follow a due date and deadline format. A due date is the date which an assignment should be completed, performed and/or submitted. A deadline is a date (differs from teacher to teacher, but generally two days), beyond which the assignment cannot be completed, performed and/or submitted and a mark of zero will be given.

Students will face consequences for not completing assignments meant for evaluation or for submitting those assignments after the designated due date. Where in the teacher’s professional judgment it is appropriate to do so, several strategies may be used to help prevent and/or address late and missed assignments. They include:

- Asking the student to clarify the reason for not completing the assignment.
- helping students develop better time-management skills.
- collaborating with other staff to prepare a part- or full-year calendar of major assignment dates for every class.
- planning for major assignments to be completed in stages so that students are less likely to be faced with an all-or-nothing situation at the last minute.
- maintaining ongoing communication with students and/or parents about due dates and

late assignments, and scheduling conferences with parents if the problem persists.

- taking into consideration legitimate reasons for missed deadlines.
 - setting up a student contract.
 - using counseling or peer tutoring to try to deal positively with problems (as resources are available).
 - holding teacher-student conferences.
 - reviewing whether students require special education services.
 - providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so.
 - deducting marks for late assignments, up to and including the full value of the assignment.
- Late and missed assignments for evaluation may also be noted on the report card as part of the evaluation of a student's development of learning skills and work habits. When appropriate, a student's tendency to be late in submitting, or to fail to submit, other assignments (including homework) may also be noted on the report card as part of the evaluation of the student's development of the learning skills and work habits.

MISSED EVALUATIONS (TERM OR FINAL)

Evaluations are how students derive their marks. To that end, attendance during the term evaluations, such as a presentation, tests, etc. is mandatory. Teachers will give students enough prior notice of these term evaluations and wherever/whenever possible, be sensitive to other school-scheduled events, other course workloads, etc. Students who know in advance that they will be absent for their term evaluation (e.g., test, presentation, etc.) must make alternative arrangements with the teacher as early as possible. Students are required to show up on the date and time allocated for their exam. Appointments, holidays, etc. must be scheduled around these times, as students who miss an examination (for illegitimate or unimportant reasons), will be given a mark of zero. In addition, students are expected to attempt/complete each portion of their final summative assessments, which may consist of one or more evaluations (e.g., in-class presentation and/or examination, etc.), as any missed portions will be given a mark of zero and this will be used in the calculation of the final grade.

ACCEPTABLE USE POLICY

This policy has been created to apply to all students, employees, parents, visitors, and guests of MITBRIDGE ACADEMY School to establish the efficient, safe, ethical, and acceptable use of information technology to support the educational and business goals of MITBRIDGE ACADEMY school.

Student and Parent Acknowledgement

As a condition for receiving access to any technology affiliated with MITBRIDGE ACADEMY all students and parents must acknowledge the existence of this policy. Educational Purposes

The purpose of Technology at MITBRIDGE ACADEMY school is to serve as a means for teaching and learning consistent with the educational goals of MITBRIDGE ACADEMY school. Any technology at the school may not be used for recreational, personal, or commercial purposes. Students at MITBRIDGE ACADEMY school will be able to contact and collaborate with other students within MITBRIDGE ACADEMY school which is accessible exclusively by authorized users. All communications and information accessible via any MITBRIDGE ACADEMY school technology which may be accessed by the school and treated as the school property; including, but not limited to, email, chat text, and course-related documents.

Users are responsible for ensuring that their technologies are only used for academic purposes.

Inappropriate use includes all activities prohibited to the user based on their allowed degree of access and any activity that violates MITBRIDGE ACADEMY school's policies.

Student Responsibilities may include but are not limited to: Students should immediately notify their instructor or the office of any violations of this Policy. The following is a list of unacceptable activities:

- Storing or sending an inappropriate or indecent website, files, messages or images
- Cyber-bullying or using obscene language, harassment, threatening or attacking others
- Transmission of any forms of solicitation, including placing hyperlinks to non-school related websites
- Mass mailings within MITBRIDGE ACADEMY school without receiving permission from the Chief Information Officer
- Gaining access to or attempting to modify employees', instructors', students', or third
- parties' folders, work, or files

- Gaining unauthorized access to restricted resources
- Spreading, creating, or using invasive software including but not limited to:
 - Computer viruses
 - Worms
 - Malware
 - Other detrimental technology
- Misrepresenting oneself in any e-mail communication or while accessing the school's Technology
- Allowing third-party access to MITBRIDGE ACADEMY school's technology without prior authorization from the Chief Information Officer or Chief Executive Officer
- Encrypting communications or files to avoid security review
- Accessing, using, or distributing another user's login or password
- Sharing personal passwords or personal information, mishandling passwords, access
- codes or other data in violation of any MITBRIDGE ACADEMY school
- policy
- Any inappropriate activities performed through a student's account will be considered
- to be the actions of the account holder
- Involvement in any activity that is prohibited by this Policy, other MITBRIDGE ACADEMY policies, or by applicable law

Personal Security

MITBRIDGE ACADEMY school recommends the following rules when students are outside of the MITBRIDGE ACADEMY online learning environment

in tandem with the above guidelines: ☐ Never arrange to get together with someone "met" online without parental permission

- Report any illicit or suspicious activities to the administration immediately and do not respond
- Do not engage in any activity that may violate the school's Pupil Safety
- Beware of emails from anyone, particularly adults you do not know, asking for personal
- information, attempting to arrange meetings, or engaging in personal contact
- Alert your instructor or other MITBRIDGE ACADEMY employees or contractors of any message you receive that is inappropriate or makes you feel uncomfortable
- Never say anything via email that you would not mind seeing in a local newspaper

- MITBRIDGE ACADEMY cannot guarantee the appropriateness or accuracy of the information that students may access on the Internet outside of MITBRIDGE ACADEMY. Parents should be aware of this and closely monitor their child(ren)'s communications and use of the internet

Consequences for Violation of the Policy

Access to the Technology is a privilege, not a right. Users who abide by this Policy will be allowed to access MITBRIDGE ACADEMY Technology. Users who do not abide by the policies may be denied access to the Technology. Acceptable use practices, policies, and guidelines apply to anyone who accesses the school's technology.

MITBRIDGE ACADEMY School Rights

MITBRIDGE ACADEMY Technology is maintained and managed by the principal to ensure its reliability in performing its educational goal. Users do not have the right to privacy on anything stored with MITBRIDGE ACADEMY technology, even if protected by a password. The school reserves the right to:

- Monitor all activity and use of MITBRIDGE ACADEMY Technology
- Make determinations on whether specific uses of the school Technology are consistent with this Policy
- Log Technology use by users
- Determine what is appropriate use
- Remove user access to MITBRIDGE ACADEMY school Technology at any time if the user engages in unauthorized activities or violates this Policy
- Any MITBRIDGE ACADEMY school administrator may terminate the account privileges of a student for any reason
- Cooperate fully with any investigation and law enforcement concerning or relating to
- MITBRIDGE ACADEMY school Technology activity

Definition and Scope of MITBRIDGE ACADEMY school Technology

MITBRIDGE ACADEMY school Technology consists of all online computer accounts and applications owned or leased by MITBRIDGE ACADEMY, and any configuration of computer hardware and software that connects the users to the Technology. The term includes all of the application software, stored text, and data, voice, and image files. The term also includes computer accounts, electronic mail, local databases, externally accessed databases, digitized information, communication technologies, and new technologies as they become available. Any computer, peripheral device, tablet computer, cell phone,

pager, or other devices, not owned by MITBRIDGE ACADEMY, but which has been permitted to access the Technology, or which accesses the Technology

without permission shall be governed by this Policy.

MITBRIDGE ACADEMY Limitation of Liability

MITBRIDGE ACADEMY makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through our school technology will be error-free or without defect. MITBRIDGE ACADEMY will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. MITBRIDGE ACADEMY is not responsible for the accuracy or quality of the information obtained through or stored on the system. MITBRIDGE ACADEMY will not be responsible for financial obligations or repair costs arising from unauthorized use or intentional misconduct. MITBRIDGE ACADEMY assumes no responsibility for any phone charges, line costs, or usage fees for connectivity to the Internet, from unauthorized use or intentional misconduct.

APPENDIX A – LEARNING LOG TEMPLATE

Unit: _____ Course Code: _____

Start Date: _____ Teacher: _____

End Date: _____ Total hours: _____

[illegible]