

## Code of Conduct

All enrolled in Mercy Learning Online programs and courses and/or accessing the platform are required to follow the Code of Conduct. Students are also responsible for all expectations of their home school stated in school technology policies.

Consistent with your school, Mercy Learning Online requires appropriate use of technology and all related aspects of technology for students enrolled in courses.

It is the student's responsibility to use the Internet and all other related programs and resources for study specific to the course in which she/he is enrolled in an ethical and responsible manner.

Each student completes her/his own work and work submitted, exams or quizzes taken and communication via the discussion board, Chat, or e-mail is that of the enrolled student. Use of the user name and password for the course(s) in which the student is enrolled is only by that student or her/his parents/guardian.

**Proper Communication:** Students enrolled in a course through Mercy Learning Online will employ various communication tools, including discussion, email, chat, team work, etc. It is each student's responsibility to use these and all resources respectfully and in accordance with ethical and moral conduct. All e-mail addresses accessed through communication are confidential to those properly employing them for course work and may not be shared with persons outside the course. E-mail messages are reserved for course work only. Improper language is never permitted.

**Use of Equipment/System:** It is the student's responsibility to respect all equipment and no hardware or software is to be destroyed, modified or abused in any way. A user will not alter or attempt to alter a desktop, school setup, or any system configuration. If using a school computer, all downloads, plug-ins, etc. are needed to access course material, the student must request these downloads from the school staff. Users must respect the integrity of computing systems. Use of anything designed to disrupt or alter the performance and/or integrity of any local network system or course work on Mercy Learning Online or to breach security in any way is prohibited.

**Copyright/Licenses:** It is the student's responsibility to abide by copyright laws and software licensing agreements. If a student is using a school computer, software may be installed only with permission and under the supervision of the school staff. Software installed on a personal computer should follow licensing regulations. Moreover, students are required to appropriately document information accessed through the Internet. Mercy Learning Online denies any responsibility for the accuracy or quality of information obtained through Internet access.

**Security:** Students agree to maintain adequate security for their own accounts. Passwords are not to be shared. Individual users are responsible for activity on their accounts. No unauthorized user may enter anyone else's account.

*Penalty for Violation: Violation of the code of conduct will be referred and reported to the student's school. Appropriate action, including but not limited to, potential removal from enrollment in Mercy Learning Online will result. No fees paid for Mercy Learning Online will be refunded if a student is removed from enrollment.*