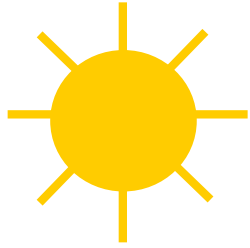


VIRGINIA DEPARTMENT OF EDUCATION



# **SUMMER SESSION HANDBOOK**

## **2011**

[www.virtualvirginia.org/summer](http://www.virtualvirginia.org/summer)

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## WELCOME TO VIRTUAL VIRGINIA!

Welcome to Virtual Virginia's Summer Session! We are excited your students are joining us in this online educational experience. This handbook provides quick access to answers for many of the questions you may have about the Virtual Virginia policies, procedures, and specific programs and courses. Please take time to review this handbook and keep a copy for reference as the summer progresses.

Virtual Virginia (VVA) courses meet or exceed rigorous curriculum standards, such as Virginia Standards of Learning and the College Board Audit Certification. All VVA courses are staffed by highly-qualified Virginia licensed instructors with virtual office hours that are posted on the courses' opening pages. These virtual office hours provide ample opportunities for students to contact the instructors via a toll-free phone line or online within the course's email, chat or paging technology. Students can access the services of the Summer School Coordinator, the Counseling and Research Supervisor, and a toll-free Help Desk for technical issues. Student success is our number one goal, and we go the extra mile to ensure a meaningful online learning experience.

Virginia has a long history in providing distance-learning opportunities for its middle and high school students. Beginning in the 1980's, Advanced Placement (AP) and world language courses were offered via satellite to students throughout Virginia. The primary mission of the program was to serve rural and underserved students with courses that were unavailable because schools were unable to find highly qualified instructors or there were too few students to offer the course. Thousands of students in Virginia and across the nation have successfully completed courses using the *Virginia Satellite Education Network (VSEN)*. Several years ago, the program added world language and Advanced Placement courses and changed to include web-based delivery. The program became known as the *Virtual Advanced Placement School (VAPS)*. The Virginia Department of Education saw a need to combine these two programs and move towards embracing online education. Through that process Virtual Virginia was born. In 2009-2010, Virtual Virginia provided online instruction for students in over 119 school divisions and 240 middle and high schools as well as students from 13 states and six nations.

Virtual Virginia students are active participants in the virtual world of learning and are led by talented instructors who work with them to help achieve their educational goals. The virtual world offers much flexibility in the learning environment but some things remain constant including the need to individualize instruction, communicate regularly and closely monitor student learning. This summer it is more important than ever to keep our lines of communication open between parents, counselors, and our instructors. This manual will detail some of the guidelines that were established to help define the roles and responsibilities of various stakeholders.

We always welcome your feedback. Please feel free to contact the Summer School Coordinator, Scott Cloud, at (866) 650-0024, or [scott.cloud@virtualvirginia.org](mailto:scott.cloud@virtualvirginia.org).

# STUDENT SUPPORT SERVICES

## Guidance and Counseling Services

The Virtual Virginia guidance and counseling program provides a comprehensive set of services that aim to promote and support the academic, career, and personal/social growth and development of our students. Our VVa counseling and research supervisor provides guidance and counseling services for all of our virtual students, collaborates and consults with students, parents, representatives of the local school district, our virtual administration, faculty, and staff, and is active in the promotion of our online environment through the VV outreach programs.

Our counseling and research supervisor's primary responsibility is to assist students in achieving academic success in our virtual environment and to serve as a liaison for parents and local school officials. This is accomplished through the promotion of early career development and exploration. Career development is a life-long process that begins during the K-12 years. The selection of high school coursework is a critical step in the career planning process. Students are encouraged to explore a variety of careers through the resources available on our site. The counseling and research supervisor is available to assist students, parents, and local school counselors in the selection of virtual courses for all students.

Students, parents, and local school officials may contact Dr. Erin Berry via phone (866.650.0026) or through the email (erin.berry@virtualvirtual.org) and pager systems (erin.berry) within our course management system. See the guidance and counseling homepage at [www.virtualvirginia.org/about/counselors.shtml](http://www.virtualvirginia.org/about/counselors.shtml) for more information.

## E-Learning Help Desk

Virtual Virginia operates a toll-free technical support line for students, mentors, and counselors to use for assistance with any technical issues related to Virtual Virginia technical requirements. This toll free number is 866-650-0027 and is available during the following days and times:

June 22 – July 31, 2009

Monday through Friday: 8:00am – 4:00pm

Also, students and school representatives may email technical questions to [support@virtualhelpdesk.org](mailto:support@virtualhelpdesk.org).

The Help Desk cannot answer course content related questions or answer questions about other program elements. These questions should be directed to your students' online course instructor.

## Supervising Mentor

Schools are asked to identify a mentor for each student prior to registering students for summer session. The mentor does not have to be a certified teacher. The school administrator may seek out certified teachers at your school to serve as mentor teachers, or teachers may volunteer by contacting the appropriate administrator and expressing their interest. For summer session, schools may utilize parents as mentors; however, the final exam must be proctored at school under the supervision of a school employee. If the mentor changes after enrollment occurs, the local school is responsible for entering this change in the registration system. Mentors cannot access student information if they are not attached to the student in our registration system. Mentor/student partnerships are communicated to the students, parents, school counselors, teachers, and registrar of VVa. Daily mentor responsibilities include:

- Maintain regular contact with students taking online classes outside of the classroom setting
- Monitor student's progress and needs through daily contact with students taking online courses
- Monitor course activities and progress of students as well as student use of time
- Serve as liaison between the student, the school and Virtual Virginia instructors and supervisors regarding student performance and progress
- Weekly communication between mentor and instructor is essential for student success
- Proctor tests and examinations as needed
- Collect student forms required by Virtual Virginia
- Ensure that all students have access to the appropriate technology including telephones, fax, scanner, and high speed internet, headset/ microphones
- Notify the registering counselor immediately regarding any students' intent to withdraw from Virtual Virginia courses. Withdrawals must occur by June 26, 2009 in order to receive any reimbursement of tuition. Students must continue to submit work until withdrawal is processed or the grade may be negatively affected. Students who withdraw after this date forfeit the full cost of tuition.

Virtual Virginia provides an online mentor training program for our supervising mentors. The training program is located under *For Mentors* tab on our main website. While this training was originally designed for mentors in our regular school year program, it will contain information of interest to summer mentors as well.

## POLICIES AND PROCEDURES

### Statement of Non-Discrimination

[http://www.doe.virginia.gov/home\\_files/web\\_policy.shtml#snd](http://www.doe.virginia.gov/home_files/web_policy.shtml#snd)

The Virginia Department of Education does not discriminate on the basis of race, sex, color, national origin, religion, age, political affiliation, veteran status, or against otherwise qualified persons with disabilities in its programs and activities. The following position has been designated to handle inquiries regarding the Department's non-discrimination policies:

Superintendent of Public Instruction  
Virginia Department of Education  
P.O. Box 2120  
Richmond , Virginia 23218-2120  
Phone: (804) 225-2023

For further information on Federal non-discrimination regulations, contact the Office for Civil Rights at [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov) or call 1(800) 421-3481.

You may also view Executive Order 6 (2010), which specifically prohibits discrimination on the basis of race, sex, color, national origin, religion, age, political affiliation, or against otherwise qualified persons with disabilities. The policy permits appropriate employment preferences for veterans and specifically prohibits discrimination against veterans. [www.virginia.gov](http://www.virginia.gov) concerning this equal opportunity policy.

### Enrollment

Students who are enrolled in and attending a Virginia public school may enroll in a course with prior approval of the local school. The school counselor or designated registrar of the school registers the student online through the Virtual Virginia registration system. Schools who have previously participated in Virtual Virginia may continue to use their original user name/password to register students Summer Session 2011. All new users need to create an account for their local school. There is a technical guideline (located at <http://www.virtualvirginia.org/summer>) to assist you in the registration process. Please download the file from the registration site. Registration for courses opens on April 15, 2011 and closes on midnight, June 21.

In order for a student to enroll in a Virtual Virginia course, the **local school must agree to award the assigned credit for the course.** If the course includes a relevant end-of-course assessment, the local school will administer the assessment and award verified credit. Credit is posted into the student's transcript by the student's middle or high school.

Home school students may also register for Virtual Virginia summer session courses. The home school instructor of record who may be the parent/guardian may enroll the student and the parent/guardians are responsible for payment of all fees associated with the course.

Some courses may be cancelled due to low enrollment. The person who is responsible for enrolling the student will be contacted on June 7th if there is a possibility of that student's class being cancelled. If enrollment has not reached a minimum level by June 17th for a course, that course will be cancelled and the school who registered students for that course will not be invoiced.

Students who fail to login or complete course work over a 5 calendar day period without specific written permission by Virtual Virginia faculty or staff will be administratively dropped from the course and the school division will be invoiced for the full amount of tuition.

Withdrawing from an online course should be done by the local school counselor or person who initially registered the student and must be done online. **Simply withdrawing at the local school and/or notifying the online instructor is not considered a withdrawal.** The student must be withdrawn online by going to the registration site and clicking on the drop icon on the student enrollment page.

### **Orientation**

Students are **required** to attend one of the following live orientation meetings via software called Elluminate before beginning their course. If for some reason, a student cannot attend one of these sessions, he or she needs to contact Scott Cloud (scott.cloud@virtualvirginia.org or 866.650.0024) to arrange an alternate time to attend an orientation. Parents are strongly encouraged to attend these orientations as well. Information about how to sign up to attend these orientations will be sent in early June.

June 15	6p.m.
June 20	10a.m.

### **Fees**

As summer session is an independently supported program, there is a tuition charge for all students. Tuition for students is \$500 per student per 1 credit course and \$250 per .5 credit class. Local school systems or home school parents will receive invoices for tuition after students have been registered. It is acceptable to collect the tuition from the parents to cover summer session tuition fees, as long as this is consistent with the local school division policy concerning summer school.

Students who take summer session courses from countries outside of the United States of America will be required to pay a \$25 communication fee.

## **Textbooks, Equipment, and Supplies**

Counselors who register students should first confirm that the students have reliable access to high-speed Internet for the duration of the course for 24 hours a week for full credit courses. **Students whose access to Internet is limited to dial-up connections should not be enrolled in summer courses.** Students should also have reliable access to a telephone, fax or scanner, and headset/ microphone during the time they are engaged in course activities.

All textbooks and software-based course material needed to participate in Virtual Virginia summer session courses will be provided by Virtual Virginia through a loan agreement. If material is not returned at the conclusion of the course, the school will be invoiced for the full value of the material.

## **Summer School Calendar**

Courses begin on June 20, 2011 and will end on July 29, 2011. Students are expected to log in to their courses at least once every weekday during this time. Students should expect to spend at least 24 hours a week working on their 1 credit courses and 12 hours per week working on their .5 credit courses. Teachers will post clearly defined due dates for all assignments in the course schedule page. All Virtual Virginia courses meet rigorous academic standards. Our academic courses are designed to meet the Virginia Standards of Learning.

Exams will be scheduled between July 27 – Aug 3. Students are responsible for notifying the instructor of any calendar issues and should make sure assignments are completed in a timely manner. Only instructors can excuse or delay graded assignments. Students and mentors should make sure instructors are kept informed of student conflicts with the due dates for a scheduled exam, test or assignment.

## **Student Contact Policy**

Students must continuously communicate in order to be successful in online courses. Instructors will speak with students by phone to conduct check for understanding interviews at least once a week. Instructors will also follow Virtual Virginia guidelines for contacting students, parents, mentors, counselors, or principals when students fail to participate in the course on a regular basis.

## **Grades**

Using the online grade book within the course management system, the student and mentor will be able to monitor grades. Grades are based on a 100-point scale and are cumulative throughout the Virtual Virginia summer semester. Virtual Virginia will email the counselor on record that the final grade report is ready to be downloaded from the registration system. Please note that the exam grade is already calculated into the final grade. We recommend consulting with the instructor if there are questions about the grades. **Virtual Virginia does not have a specific grading scale; the local school will convert the numeric grade awarded to a letter grade based on the local grading scale.**

## **Instructor Contact**

Summer Session instructors will maintain virtual office hours Monday through Friday from June 20 to July 29. These hours will be posted in their courses and will be sent to students and mentors. During these hours, instructors will be available via Virtual Virginia instant message (pager), email, and through their toll free phone number. Students and mentors may expect to receive a reply to communication sent to a Summer Session teacher within 24 hours, excluding weekends.

## **Late Work Policy**

Timely submission of assignments is the hallmark of a successful virtual student. As such, the following policy is designed to hold students accountable for their work. All assignments will have a due date published in the course calendar. If a student does not complete the assignment by the due date, a grade of zero will be recorded for that assignment. The student may request the opportunity to complete the assignment up to five instructional days after the original due date at a grade penalty. If there are extenuating circumstances that can be verified by a mentor, counselor, or parent, then the grade penalty may not be applied. All requests are considered on a case by case basis and may not be approved. Assignments due during the week before both the semester and course end dates will not be given the normal five day grace period. If these assignments are not submitted on time and no extenuating circumstance is verified, the student will receive a grade of zero for those assignments.

Occasionally, an extenuating circumstance prevents a student from completing a semester or a course by the assigned end date. In order to grant semester or course extensions, the Summer School Coordinator must receive a written request from the students' parent, counselor or principal explaining why the student was unable to complete the work on time, when the new end of semester or end of course date should be, and steps the school will take to support this student as he or she finishes the work.

## **Academic Integrity and Honor Agreement**

Virtual students are required to fully commit to academic integrity. Students are required to agree to abide by the following set of expectations:

- Each student is expected to verify that the work on each assignment is his or her own.
- Collaborating with another classmate on any assignment must be pre-approved by the instructor.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the Internet.
- No student should store course work on a public or shared network drive

If a student plagiarizes work in any manner, the student is subject to disciplinary action and may be removed from the course with a failing grade.

## **ADA Compliance**

It is the instructor's responsibility to provide appropriate services to all students, including those with documented disabilities. In the registration process, counselors are asked to identify qualified students with disabilities needing appropriate adjustments by indicating the student has either an IEP or 504 plan. The E-Learning Counseling and Research Supervisor and/or mentor will work with the online teacher to develop a plan for services to be offered and the accommodations needed for the student's success in the course. Please make sure a copy is forwarded to the E-Learning Counseling & Research Supervisor.

## **Local School or School System End-of-Course Exams**

Students enrolled in Virtual Virginia are expected to take end-of-course exams as set by the instructor and do not follow local school exam exemption policies. If the local school or school system has a local standardized end-of-course exam that is included in the student's grade for the course, the school or school system determines whether the student must take the exam. Alignment between the content of the local exam and the content of the online course should be examined as part of the determination of whether the student will take the exam.

**Virtual Virginia DOES NOT exempt students from final exams, regardless of local school policy.**

## **Local School System Responsibilities**

Local divisions are responsible for:

- Providing information to schools, students, parent/guardian and staff about Virtual Virginia offerings;
- Coordinating correspondence between the school system central office and Virtual Virginia;
- Collaborating with Virtual Virginia in providing in-service training to site-based counselors and mentors in the schools in which students are enrolled in Virtual Virginia courses;
- Working with central office technology staff to ensure the school system network will permit access to the Virtual Virginia courses;
- Establishing a local school division distance learning policy;
- Communicating with the Virtual Virginia supervisors to provide feedback on the quality of the courses and instruction and the satisfaction level of the school system.

## **Local School Responsibilities**

Local schools are responsible for:

- Providing information to students, parents/guardians, and staff regarding Virtual Virginia offerings;
- Providing requested information and other documentation to the VVa supervisors;
- Ensuring that proper grade and credit information for the online course are recorded in the student 's record;
- Ensuring that a responsible adult is available to mentor students' progress and proctor tests and examinations;
- Working with parents and students to ensure that all students have access to the appropriate technology and high speed access to the Internet;
- Registering students for course;
- Registering and administer SOL test where applicable;
- Withdrawing students online at the registration site if needed;
- Communicating with the Virtual Virginia supervisors to provide feedback on the quality of the courses and instruction and the satisfaction level of the students and parent/guardians.

## **National Collegiate Academic Association (NCAA) Credit**

Courses taught via the Internet, distance learning, independent study, individualized instruction, correspondence or similar means may be used to satisfy NCAA core-course requirements if all the following conditions are satisfied:

- The course meets all requirements for a core course as defined in the NCAA Core-Course review, which is available at [www.ncaa.org](http://www.ncaa.org);
- The instructor and the student have access to one another during the duration of the course for purposes of teaching, evaluating and providing assistance to the student;
- Evaluation of the student's work is conducted by the appropriate academic authorities in accordance with the high school's established academic policies; and
- The course is approved by the NCAA, listed on the local school approved courses list and placed on the high school transcript.

School counselors will find the information necessary to add Virtual Virginia courses to their local list of NCAA approved courses on the counselor's resource page on our website.

## **Right to Privacy**

Virtual Virginia will abide by the student privacy guidelines set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records: Virginia Department of Education (VDOE) Board Members, VDOE E-Learning administrative team, the professional staff of the student's school (teacher/school counselor), appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the VDOE E-Learning office. A final grade report is available to the student's local school upon completion of their online course(s), or at any time upon request of the local school and/or student's legal guardian

The names of Virtual Virginia students, their images, and their coursework will not be published on Virtual Virginia's website without student and guardian consent. (Appendix)

Each Virtual Virginia student is provided a unique password that will allow him/her to access the online course. Students must maintain the integrity of their passwords and are notified that the communication within the course management system should not be considered private.

# THE VIRTUAL VIRGINIA SUPPORT DEPARTMENT

The Virtual Virginia Support Department is available to work with students, local schools, and parents to ensure that students have assistance in using the necessary computer hardware and software. Parents or local technical staff will need to work with the Virtual Virginia staff to:

- Verify that the students' workstations meets the minimum hardware and software requirements in this document and ensure adequate bandwidth;
- Act as a resource for the installation of programs and problem-solve any technical difficulties throughout the course;
- Communicate with the Virtual Virginia Help Desk as needed.

Students working outside the local school setting must be aware of the need to access equipment that meets the minimum requirements as specified in this document. Updated system requirements can be found in this document or on the web at: [www.virtualvirginia.org/techassistance/downloads/systemrequirements.pdf](http://www.virtualvirginia.org/techassistance/downloads/systemrequirements.pdf).

## The Virtual Virginia Help Desk

Virtual Virginia operates a toll-free technical support line for students, parents, and local school personnel to use for assistance with any technical issues related to Virtual Virginia courses. This toll-free number is 866-650-0027 and is open during the following hours:

**June-July:** Mon-Fri: 8:00 a.m.- 4:00 p.m.

Technical questions can also be sent to [support@virtualhelpdesk.org](mailto:support@virtualhelpdesk.org).

The Help Desk cannot answer course content related questions or questions about enrollments; these questions should be directed to the online course instructor or the Virtual Virginia Registrar.

When contacting the Virtual Virginia Help Desk, it's important to have the following information available:

- ✓ The Name of the Tool/Area Affected (classlist, content, etc)
- ✓ Information About Your Web Browser (name and version)
- ✓ Information About Your Operating System (name and version)
- ✓ A Detailed Description of the Problem (i.e. assignment, grade item, content links/topics)
- ✓ The Course Name
- ✓ The Student's Username
- ✓ Any Screen Shots (these are extremely helpful)

The Virtual Virginia Support representative will respond based on the severity of the student's issues (please see the chart below). The time frames listed below are suggested response times; it may take longer to implement a resolution.

<b>Security Level</b>	<b>Description</b>	<b>Preferred Contact Method</b>	<b>Response Times</b>
<b>Urgent</b>	Outage or Significant Impact Threatening Students' Productivity; Very Difficult to Work Around; System Is Unusable.	Phone	Immediate
<b>Important</b>	Problem Impact Is High; Productivity Is Proceeding, But In an Impaired Fashion; Workarounds Are Available.	Phone or Email	4-24 Hours
<b>Non-Urgent</b>	Issue Does Not Have Productivity Impact; Examples Include Product Enhancements, Usage Questions, and Cosmetic Problems.	Email	Within 24 Hours

# General Hardware and Software Requirements

## System Requirements

	Windows/PC	Mac
<b>Operating System</b>	Windows 2000, 2003, XP, or Vista	OS X (up to 10.2.4)
<b>Video</b>	Minimum Resolution of 800x600 Recommended Resolution (1024x768)	Minimum Resolution of 800x600 Recommended Resolution (1024x768)
<b>Audio</b>	Sound card; headphone and microphone capability	Sound card; headphone and microphone capability
<b>Cookies</b>	Enabled	Enabled
<b>Java</b>	Enabled <a href="#">Sun Java 1.6.0 JRE or higher</a> <a href="#">Sun Java 3D 1.3.1*</a>	Enabled <a href="#">Sun Java J2SE 5.0 or higher</a> <a href="#">Sun Java 3D 1.3.1*</a>
<b>Supported Browsers</b>	Internet Explorer 6.0 <a href="#">Internet Explorer 7.0*</a> <a href="#">Firefox 2.0*</a>	Safari 2.0 Safari 1.3 <a href="#">Firefox 2.0*</a>
<b>Pop-Up Blocker</b>	Pop-up or ad blockers must be disabled.	
<b>Other Required Hardware</b>	<ul style="list-style-type: none"> <li>• Headphones and microphone</li> <li>• Telephone and telephone connection</li> <li>• Scanner</li> </ul>	

## Other Required Software

	Windows/PC	Mac
<b>Adobe Reader</b>	<a href="#">Adobe Reader 6.0 or higher*</a>	<a href="#">Adobe Reader 6.0 or higher*</a>
<b>Media Players</b>	<a href="#">Windows Media Player 10.0*</a> <b>AND</b> <a href="#">Quick Time 7.4 or higher*</a>	<a href="#">Windows Media Player 9.0*</a> <b>AND</b> <a href="#">Quick Time 7.4 or higher*</a>
<b>Adobe Flash Player</b>	<a href="#">Adobe Flash Player 9.0 or higher*</a>	<a href="#">Adobe Flash Player 9.0 or higher*</a>
<b>Audio Recording</b>	<a href="#">Audacity Recorder*</a> <a href="#">LAME mp3 encoder*</a>	<a href="#">Audacity Recorder*</a> <a href="#">LAME mp3 encoder*</a>

## **Internet Connection**

High speed internet access is required to take any of the courses.

## **Computer/Home Network Firewall Configuration**

Virtual Virginia students and instructors utilize web conferencing software called *Illuminate Live!*. In order for students to be able to access this necessary piece of software, please make the following adjustments to your home or school firewall:

Outbound access to the following hosts:

- el01.illuminate.com to el08.illuminate.com

IP address ranges:

- 216.220.49.[212,215,216] and
- 65.110.166.[165 – 169]

Connection Ports:

- 80 has to be open for outbound traffic
- 2187 has to be open for outbound traffic

Additionally, we recommend disabling SPI (Stateful Packet Inspection) as it tends to interfere with communication protocol. Lastly, if all else fails, you can try specifying the connecting machine as DMZ (Demilitarized zone). For more information on firewall/proxy configuration for *Illuminate Live!*, please visit [www.illuminate.com/support](http://www.illuminate.com/support).

## **Website/Domain Access**

All students will need access to the following websites and sub-pages:

- <http://www.virtualvirginia.org>
- <https://d2l.virtualvirginia.org>
- <https://virtualvirginia.blackboard.com>
- <http://streaming.discoveryeducation.com/>
- <http://virtualvavoice.wimba.com>

Students will need to access other course links as they become available. The student's identified parent or mentor will also need to be able to receive email from students and instructors from the @virtualvirginia.org domain.

## **CD ROM Drives**

Students will need access to the computers' CD ROM drive.

## **Additional Requirements for Virtual Virginia Courses**

In addition to the general requirements for all courses listed in this document, several Virtual Virginia Summer Session courses require access to additional technology resources. In the next

several pages we will outline the additional types of software required, as well as their system requirements.

### Additional Technology Resources: Pre-Calculus/Mathematical Analysis

Resource Name	Description of Resource	Notes on Installation/ System Requirements
<b>Graphmatica</b>	Graphmatica is a powerful, easy-to-use, equation plotter with numerical and calculus features. Since this software is proprietary, login information will be sent to the student after the start of the student's course.	Users will be provided with a link to the AP Calculus BC resource page with a link to a zipped file. Users will need to download the zipped folder to their hard drive and extract an executable file. Running the executable file will install the program.  **NOTE: This software is currently unavailable for Mac users.
<b>MathType</b>	MathType allows the creation of mathematical notation for word processing, web pages, desktop publishing, and presentations. Since this software is proprietary, login information will be sent to the student after the start of the student's course.	Users will be provided with a link to the AP Calculus BC resource page with a link to an executable file. Running the executable file and entering a license key will install the program.

### Helpful Technology Links

	Windows/PC	Mac
<b>Adobe Acrobat Reader</b>	<a href="http://www.adobe.com/support/downloads/product.jsp?platform=windows&amp;product=10">http://www.adobe.com/support/downloads/product.jsp?platform=windows&amp;product=10</a>	<a href="http://www.adobe.com/support/downloads/product.jsp?platform=macintosh&amp;product=10">http://www.adobe.com/support/downloads/product.jsp?platform=macintosh&amp;product=10</a>
<b>Adobe Flash Player</b>	<a href="http://www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash&amp;P2_Platform=Win32&amp;P3_Browser_Version=MSIE">http://www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash&amp;P2_Platform=Win32&amp;P3_Browser_Version=MSIE</a>	<a href="http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&amp;P2_Platform=MacOSX">http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash&amp;P2_Platform=MacOSX</a>
<b>Audacity Recorder and LAME mp3</b>	<a href="http://audacity.sourceforge.net/download/">http://audacity.sourceforge.net/download/</a> AND <a href="http://lame.buanzo.com.ar/">http://lame.buanzo.com.ar/</a>	<a href="http://audacity.sourceforge.net/download/">http://audacity.sourceforge.net/download/</a> AND <a href="http://lame.buanzo.com.ar/">http://lame.buanzo.com.ar/</a>

<b>Encoder</b>		
<b>Internet Explorer 7.0</b>	<a href="http://Microsoft.com/Windows/Downloads/IE">http://Microsoft.com/Windows/Downloads/IE</a>	N/A
<b>Java</b>	<a href="http://www.java.com/en/download/index.jsp">http://www.java.com/en/download/index.jsp</a>	<a href="http://www.java.com/en/download/index.jsp">http://www.java.com/en/download/index.jsp</a>
<b>Mozilla Firefox 2.0</b>	<a href="http://www.mozilla.com/en-US/firefox/all.html">http://www.mozilla.com/en-US/firefox/all.html</a>	<a href="http://www.mozilla.com/en-US/firefox/all.html">http://www.mozilla.com/en-US/firefox/all.html</a>
<b>QuickTime Player</b>	<a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a>	<a href="http://www.apple.com/quicktime/download/">http://www.apple.com/quicktime/download/</a>
<b>Windows Media Player</b>	<a href="http://www.microsoft.com/windows/windows-media/player/10/default.aspx">http://www.microsoft.com/windows/windows-media/player/10/default.aspx</a>	<a href="http://www.microsoft.com/windows/windows-media/player/mac/default.aspx">http://www.microsoft.com/windows/windows-media/player/mac/default.aspx</a>

# APPENDIX

## VIRTUAL VIRGINIA

### Academic Integrity & Honor Statement

In a virtual school the students, faculty, and staff join together in a unique learning community. Creating a *community of trust* is an essential part of this process. At Virtual Virginia , we believe that maintaining high standards for academic integrity and honesty significantly contributes to the creation of our community of trust.

*The faculty and staff of Virtual Virginia expect students to maintain a high standard of academic integrity.*

A commitment to submit original work for evaluation and to neither give nor receive aid on course quizzes, tests, or projects when prohibited by the instructor is evidence of the academic integrity expected of our students. In the event that guidelines are unclear, our students assume the responsibility for communicating with the instructor as to not compromise the integrity of the work they submit.

*The faculty and staff of Virtual Virginia expect students to maintain high standards of academic honesty.*

Our students' academic honesty is demonstrated through submitting original work that provides appropriate credit to all sources used. Academic dishonesty involves attempts by students to show possession of knowledge and skills they do not possess through cheating or plagiarizing. Examples of academic dishonesty include: cutting or copying and pasting other author's work without properly attributing the work to the owner; collaborating with other students on an assignment without prior approval from the instructor; altering or misusing documents; impersonating, misrepresenting, or knowingly providing false information as to one's identity; cheating on examinations (receiving help not specifically approved by the instructor); plagiarism.

STUDENTS ACCEPT THE TERMS OF THIS ACADMIC INTEGRITY & HONOR STATEMENT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.

## Virtual Virginia- Virginia Department of Education Acceptable Use Policy

Virtual Virginia recognizes that appropriate use of technology resources is the responsibility of all individuals involved in the educational process. To this end Virtual Virginia:

- Requires that all material and resources posted in online courses be consistent with the following guidelines, supporting and enriching the curriculum while accounting for the varied instructional needs, learning styles, abilities and developmental levels of students.
- Expects that staff will integrate electronic information that is consistent with the curriculum.
- Expects that staff will provide guidance and instruction to students in the appropriate use of such resources.
- Recognizes that parents and guardians are ultimately responsible for setting and conveying the standards students should follow when using media and information sources.
- Provides online services to students and staff with the expectation that they will exercise appropriate usage.

### Web Site Content

In an effort to ensure that the virtual school's web content is appropriate, relevant, and does not violate individual rights and security, the following standards must be met:

- Content of the virtual school site will be in accordance with the following objectives:
  - o enriches and supports the curriculum
  - o provides sources of information for pupils, staff, and parents
  - o adheres to copyright laws
  - o meets appropriate editorial standards
- It is highly recommended that no photographs of individual students be included; rather group shots from a distance are encouraged. Before individual portraits or students' last names are published, written permission must be obtained using the Virtual Virginia Media Release Form. NO individual addresses or phone numbers will be published.
- Links contained on the virtual school's web site must be appropriate and relevant to the curriculum and purposes of the school. These might include sites that:
  - o are historical
  - o provide educational services and/or resources
  - o provide information on curricular activities
- Links to "personal" web sites will be allowed only if they adhere to the above standards and have been approved by the appropriate Virtual Virginia school center supervisor.

- Links from the virtual school's web sites shall not include:
  - Sites that are in conflict with the objectives of the Virtual Virginia
  - sites whose sole purpose is commercial advertisement
- When using school resources to create web sites, virtual school students, faculty, and administration will limit the development of those sites to material designed to meet the Virtual Virginia's curricular goals.

Virtual Virginia web content and resources are valuable educational tools for students and staff. Their use and access is a privilege. They will be used in a responsible, safe, ethical, and legal manner. Use of technology resources in an inappropriate manner may result in removal from Virtual Virginia courses, disciplinary action(s) in accordance with relevant virtual school and local school division policies, and/or legal action. Communications via Virtual Virginia software and resources should not be considered private. (This includes, but is not limited to, the email, pager, discussion board, blog, and chat tools in the course management system and other Virtual Virginia resources.) Students and staff who have the privilege to use virtual school online resources are expected to do so in accordance with the following rules:

- Use the online resources only for school-related, educational activities.
- Be polite and use appropriate language.
  - Do not engage in the use of profanity, obscenities, or sexually explicit material.
  - Do not use expressions of bigotry, racism, and/or hate.
  - Do not intimidate, bully, harass or embarrass.
- Maintain individual anonymity and privacy.
  - Do not reveal personal addresses, phone numbers, social networking identities, or other personal information.
  - Do not display portraits of individuals without parental/guardian permission on the Virtual Virginia Media Release form.
- Use resources appropriately.
  - Do not engage in acts of vandalism (malicious attempts to harm or destroy others' files, material, software, or equipment).
  - Do not use course software or network resources to display or convey personal, political, or commercial messages
  - Do not use other's accounts.
  - Do not trespass in other's work, files, or folders.
  - Retain privacy of individual passwords.
  - Do not exploit the technology for dishonest purposes (cheating, plagiarism, etc.). Any collaboration on class work with others must have prior instructor approval.
  - Do not store course work on public or shared network drive
  - Do not use the technology for illegal purposes.
- Adhere to copyright laws and restrictions. Do not transmit material in violation of federal or state law or regulation. (Such material includes, but is not limited to, commercial software, copyrighted material, threatening or obscene material, or

material protected by trade secret.)

**CYBER-BULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA.**

Virtual Virginia administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access.

**STUDENTS ACCEPT THE TERMS OF THIS ACCEPTABLE USE POLICY BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.**

## **Virtual Virginia Student Code of Conduct**

### **Philosophy**

Virtual Virginia believes that it should provide an atmosphere of respect conducive to teaching and learning in which the intellectual, physical, emotional, and social needs of students are met. Students, parents, administrators, instructors and all other staff members are responsible for creating a learning environment in which education can prosper. It is the primary responsibility of students to maintain a climate of mutual respect and trust so the dignity of the individual can be protected and the pursuit of opportunities for each student may be realized. It is the responsibility of administrators, instructors, and all other school staff to be consistent and fair in the application of all Virtual Virginia policies and regulations.

### **Student Rights**

A student has all rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard, or to disregard directions of those in authority. Individual rights do not include infringing upon the rights of others in the school community. To the extent permitted by applicable law, students have the right to:

1. a public education without regard to gender, race, religion, national origin, or any reason not related to their individual capabilities;
2. an orderly school environment which will allow optimum learning, emphasizing the values of responsibility, kindness, fairness, and safety; and
3. express themselves in speech, writing, or symbols, consistent with their constitutional rights and Virtual Virginia policy.

### **Student Responsibilities**

It is the primary responsibility of students to maintain a climate of mutual respect and trust in order that the dignity of the individual is protected and the pursuit of opportunities for each student may be realized. Students are responsible for:

1. knowing and complying with any rules or regulations of the Virtual Virginia, as well as local, state, and federal laws;
2. participating in course activities regularly and complete class assignments and/or requirements; and
3. contributing to a climate of mutual respect for all within each school so that the hopes and ambitions of all individuals may be realized.

**Parental Responsibilities** Each parent has the duty to assist school employees in enforcing the Code of Student Conduct and the attendance policies in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

## **Prohibited Behaviors**

No student shall violate any laws and/or rules and regulations of Virtual Virginia. The following are general categories of prohibited conduct. Specific conduct violations and accompanying consequences are listed below. The Acceptable Use Policy (see Appendix) and the Academic Integrity and Honor Statement (see Appendix) also define expectations for student behavior and should be considered a part of this Student Code of Conduct.

1. Alcohol and Drugs - The unlawful distribution or dispensation of alcohol, anabolic steroids, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance as defined in the Drug Control Act, Chapter 34, Title 54.1 of the Code of Virginia, or as defined in schedules I through V of 21 U.S.C. 812, or imitation controlled substances or drug paraphernalia. "Drug paraphernalia" shall mean those items described in § 18.2-265.1 of the Code of Virginia and "imitation controlled substance" shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana, but which by overall dosage unit, appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.
2. Defiance of the Authority of School Personnel - Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Virtual Virginia policies and regulations.
3. Dishonesty - Honesty shall be practiced in the entire educational experience. Cheating, plagiarism, forgery (including computer forgery), lying, or any other acts of dishonesty shall not be tolerated. This includes unauthorized or illegal use of computers or computer networks. Students must adhere to the principles in the Academic Integrity and Honor Statement.
4. Disruptions - Students shall not behave in a disorderly manner or in any other manner that interrupts or disturbs the orderly operation of the classroom. This prohibition includes encouraging or promoting illegal behavior.
5. Gambling - Gambling in any form is prohibited in association with any school activity.
6. Sexual Harassment – Students shall not sexually harass another student or any school employee, volunteer, student instructor or any other person present in school facilities or at school functions.
7. Threatening Behavior – Students shall not threaten students or staff members with physical harm.
8. Vandalism - Students shall not maliciously or willfully injure, deface, or destroy Virtual

Virginia hardware, software, or other resources or the personal hardware, software, files or resources of individuals. In addition to criminal sanctions against offending students, the Code of Virginia allows the school board to collect up to \$2500 in damages from parents of minors who destroy school property.

9. Verbal Abuse and Vulgarity - Students shall not verbally or graphically curse or abuse anyone; use vulgar, profane, or indecent language; or display any obscenity or indecency. Students may not bully, intimidate, or make derogatory comments about others.

10. Violence - Students shall not contribute to aggressive behavior that is disruptive or dangerous.

**CYBER-BULLYING WILL NOT BE TOLERATED BY VIRTUAL VIRGINIA.**

### **Consequences**

Violations of the above mentioned prohibited behaviors may result in one or more of the following consequences:

- Parental contact and issuance of a grade of zero in instances of plagiarism or cheating
- Local school contact and application of local student code of conduct consequences
- Administrative removal from Virtual Virginia courses with a failing grade
- Contact of law enforcement agencies in instances where violation of local, state, or federal laws is suspected.

**STUDENTS ACCEPT THE TERMS OF THIS CODE OF CONDUCT BY CLICKING AN AGREEMENT BEFORE THEY ACCESS THEIR COURSE CONTENT FOR THE FIRST TIME.**

## Virtual Virginia Student Participation Agreement

Only through continuous communication and effective time management can students be successful in an online course. The purpose of this agreement is to increase your understanding of the participation requirements of a Virtual Virginia course so you can be better prepared to maintain a regular schedule of logging on and keeping up with the course work.

Within each course, the instructor outlines the weekly minimum work requirements. It is essential that you submit the work on time and that you and the instructor maintain regular contact with each other. To ensure that our students and parents/guardians are aware of this commitment we ask that you complete the information indicating you understand the policy below:

I acknowledge that I understand that until June 24, 2011, I may drop the course without penalty. I understand that for each online course, there are a minimum number of assignments that must be completed each week. Failure to submit the minimum number of assignment on a weekly basis or login every instructional day may result in my removal from the course without refund, and may result in a failing grade being reported on my academic transcript.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Home School: \_\_\_\_\_

Course(s) in which the student is enrolled: \_\_\_\_\_

When you have completed and signed this form, fax it to (757) 451-6844, attention: Virtual Virginia Registrar or mail it to Virtual Virginia Registrar/ WHRO 5200 Hampton Boulevard, Norfolk, VA 23508

Virginia Department of Education  
Virtual Virginia Parental Email Permission Form

By signing below, you hereby authorize the staff of Virtual Virginia to send you confidential information about your child, including grade and attendance information, at the following email address(s):

\_\_\_\_\_

If you would like to modify or terminate this agreement, you must send a written request to:

Virginia Department of Education  
Attn: Betsy Gragnani  
101 N. 14th Street  
James Monroe Building, Lower Level  
Richmond, VA 23219

By signing below, you also indicate that you acknowledge that you understand that many types of email accounts, such as work email accounts, are not secure and that you understand that confidential information about your child might be read by a third party if you grant Virtual Virginia permission to contact you this way.

Students Name: \_\_\_\_\_

Course(s) in which the student is enrolled: \_\_\_\_\_

Home School: \_\_\_\_\_

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

When you have completed and signed this form, fax it to (757) 451-6844, attention: Virtual Virginia Registrar or mail it to Virtual Virginia Registrar/ WHRO 5200 Hampton Boulevard, Norfolk, VA 23508

## Virginia Department of Education / Virtual Virginia Media Release Form

This form is to be used by parents and students to give consent for students to receive recognition beyond first name and city/state/country in connection with that student's participation with Virtual Virginia.

I, the undersigned, hereby grant permission to Virtual Virginia / the Virginia Department of Education to photograph my child and to record his/her voice, performances and appearances, and use his/her picture, photograph, other reproductions of his/her physical likeness and sound, or original creations written/developed by my child as a student in a Virtual Virginia course and agree to the unlimited distribution, promotion and exhibition of the video, picture, or other digital file.

I agree that I will not assert or maintain against you, your successors, assigns and licensees, any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to, those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any other reason in connection with your authorized use of my child's physical likeness, sound, or original creation in the project as herein provided.

In making my decision to give permission with this form, I have carefully reviewed the Virtual Virginia Privacy Statement, located on pages 11 and 12 of the Summer Session Handbook.

I have read the foregoing and fully understand the meaning and effect thereof and, intending to be legally bound,

I have signed this release.

Student Name (CAPITAL LETTERS): \_\_\_\_\_

Course(s) in which the student is enrolled: \_\_\_\_\_

Student's Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Student's Home School: \_\_\_\_\_

Parent or Guardian Name (CAPITAL LETTERS): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

When you have completed and signed this form, fax it to (757) 451-6844, attention: Virtual Virginia Registrar or mail it to Virtual Virginia Registrar/ WHRO 5200 Hampton Boulevard, Norfolk, VA 23508

**Virginia Department of Education / Virtual Virginia Media Release Form  
(For students 18 or older)**

This form is to be used by students who will turn 18 years old before June 21, 2010 to give consent to receive recognition beyond first name and city/state/country in connection with that student's participation with Virtual Virginia.

I, the undersigned, hereby grant permission to Virtual Virginia / the Virginia Department of Education to photograph me and to record my voice, performances and appearances, and use my picture, photograph, other reproductions of my physical likeness and sound, or original creations written/developed by me as a student in a Virtual Virginia course and agree to the unlimited distribution, promotion and exhibition of the video, picture, or other digital file.

I agree that I will not assert or maintain against you, your successors, assigns and licensees, any claim, action, suit or demand of any kind or nature whatsoever, including but not limited to, those grounded upon invasion of privacy, rights of publicity or other civil rights, or for any other reason in connection with your authorized use of my physical likeness, sound, or original creation in the project as herein provided.

In making my decision to give permission with this form, I have carefully reviewed the Virtual Virginia Privacy Statement, located on pages 11 and 12 of the Summer Session Handbook.

I have read the foregoing and fully understand the meaning and effect thereof and, intending to be legally bound,

I have signed this release.

Student Name (CAPITAL LETTERS): \_\_\_\_\_

Course(s) in which the student is enrolled: \_\_\_\_\_

Student's Birth Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Student's Home School: \_\_\_\_\_

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Address:

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When you have completed and signed this form, fax it to (757) 451-6844, attention: Virtual Virginia Registrar or mail it to Virtual Virginia Registrar/ WHRO 5200 Hampton Boulevard, Norfolk, VA 23508

# 2011 Virtual Virginia Summer Session Calendar

June 2011						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			◇			
19	20	21	22	23	24	25
	◇	🍏	✓		X	
26	27	28	29	30		

## ◇ - Summer Session Orientation

(6/15 or 6/20)

Students are **required** to attend one of the live orientation meetings via virtual web conferencing software. Parents are strongly encouraged to attend these orientations as well. Information about orientation sessions will be sent to school counselors and parents in early June.

## 🍏 - Summer Session Courses Begin (6/20)

## ✓ - Enrollment Closes at 11:59 PM (6/21)

## X - Drop-Grace Period Ends at 11:59 PM (6/24)

Students who are enrolled in the course after this date will be assessed the full course tuition.

July 2011						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
			O	O	O *	
31						

## O - Final Exam Period (7/27-8/3)

## \* - Summer Session Courses End (7/29)

August 2011						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	O	O	O			

## O - Final Exam Period (7/27-8/3)