

Ontario Secondary School Diploma (OSSD)

-- not only important but critical for your future

Is MITBRIDGE ACADEMY accredited?

Yes, MITBRIDGE Academy is accredited. MITBRIDGE ACADEMY has been inspected by the Ontario Ministry of Education and has met all inspection requirements to be given the right to issue (OSSD) Secondary School Diploma credits. OSSD credits are the same credits issued by all public schools in Ontario, which count towards the Ontario Secondary School Diploma. All of our online high school courses follow the Ontario Curriculum. **MITBRIDGE ACADEMY Ministry BSID# is 665724.** You can find our accreditation here: [Ministry of Education \(Ontario\) Private School Information Site](#)

How do I register for a course?

1. Go to the [Registration page](#)
2. Add the course(s) to your cart
3. Complete the registration form
4. Once registered, you will have immediate access to your courses

How does online learning work at MITBRIDGE ACADEMY?

Once you register through our website, you will have 24/7 access to your online course. Use your username login and password to access the learning management system. Then, at a pace suitable to your learning, you can progress through the interactive lessons and practice quizzes. When you are ready you can complete the unit evaluations and submit them into the drop box for your teacher to evaluate and provide feedback. All unit evaluations are completed and submitted online. You can type out your answers, do them on paper, and scan them or take a picture of your handwritten work as submission of the evaluations, whatever means you are comfortable with. After you receive a grade and feedback, you can then proceed to the next unit and so forth until the course is complete. At the mid-point in the course, we will email you a first report card, and upon completion of the remaining units and the **proctored final exam**, you will be emailed a final report card.

How do I know if online learning is right for me?

In most cases, this form of course delivery works well to support a wide range of learning styles. Students should be motivated to excel, have familiarity with basic computer

applications (word processor, web browser), and possess the ability to work independently. Remember there is also an Ontario-trained and certified teacher assigned to assist, encourage, and communicate with you and will be able to help you achieve your goals in the course. Also, If you started Grade 9 in the 2020-21 school year or later, you must earn at least 2 online learning credits to get your high school diploma.

How long does it take to do an online course?

One of the greatest features of **online learning** is the flexibility it provides allowing you to customize your schedule to complete the course at your own pace. Course progress is measured on the completion of the assignments, discussions, and summative evaluations. You can log in to your course and **learn at home** at any time and any pace. Students are eligible to write the final exam after completing the minimal number of hours. For example: studying a few hours a day will enable you to complete the course in just four weeks during the summer break. And a few hours a day for six to eight weeks during school time. If you require a slower pace you can take up to 10 months to complete a course.

Can I take a course through MITBRIDGE ACADEMY in the summer?

Yes, our courses are available year-round, meaning you can register and start anytime! During July and August, all new registrations are eligible to be completed in as little as 21 days (as opposed to the standard 30 days minimum completion the other 10 months of the year!)

If I am in another province or in another country, can I still take an online credit course with MITBRIDGE ACADEMY?

Yes. You are able to take any course(s) through MITBRIDGE Academy.

If you are from China, you are required to register through – www.mitbridgeacademy.com

What is your Refund Policy?

Please note that there are **no refunds** through MITBRIDGE ACADEMY. Students can however request in writing to transfer to another available MITBRIDGE ACADEMY course within 7 days of their initial registration provided that they have not attempted any of the course evaluations and that they have the prerequisite for the course they wish to transfer into.

What is a proctored final exam?

Many of our courses require students to write a **final exam** at the end of the course. Students are required to complete the final exam under the supervision of an approved proctor. A secured e-learning proctor can also be an option for the exam.

Who can 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 MITBRIDGE Academy Principal.

Criteria for In-Person Proctoring

The student may select a proctor to meet with in person for the purpose of invigilating 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 MITBRIDGE Academy Principal.

In order 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

How are exams scheduled?

Students can email their proctors' details, including their professional email address and phone number 7 days in advance of when they would like to write the exam. Once approved, the student and proctor can mutually determine the desired date, time, and location of the exam. The student will then email the date and time into our system and our system will email a copy of the exam and policy form to the proctor 2 hours before the scheduled time. The approved proctor and student may then proceed with the final exam as scheduled. Once the final exam has been written, the proctor must send the exam back to the teacher as a scanned, clearly legible document. If a student chooses a proctor who charges a fee for their services, MITBRIDGE ACADEMY is not responsible for that fee.

Will MITBRIDGE ACADEMY send my marks to OUAC/OCAS and my day school?

Upon completion, we will email a copy of the final report to the day school on file. For students applying to post-secondary, we may also send the marks directly to OUAC, OCAS to the university if you have applied as a mature student.

What is the role of the teacher?

The primary responsibility of the teacher is that of a facilitator... one who supports all learners to be successful in the course. Teachers assist students by answering questions via email, monitoring threaded discussions and chat topics, providing valuable feedback on evaluations, and providing multiple opportunities to demonstrate learning.

If I am registered as a full-time or part-time student at a regular high school, can I still take an online credit course with MITBRIDGE ACADEMY?

Absolutely.... Since MITBRIDGE ACADEMY is a private school, students do not require permission from their regularly attended day school or school board to take any course. When you have successfully finished the course with us, we will send you one copy of the report card, and a second copy will be forwarded to your day school. Your day school will then add this credit to your ongoing transcript. Upon request, MITBRIDGE ACADEMY can also forward your marks directly to the **Ontario University Application Centre (OUAC)**. There is no charge for this service. All OSSD high school credits are the same regardless of the means of delivery.

Are there any hidden or additional costs?

There are no hidden or additional fees! All necessary materials will be provided, either directly in the lesson attachments (e.g., worksheets and homework tasks) or in a course resource tab (e.g., course texts, practice evaluations, and assessment rubrics). Courses only require students to have access to a word processing program, such as Microsoft Word.

What do I need to get started?

You will need a computer, tablet, or cellphone with high-speed internet; however, our course content runs better on a PC or Mac. (Please see the PC requirements tab). Please read our **Privacy Policy below**. For courses with some tests, students may need access to a printer to complete their evaluations. You will also need to have MS Office and [Adobe Acrobat Reader](#) installed on your device to open assignments and test files. There are free software options like [LibreOffice](#) you can download and install on your PC or Mac.

Privacy Policy & Intellectual Property

MITBRIDGE ACADEMY is committed to protecting the security and privacy of each student, client, associate, and website visitor. The policy below outlines how we collect and use only relevant user information from our website and associated services to continually offer the best user experience possible.

This Privacy Policy governs how MITBRIDGE ACADEMY collects, uses, maintains, and discloses information collected from users (each, a “User”) of the website (“Site”). This privacy policy applies to the Site and all products and services offered by us

Personal Identification Information

We may collect personal identification information from Users in a variety of ways, including, but not limited to When users visit our site, register on the site, fill out a form, respond to a survey, and in connection with other activities, services, features, or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, and phone number. Users may, however, visit our Site anonymously. We will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Site-related activities.

Non-Personal Identification Information

We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer, and technical information about users’ means of connection to our Site, such as the operating system, the internet service providers utilized, and other similar information.

Web Browser Cookies

Our Site may use “cookies” to enhance the User experience. The User’s web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. The User may choose to set their web browser to refuse cookies or to alert them when cookies are being sent. If they do so, note that some parts of the site may not function properly.

Web Analytics

In order to serve you better, we occasionally use web services including Google Analytics to help analyze the use of our website. This tool uses cookies to collect and generate information about your visits to our site (including your IP address) that is transmitted to their server in an anonymous form for processing. We study patterns of website activity so that we can improve the experience of visitors to our Site.

The use of this tool does not allow us or our analytics service provider to identify individuals. You can opt out of analytics activity by setting your browser to notify you when a cookie is sent and block analytics cookies if desired. Please consult your browser's Help Menu for instructions. Visiting our website with analytics cookies disabled will have no significant impact on your browsing experience.

Google currently offers a free Google Analytics opt-out tool for Internet Explorer (versions 7 and 8), Google Chrome (4.x and higher), and Mozilla Firefox (3.5 and higher).

How We Use Collected Information

MITBRIDGE ACADEMY may collect and use Users' personal information for the following purposes:

- *To run and operate our Site*
We may need your information to display content on the Site correctly.
- *To improve customer service*
The information you provide helps us respond to your customer service requests and support needs more efficiently.
- *To personalize User experience*
We may use information in the aggregate to understand how our Users as a group use the services and resources provided on our Site.
- *To improve our Site*
We may use the feedback you provide to improve our products and services.
- *To process payments*
We may use the information Users provide about themselves when placing an order only to provide service to that order. We do not share this information with outside parties except to the extent necessary to provide the service.
- *To run a promotion, contest, survey or other Site feature*
We may send Users information they agreed to receive about topics we think will be of interest to them.

- *To send periodic emails*

We may use the email address to send User information and updates pertaining to their order. It may also be used to respond to their inquiries, questions, and/or other requests.

How We Protect Your Information

We adopt appropriate data collection, storage, and processing practices and security measures to protect against unauthorized access, alteration, and disclosure or destruction of your personal information, username, password, transaction information, and data stored on our Site.

Sensitive and private data exchange between the Site and its Users happens over an SSL-secured communication channel and is encrypted and protected with digital signatures. Our Site is also in compliance with PCI vulnerability standards in order to create as secure an environment as possible for Users.

Sharing Your Personal Information

We do not sell, trade, or rent Users' personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates, and advertisers for the purposes outlined above. We may use third-party service providers to help us operate our business and the Site or administer activities on our behalf, such as sending out newsletters or surveys. We may share your information with these third parties for those limited purposes, provided that you have given us your permission.

Location Information

When using our site, we may ask the User to confirm their location to generate aspects of specific Site pages, namely, but not limited to the Fees on the Registration page. We may also use this data internally or in conjunction with our third-party service providers to customize your experience and provide offers that may be relevant to you.

Third-Party Websites

Users may find advertising or other content on our Site that links to the sites and services of our partners, suppliers, advertisers, sponsors, licensors, and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and

interaction on any other website, including websites that have links to our Site, is subject to that website's terms and policies.

Changes to This Privacy Policy

MITBRIDGE ACADEMY has the discretion to update this Privacy Policy at any time. When we do, we will email all active Users in our learning environment. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this Privacy Policy periodically and become aware of modifications.

Your Acceptance of These Terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please **contact us at admin@mitbridge.ca**.

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