

BVSD Online Student Responsibilities

[\(enlace a la traducción al español\)](#)

The following BVSD Online student responsibilities have been developed and are in place for *the student's success* in the online course. Please read the following carefully. By taking a course through BVSD Online, students are expected to understand and adhere to the student responsibilities and policies associated with taking a BVSD Online course. BVSD Online course policies are located on our [BVSD Online](#) website.

Academic Planning

Students (and parents) are responsible for reviewing their academic plan with their school counselor to ensure they are registering for the correct BVSD Online course.

Communication

All student emails will be sent to the student's BVSD email account (if not received, please check the email SPAM folder).

- Students will only use their BVSD email address for BVSD Online courses.
- Students and parents are responsible for knowing their passwords, removing any email blocks or filters that may divert BVSD email from their inbox, and checking their trash or SPAM folders.
- For BVSD Account/Email Account Password Assistance [BVSD Password Manager](#) or 720-561-HELP (record the IT ticket number assigned to your inquiry for your reference)
- Students will email their teacher for course content, study skills or pacing questions and test reset requests.
- Students will email bvsonline@bvsd.org with any registration, enrollment or technical questions.
- If you do not know who to ask, always email bvsonline@bvsd.org or call 720-561-5580.

Important Dates

- The student receives a course Welcome Email to their BVSD email address on the first day of enrollment. This date is counted as day one (1) of student enrollment in the course. There are no full refunds offered after a student has been enrolled in the course for 72 hours.
- The last day to drop a course without it appearing on the student's cumulative transcript and be eligible to receive a 50% refund of the course is **by the 14th day** of the course (including weekend days).
- The last day to drop a course and receive a "WP" or "WF" on the student cumulative transcript is **by the 30th (or last) day** of the course (including weekend days).
- Drop and Refund Policies can be found on the [BVSD Online Course Change or Drop/Refund Page](#).

Registration and Enrollment Verification

Students registered for a BVSD Online course are expected to verify that the course registration is correct in the Registration Confirmation email sent by bvsdonline@bvsd.org and the Welcome Email sent on the first day of the course as well as when they log into the course for the first time. BVSD Online will be unable to make corrections if a student waits until the end of the course to inform us of any errors.

Behavior Expectations

Academic Integrity, Plagiarism, and Cheating

BVSD Online is committed to promoting academic integrity, honesty and ethical decision making in all BVSD Online classes. Therefore, cheating, plagiarism, and other forms of academic dishonesty shall be subject to disciplinary consequences in line with [BVSD Board policy JDC](#). Teachers will provide academic explanations and reinforce proper citation, and what constitutes cheating, plagiarism, and other forms of academic dishonesty. All students taking a BVSD Online course are expected to adhere to these policies.

What is Academic Integrity?

- Only the student will log-in to the student's online course account to complete work within the course
- Any collaboration with another classmate on any assignment must be pre-approved by the course instructor.
- Students will not allow others to copy their work.
- Students will not misuse content from the Internet or any other source.
- All work submitted must be the original work of the student. Cheating by copying, having someone else complete work, or using someone else's work as one's own (plagiarism) is not acceptable.
- Students may have tutors (or parents/family) help with understanding of the main concepts of a lesson, however, they may not help the students answer the actual questions on assignments, quizzes, or assessments, etc.

What is Plagiarism?

Plagiarism is defined as follows: copying or using ideas or words (from another person, a classmate, an Internet or print source) and presenting them as your own. Examples of Plagiarism in an online setting:

- Downloading a presentation, paper, or completed assignment and submitting it as work you completed.
- Copying and pasting from sites such as Yahoo Answers or Wikipedia.
- Using a third-party web service to write your papers or "give" you answers.
- Any work that is not your original work.

Please be aware that technology will be used to check student work for authenticity in all courses.

Respect

- The online classroom is an academic space where all students are expected to treat others with respect. Students are expected to write and participate in discussions using academic language. Bullying and/or disrespect of any kind will not be tolerated.

Self-Direction and Personal Responsibility

- Students are responsible for logging into their class on a regular basis to read, study, review, and complete work.
 - If students do not understand what is required of them (what content is available, what assignments are due, what quizzes/tests are to be taken, etc.) it is the student's responsibility to communicate with their teacher. Not understanding what was required of a student at the end of a course is not an acceptable reason for not completing work.
 - If there is a concern about the amount of time they have to complete a course, they should work with their teacher to create a plan for successful completion in the course within the start and end date.
 - Students should submit work for grading in their online courses on a regular, consistent basis. If a student waits until the last week or last few days of a course to complete the majority of coursework it does not allow for an adequate student-teacher feedback loop. It is in the student's best interest to work consistently in their BVSD Online course throughout each term/session.
 - Full Semester courses can take a student between 70-80 hours to complete per course.
 - World Language and AP courses can take a student between 80-100 hours to complete per course.
- **BVSD Online courses must be completed by the established deadline.** Our office may be able to help if extenuating circumstances (e.g. medical issues, family emergencies or force majeure) prevent on-time completion. Contact us at bvsdonline@bvsd.org or (720) 561-5580.
- Students should save a copy of all files submitted in the online course in a location that can be later accessed if needed. This prevents losing any work due to potential technical issues. Students should communicate with their teacher immediately if there is an issue with the work submitted or if the student has a question or issue with submitting work.
- The final grade in the online class will be posted to the student's official BVSD cumulative transcript. Zeros are factored into the final grade for any unsubmitted or incomplete assignments after the end date passes. Missing a lot of work can greatly bring down a final grade. Students are responsible for checking their grade books to ensure all work has been submitted before the course ends. Students should communicate any questions about their grade book to the teacher.

Accommodations for BVSD Online Courses

BVSD Online is not a school and therefore does not provide IEP services and/or specialized instruction. BVSD Online offers supplemental courses that are compliant with accommodations under the Americans with Disabilities Act (ADA). Many ADA accommodations are built into the online learning environment. Students/Parents can review [BVSD Online Accommodations](#) for

examples of common accommodations and how they are met within the online learning environment. This list is intended to provide students/parents with information for making an informed decision as to whether BVSD Online courses are appropriate for the student's learning.

Advanced Placement (AP) Testing

These tests occur once a year. BVSD Online does not provide or schedule AP tests. Students must check with their school counselor to get more information or to sign up for AP testing at their school. AP testing may occur prior to the course end date. Students should adjust their pacing accordingly.

Course Materials

Most BVSD Online courses contain all of the required materials a student will need to complete coursework successfully. However, some courses will require that a student obtain additional materials to accompany the online coursework (ex science labs may require a student to obtain household items or items that can be purchased at the local store, literature or textbooks, etc).

- It is the student's responsibility to log-in to their course at the beginning of the term/session and read through the introductory course materials to verify if additional materials are required or suggested.
- It is the student's responsibility to obtain any additional required or suggested materials.
- Students should let their teacher know ASAP if they have difficulty acquiring materials for their course.

Student-athletes seeking future NCAA eligibility

It is the student's responsibility to confirm that desired courses meet NCAA approval before registering for courses

- For information on which courses qualify for NCAA eligibility please visit your school's List of Core Courses on the [NCAA site](#).
 - Search for your BVSD school's name and then view the approved course list.
 - Note that BVSD Online Courses that begin with the prefix "OO" or "CRO" do not count for initial NCAA eligibility purposes. This includes GPA Boost courses which are the same courses as Credit Recovery courses.
- Any questions or concerns regarding NCAA approved courses should be discussed with your home school counselor or a representative from the NCAA.