

## Lewisville Independent School District eSchool Online Course Standards

<b>I) SCOPE OF THIS POLICY .....</b>	<b>3</b>
A. PURPOSE OF LISD STUDENT ONLINE COURSE(S).....	3
B. CONTENT.....	3
<b>II) GENERAL GUIDELINES .....</b>	<b>3</b>
A. TEACHER INFORMATION .....	3
TEACHER QUALIFICATIONS:.....	3
B. STUDENT INFORMATION .....	4
C. PROHIBITED INFORMATION .....	4
<b>III) STUDENT ACADEMIC INTEGRITY.....</b>	<b>4</b>
A. TECHNOLOGY USE.....	4
B. INTERNET USE .....	4
C. HONESTY .....	4
<b>IV) STUDENT PARTICIPATION CONTRACT.....</b>	<b>5</b>
A. STUDENT EXPECTATIONS .....	5
B. GRADES .....	5
C. ATTENDANCE REQUIREMENT .....	5
D. WITHDRAWAL PROCEDURE.....	5
E. DISCIPLINE .....	5
<b>V) CONTENT STANDARDS .....</b>	<b>5</b>
A. eSCHOOL DEVELOPMENT AND MAINTENANCE.....	5
B. QUALITY .....	6
C. NAVIGATION LINKS.....	6
D. FILE SIZES/DOWNLOAD TIME.....	6
E. GRAPHICS .....	6
F. COPYRIGHT .....	7
G. DISCLAIMER.....	7
<b>VI) RESPONSIBILITIES.....</b>	<b>7</b>
A. CURRICULUM, INSTRUCTION & ASSESSMENT SERVICES (CI&AS).....	7
B. eSCHOOL OFFICE .....	7
C. TEACHER RESPONSIBILITIES.....	8
TEACHERS MAY NOT: .....	8
D. STUDENT RESPONSIBILITIES.....	8
<b>VII) TECHNICAL STANDARDS.....</b>	<b>9</b>
E. CONTENT BACKUP .....	9
F. SITE MAINTENANCE .....	9
<b>VIII) REVISION OF GUIDELINES AND PROCEDURES.....</b>	<b>9</b>



## I) Scope of this policy

These standards were developed for and apply to all Lewisville ISD eSchool Online student courses. This document sets forth the standards and expectations for all participants in the LISD eSchool program. The program will provide an online course environment to accommodate student needs and promote student success.

### A. Purpose of LISD student online course(s)

Lewisville ISD is known for its outstanding teaching staff and high quality education. The LISD eSchool student online course system expands the extensive course offerings and provides an additional instructional setting for LISD students. LISD eSchool online courses are intended to provide students the opportunity to accelerate fulfillment of the required high school credits.

All eSchool courses offer students the same rigorous requirements as traditional campus-based courses. LISD personnel develop research-based eSchool courses to ensure that the curriculum and instruction are relevant and engaging for students, meet the rigor of Blooms Taxonomy to provide higher level learning, and focus on student understanding. Course content must also align to state and national standards, thus fully addressing the Texas Essential Knowledge and Skills (TEKS).

LISD eSchool offers flexibility, responsibility, and compatibility for students who wish to enrich or supplement their educational program. As students work through the curriculum at their own pace, they will interact in an online environment with recognized, experienced and well-trained teachers.

### B. Content

All content posted to the LISD eSchool system complies with the District Acceptable Use Policy (see [Staff AUP](#) and [Student AUP](#)) and the [District Code of Conduct Policy](#). Religious, racial, sexual harassment and/or violent content is prohibited.

Published content must not display, access, or link to sites deemed inappropriate or offensive by the Lewisville District AUP. Published content must support all district guidelines, goals and policies and be in compliance with DISTRIBUTION OF NONSCHOOL LITERATURE [FNAA \(LEGAL\)](#) and [FNAA \(LOCAL\)](#).

Documents created and posted on the eSchool server must meet the criteria for use as an instructional tool. See INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION – [EFA \(LOCAL\)](#).

## II) General Guidelines

Content published to the LISD eSchool system must comply with regulations outlined in this document and in all documents referenced herein.

LISD eSchool courses are available to all high school students currently enrolled in Lewisville ISD. A campus counselor interviews each prospective eSchool candidate to help determine whether the eSchool environment meets the student's learning style and maximizes his/her opportunity for success. Courses begin and end with the normal 9-week time frame of the campus-based class. Each course section will be limited to 25 students.

### A. Teacher Information

#### TEACHER QUALIFICATIONS:

To qualify to teach an online course in the LISD eSchool system, the teacher must:

- Pass Level I and Level II Competency Tests,
- Complete 6 hours SchoolWeb training, and
- Complete staff development provided for the online teaching environment.

Teacher information such as business address, business telephone number and business email address are public information under state law and therefore may be published without prior permission of the staff member. Consent must be obtained from the staff member (see Staff Consent Form) prior to posting any other personally identifiable information, e.g., photograph.

Teachers provide their LISD email address to students for the sole purpose of student/teacher communication regarding the course in which the student is enrolled. All email will be archived through the district email archival system to protect all parties. No teacher personal email account is to be publicized for students.

Staff district telephone numbers may be provided to students for communication; however, no personal home or cell telephone numbers are to be given to students.

Teachers are not permitted to call student cell telephones. All communication is to be conducted via student

home telephone, parent telephone, home email and/or parent approved email.

### **B. Student Information**

Any student information posted to a District web server(s) must comply with the District policies on STUDENT RECORDS [FL \(LOCAL\)](#).

Some student information is necessary to facilitate communication between the online teacher and the student. Students will be required to provide a valid email address (parent or home email) and a home or parent telephone for the express purpose of student/teacher contact regarding the current course. Students are NOT to give personal cell telephone numbers to teachers.

### **C. Prohibited Information**

- Sharing staff personal information such as non-district mailing and email addresses, or non-district telephone numbers, is prohibited.
- Student sharing of personal contact information of any kind including student cell telephone numbers and web sites is prohibited. (A valid student email address is utilized for teacher/student communication with parental consent.)
- Absolutely NO sharing of [My Space](#), [Face book](#), [Xanga](#), or other similar type accounts are to be entered into any activity of the online course system. Doing so may result in disciplinary action.

## **III) Student academic integrity**

The LISD eSchool courses are designed to allow students to participate in an online course for the purpose of acceleration. Participation in the program and access to the technology utilized by the courses require certain responsibilities and obligations.

### **A. Technology Use**

Students are to use technology and the online course format in a respectful manner and will be expected to:

- adhere to all district policies, Student Handbook, Student Code of Conduct, and District Acceptable Use Guidelines and the eSchool Student Participation Contract, as they work with the technology and the online resources necessary to complete course work;
- follow rules written and unwritten, pertaining to Internet etiquette;
- communicate respectfully to all people; and
- responsibly complete all required assignments and activities.

### **B. Internet Use**

Students are expected to use the Internet and associated technology appropriately.

Actions that constitute inappropriate use include, but are not limited to:

- Using of the login or password of another individual with or without permission,
- Sharing one's own login or password with another individual,
- Using files or data or work of another individual without permission,
- Attempting to break into system operations of the network or servers,
- Engaging in activity that exposes systems and residing information to any level of harm or danger, and
- Using any resource or online material without obtaining proper copyright permissions.

### **C. Honesty**

Academic dishonesty will not be tolerated in Lewisville ISD eSchool.

Academic dishonesty includes, but is not limited to, plagiarism, fabrication of information or citations, submitting work of another person as one's own, or tampering with computer files and/or academic work of other students. Academic dishonesty will result in one or more of the following actions:

- Referral to the campus assistant principal for disciplinary action,
- Loss of grade points,
- Removal from course,
- Failure to receive credit for the course, and/or
- Loss of eligibility to participate in the program.

If an offense occurs, the student will be notified by the teacher. The teacher will also immediately notify the assistant principal and the eSchool office. The student will receive subsequent consequences. If further offenses occur, the student will be removed from the course. If the incident is deemed severe, regardless of whether it is a first or second offense, the student will be removed from the course.

## IV) Student Participation Contract

### A. Student Expectations

Students are selected for online courses based on previous academic performance, attendance, behavior and potential for success in an online course. The following criteria are required:

- Computer skills that include the ability to create files, save documents, send emails, etc.,
- Parent permission to participate in online coursework,
- Counselor recommendation and approval, and
- Attendance at a mandatory, scheduled registration/orientation session in order to receive access to the course. Several registration/orientation sessions will be offered to accommodate student/family schedules.

### B. Grades

- The configuration of the online course system requires that each test be passed with a grade of 70% for the student to progress through subsequent course material and to be allowed access to the next test. Grades will be calculated and recorded in the LISD official gradebook, eSembler, in the same manner as campus-based courses.
- All course work **MUST** be completed and submitted per the course schedule and will be graded in a timely manner by the teacher. All assignments not submitted as stated on the schedule will be considered late for a maximum grade of 70 unless prior arrangements have been made with the teacher.
- The final exam must be taken in a lab; this exam will be proctored by a teacher. A student **MUST PASS THE FINAL EXAM WITH A GRADE OF 70% OR HIGHER** to receive credit for the course.
- Credit for online courses will be reflected on the transcript as online courses and will count toward graduation.
- Grades in online courses will not be calculated in LISD GPA or class rank.

### C. Attendance Requirement

Students are required to attend a scheduled orientation/registration session and the scheduled proctored final exam.

### D. Withdrawal Procedure

A student will have 15 days from the beginning of the course to withdraw. To withdraw, contact the counselor and submit a written request to the eSchool office. The Request for Withdrawal form can be found at (<http://www.lisd.net/eschool/>). Should a student elect to withdraw after the first 15 days, a "no grade" will be entered on the transcript. Subsequently, the student must wait 12 months before being allowed to enroll in another LISD eSchool online course.

### E. Discipline

Discipline procedures are the same as stated in the Student Handbook, the Student Code of Conduct, and the LISD Acceptable Use Policy. If discipline infractions result in excessive removal from class (PASS), or assignment to Lewisville Learning Center, a student will be permitted to continue work in the eSchool course provided the infraction does not violate the Acceptable Use Policy or involve any network technologies. Violation of the Acceptable Use Policy or network technologies will result in immediate removal from class.

## V) Content Standards

All pages posted in the LISD eSchool system must comply with the ADA Standards for Accessible Design Web Accessibility Standards, Section 508, Web-based intranet and internet information and applications.

### A. eSchool development and maintenance

Lewisville ISD's Technology Department and the Curriculum, Instructional and Assessment Services (CI&AS) Division bear responsibility for development and management of all LISD eSchool content. All course development and content must be approved by CI&AS.

## B. Quality

Documents may not contain objectionable content or link directly to any site that contains objectionable content. Objectionable content is defined as any content that does not meet the district standards for instructional resources as specified in District policies (see INSTRUCTIONAL RESOURCES: INSTRUCTIONAL MATERIALS SELECTION AND ADOPTION – [EFA \(LOCAL\)](#)).

- Content of all documents posted to an eSchool course must be free of spelling and grammatical errors.
- All documents should be well designed so they are of high quality and structured for clarity and readability.
- All documents posted to an eSchool online course must be relevant and necessary to the content of the course.
- All photographs contained in an eSchool course must be optimized prior to inserting in the course.
- All posted content (graphics or resource documents) must comply with copyright laws.
- Course content and assignments are to be used as provided and no content is to be added nor deleted without approval from CI&AS.
- All course work is to be taught/covered as designed.
- Teacher flexibility is provided through the use of forums.

## C. Navigation Links

Each page should contain clear and consistent navigation links. The following applies to external links.

- School teachers must monitor links frequently to check for, fix and/or remove broken links.
- Do not use “Click Here” for a link. Rather, link to key words and phrases within the body of the page. Do not display a URL (Web site address) on a page as visible content.
- All links to external sites must contain academic relevance to the course in which they are embedded and be approved by CI&AS.
- Links to commercial sites are not allowed unless the purpose of the site is to provide appropriate educational content directly related to the course in which it is contained.
- Links to sites that are associated with a district-purchased subscription service must be placed behind the firewall and password protected.
- Links to external blogging sites are not allowed.
- Email links are permitted only to district email addresses.
- Page elements that require plug-ins that are not freely available on all major platforms may not be used. If a plug-in or a reader is required, such as Adobe Reader, it is acceptable to provide a link to that download site.

## D. File Sizes/Download Time

When posting files, eSchool teachers must consider the speed of a dial-up connection. The maximum download time should not exceed 30 seconds over a 28.8 modem.

- All files are to be optimized to the smallest possible file size that will maintain clarity of the content.
- Resource documents should be posted in PDF format unless a student is to download, complete and resubmit a document.

## E. Graphics

Graphics should be used judiciously and have a direct correlation to the course content.

- eSchool teachers should not use *animated* GIF files.
- Images must be properly (not artificially) sized; large images must be reduced to usable size with a graphic editor. Most image files should be no larger than 30K and should not be larger than 300x200 pixels.
- All graphic files must be converted to either a .gif (for clipart) or .jpg format (best for photos).
- All graphics must contain an alternative text tag to be compliant with Federal Accessibility Standards.
- Large files such as Fireworks (.png), Bitmaps (.bmp), Paint Shop Pro (.psp), Photoshop (.psd) or .tif files may not be posted to the server unless the course specifically requires this format. These file types should be converted to the much smaller .jpg or .gif files.
- Resolution should be no greater than 72-100 DPI. Websites cannot take advantage of a resolution higher than 72 dpi.

**F. Copyright**

Each course must consist of original graphics unless written permission or legal license to use other materials (this includes text, graphics, images, audio and video clips) has been obtained.

**G. Disclaimer**

A link to the disclaimer (<http://www.lisd.net/disclaimer.htm>) must be included on each course page.

**VI) Responsibilities****A. Curriculum, Instruction & Assessment Services (CI&AS)**

The Curriculum Instruction and Assessment Services personnel are responsible for determining the quality of course content. To maintain academic quality and rigor, CI&AS will:

- Work cooperatively with the eSchool office to acquire and provide online courses of the highest quality;
- Coordinate with Technology in the selection of the highly qualified individual to teach an eSchool course;
- Approve all material posted to and accessible from an eSchool online course (this includes pages posted as part of the LISD approved curriculum or class projects.);
- Ensure all online course content is aligned with TEKS/TAKS;
- Ensure all courses promote higher level critical thinking skills (i.e. Blooms Taxonomy);
- Verify that all course content used in an eSchool course is owned by the district unless written permission or legal license to use other materials in an electronic, password protected online format (this includes text, graphics, images, audio and video clips) is obtained;
- Coordinate all course content with the Technology Department for technology resources;
- Provide course criteria, materials and assistance to the eSchool teacher;
- Monitor all content of LISD eSchool Online courses. All documents published by LISD staff and students are subject to being audited for appropriateness. Any content considered inappropriate will be subject to immediate removal. The District reserves the right to remove any web pages that violate District policy or these procedures and guidelines; and
- Review all requested course changes submitted for approval.

**B. eSchool Office**

The Technology Department (eSchool) will coordinate all aspects of the LISD online academics. The eSchool office will:

- Set up and maintain all online courses based on the information provided by CI&AS;
- Provide assistance as requested in creative, technical, content and style issues in the design and development of an online course;
- Provide initial and ongoing staff development for teachers in the eSchool program;
- Set up and maintain each student's course environment;
- Manage maintenance procedures to insure the integrity and recoverability of the web servers;
- Provide ongoing support for both teachers and students as they work through the online courses. Students/teachers can send requests to [eschoolhelp@lisd.net](mailto:eschoolhelp@lisd.net) to obtain assistance; and
- Maintain statistical data on eSchool program efficacy.

### **C. Teacher Responsibilities**

- Participate in ongoing staff development provided by CI&AS and the eSchool office.
- Participate in student orientation sessions prior to the start of the course.
- Maintain an enrollment key for each eSchool course in order to protect student information.
- Keep his/her password secure to ensure that unauthorized persons are not able to access eSchool courses.
- Contact students and/or parents via telephone at least once each two weeks in regards to student progress, grades and any other issues.
- Maintain a log of parent/student calls; submit the contact log to the eSchool office at the end of the course.
- All teacher-graded assignments must be scored within 3 school days of the date the assignment was posted.
- Teachers must enter all grades into eSembler within one week from the date of completion.
- Teachers must monitor the dialogue and email accounts daily and respond to student questions/ correspondences within 1 business day from the date the message was received.
- Teachers must report any discipline or academic integrity issues immediately to the eSchool office and the student's assigned assistant principal.

#### **TEACHERS MAY NOT:**

- Post course content to an eSchool course at any time other than course development or course review conducted in conjunction with CI&AS and Technology Departments.
- Requested changes to course content must be submitted to and approved by Curriculum, Instruction and Assessment Services.
- Publish discussion/chat rooms, bulletin boards, or any other form of "publicly authored" (external) Web page (exception: forums or wikis) in eSchool.

### **D. Student Responsibilities**

Each student who enrolls in the eSchool program is expected to give his/her best effort, seek assistance from the teacher regarding course content questions and report any technical issues to [eschoolhelp@lisd.net](mailto:eschoolhelp@lisd.net).

Each student in the program is expected to:

- Possess computer skills that include the ability to create file, save document, send emails, etc.,
- Acquire counselor recommendation to participate in an online course,
- Obtain parental permission to participate in an online course,
- Return the Student Participation Contract, signed by the student and the parent, to the counselor,
- Acknowledge that withdrawal from LISD will result in automatic withdrawal from the eSchool course,
- Acknowledge that violation of the District Acceptable Use Policy or disciplinary action as a result of improper use of any district technologies may result in immediate removal from the eSchool course,
- Limit use of copyrighted materials in assignments. If used, proper notation must be included.
- Follow written and unwritten rules that pertain to Internet etiquette,
- Demonstrate academic integrity,
- Put forth maximum effort to submit all assignments per the course schedule and to pass all courses,
- Protect the privacy of classmates by not publishing any names, email addresses, or other information pertaining to other students,
- Keep his/her password secure to ensure that unauthorized persons are not able to access an eSchool course,
- Attend the required orientation prior to being granted access to an eSchool online course,
- Attend the scheduled proctored final exam, and
- Adhere to all specifications in the Student Participation Contract.

## VII) Technical Standards

Technical maintenance of the LISD eSchool servers and operating systems shall be the responsibility of the Technology Department. All District Web servers are located at the Technology Department with access through the District network.

### ***E. Content Backup***

The district web servers are backed up on a regular schedule.

### ***F. Site Maintenance***

Technology will manage the eSchool server as needed including software upgrades.

Only current or linked files should remain on the eSchool server. Any file that is not being used as an active page in the course should be deleted from the server.

## VIII) Revision of Guidelines and Procedures

These procedures and guidelines will be evaluated and updated as needed in response to the changing technology and its applications in the Lewisville Independent School District. Questions regarding information can be directed to: <mailto:webmaster@lisd.net>