

PLYMOUTH CHRISTIAN ACADEMY



SECONDARY DISTANCE LEARNING HONOR CODE & ETIQUETTE

PCA'S COMMITMENT

- We will strive to provide a variety of methods to keep learning robust.
- Teachers will give clear instructions regarding assignments, due dates, and assessments.
- Teachers will be available during their virtual office hours of 9am-3pm, Monday through Friday, to answer student questions.
- PCA Tech Support will be available during the hours of 9am-3pm, Monday through Friday. Contact them at help.desk@plymouthchristian.org.

ACADEMIC HONOR

Academic honor is the cornerstone of Distance Learning. Student honesty and trustworthiness makes Distance Learning possible. The following items represent dishonest means of doing work:

- Unauthorized collaboration on any work
- Using unauthorized aids of any kind
- Allowing another student to copy any portion of one's work
- Copying from another student's work

TRUTHFULNESS

Truthfulness is critical in all that we do, including our school work! During Distance Learning, we want to impress upon our students the need for honesty. Specifically, the following are what we are referring to:

- dishonestly answering or providing false information
- altering any document, correspondence, or assignment that may mislead others or distort the truth
- citing a source that is known not to exist

STUDENT ROLE

PCA students must recognize that they are responsible to complete their work and turn it in according to the due dates assigned by their course instructors. PCA students are responsible for knowing and complying with the terms of our Online Student Honor Code. Every student is expected to respect PCA's mission and values, and should avoid any online activity that would compromise this. The PCA Online Honor Code consists of the following:

Academic Honor Owning Your Work Truthfulness

OWNING YOUR WORK

During this time of Distance Learning, careful attention to submitting your own work, and giving credit to others, is incredibly important. To simplify, we define plagiarism as the following:

- Omitting quotation marks or other conventional markings around material quoted from any source
- Paraphrasing, summarizing, or quoting a passage from a source without referencing the source
- Purchasing or acquiring material of any kind and representing it as one's own work
- Replicating another person's work and submitting it as one's own work

ETIQUETTE

Students will be spending lots of time online and in Zoom classes. The following provide etiquette reminders and general good advice during this time!

- Use kind words in all your communications
- Thoughtfully consider the challenges your classmates and teachers are encountering
- Respect the privacy of classmates & teachers
- Do not share Zoom meeting invitations or passwords with anyone outside your class
- Limit screentime outside of school work

"Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things." Philippians 4:8