

Western Quebec Virtual Campus

CODE OF CONDUCT

The Western Quebec Virtual Campus believes that every member of its community has the right to learn and work in a safe, physical, and cyber environment.

All citizens of Quebec and Canada are protected under the Canadian Charter of Rights and Freedoms as well as the Quebec Charter of Rights and Freedoms BY LAW from:

- Verbal bullying
- Cyber bullying
- Physical bullying
- Sexual harassment
- Sexual violence
- Non-verbal intimidation
- Discrimination against any race, colour, culture, religion
- Discrimination against 2SLGBTQIA2 community

Anti-bullying, Inclusion and Acceptance of Difference and Diversity

Canada, Quebec, the WQSB, and the Western Quebec Virtual Campus have in place a ZERO TOLERANCE POLICY for any violation of the above rights.

Western Quebec Virtual Campus does not tolerate any behaviour that jeopardizes the psychological, social, or physical well-being of members of its community.

Inappropriate behaviour, including online, is defined as any repeated direct or indirect adverse behaviour, comment, act, or gesture, whether deliberate or not. This occurs when there is a power imbalance between people which causes distress and injuries, hurts, oppresses, intimidates, or ostracizes another.

The Virtual Campus administration and local school administrators will address violations of the Virtual Campus Code of Conduct. Any member of our community who feels their safe space has been violated has a right to and is encouraged to report the incident Virtual Campus administration.

Canada, Quebec, the WQSB, and the Western Quebec Virtual Campus (WQVC) have in place a ZERO TOLERANCE POLICY for any violation of the rights and freedoms of any member of our community.

If a member of our Virtual Campus violates this code of conduct it is equivalent to violating Quebec and Canadian law and will be subject to consequences to be determined by your local Principal and the WQVC Administrator.

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At Western Quebec Virtual Campus, our code of conduct supports healthy relationships, aspiring to professional and respectful behaviour, and the creation of a positive learning environment.

Professional Responsibilities:

- Respecting yourself, courteous and polite toward others, promoting cleanliness of your surroundings, practicing good hygiene, respecting the classroom/Virtual Campus environment
- The Virtual Campus is a safe space for all members of the Virtual Campus community no matter their diversity, race, colour, faith, identity.
- The necessary policies of the local school you attend also apply to your Virtual Campus classes (i.e. Drug and alcohol policy, smoking policy, attendance policy-reporting absences, cell phone policy, Adhering to the WQVC Code of Conduct, the technology user agreement)
- Be strong self-advocates, show initiative and get started, stay on track, make progress.
- Arrive in class on time, properly equipped with required books and papers.
- Read the online announcement on a regular basis.
- Check Virtual Campus email regularly (i.e. EDU.learnquebec.ca)
- Keep up with homework and assignments.
- If you must miss a scheduled class, inform your teacher at least in advance. Watch recordings/archives of missed lessons. Your teacher will point you in the right direction to view them.
- Share your successes to support others.
- See our mistakes as learning moments and a valuable necessary part of learning.
- Share ideas, see something say something, student rights, participate in community events.
- Chat privately with your teacher when you feel that there is a need for private teacher support.
- Concentrate – don't allow disruptions by others and don't disturb other students.
- If you encounter difficulties with course content, inform your teacher immediately to arrange for extra help.

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- Participate in every class but do not take up all the “airtime.”

Technology Responsibilities

- If logging in with your camera on, ensure your background is appropriate.
- Report to your local school if your internet connection, headset, or device is not working.
- Respect confidentiality – don’t use other people’s codes, files, passwords without permission.
- When in your local school attending Virtual Campus classes, do not use other student devices or allow students on your device.
- Log out of a shared computer when class ends, including logging out of Google Chrome to ensure your accounts cannot be accessed by others.
- Do not use social media for personal use during class time as this breaks your concentration on the lesson being taught.
- Don’t give out your access codes to ensure your own privacy of access.
- You may NOT take recordings or screenshots that include the photo of either your teacher or another student.
- When private messaging occurs the WQVC code of conduct applies
- Online class spaces are for educational purposes. Students misusing the platforms may be removed from Virtual Campus courses.

Not adhering to the above Code of Conduct may lead to:

- Private discussion with Virtual Campus teacher
- Student may be asked to no longer address the group in chat and only privately message the teacher.
- Referral to local school administrator
- Removal from the virtual class for a period TBD

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Academic Integrity: Cheating, Plagiarism, and AI use

Definitions:

Plagiarism

Using someone else's words, ideas, or work (including AI generated text) and presenting it as your own without proper acknowledgment.

Cheating

Any action that gives a student an unfair academic advantage, including:

- *Copying or sharing answers*
- *Using unauthorized notes, devices, or tools*
- *Any student observed receiving or giving help before, during, or after assessments (including sharing devices, tools, notes, answers, pictures, and complicit actions)*
- *Using AI tools in any way not permitted by your teacher*

Artificial Intelligence (AI)

Any tool that can generate content or assist in writing, solving problems, or producing explanations (text, images, code, calculations, etc.).

Appropriate use of AI:

- AI may be used **only when your teacher allows it** for:
 - Brainstorming
 - Getting general explanations of concepts
 - Practicing or reviewing material
- Students must complete their own work and complete evaluations independently.
- Students must complete their work using their own ideas and words.

Inappropriate use of AI:

- Any instance where the teacher has not explicitly allowed it.
- When AI output is submitted as your own writing.
- When AI is used to complete pretests or exams
- When AI is used to paraphrase or rephrase your work

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- When AI is used to generate answers, summaries, or translations for **graded tasks**.
- When AI is used and submitted **without properly formatted sourcing**

In cases of Academic Integrity: Cheating, Plagiarism, and AI use:

- First instance, students involved will be given zero on the assignment/test with the opportunity to re-do assignment for maximum of 60%. School/family will be informed.
- Second instance, students involved will be given zero and additional consequences to be determined by the local Principal and WQVC Administrator