

INTERNET- BASED INSTRUCTION

POLICY

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Tulsa Technology Center Board of Education. Online instruction is considered by the Board to be an effective instructional tool in the teaching-learning process. The purpose of this policy is to describe the conditions under which online instruction will be offered to high school and adult students enrolled at Tulsa Technology Center.

This policy, as it relates to high school students, complies with 70 O.S. §1-111 B, which reads as follows.

Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in a remote internet-based course approved by the district board of education. The State Board of Education shall adopt rules no later than July 1, 2001, to provide for the implementation of remote internet-based courses. Each district board of education shall adopt policies and procedures that conform to rules for internet-based courses as adopted by the State Board.

Definitions

Alternative Method Delivery System refers to the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction is not dependent on instructor and student interaction in real time. Asynchronous instruction allows the student to engage in learning activities anywhere at any time. For instruction to be considered asynchronous, the primary format of instruction does not depend on real-time interaction of the participants.

Blended or Hybrid Learning describes a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning describes a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Netiquette consists of the rules and guidelines for acceptable behavior in electronic communication.

Online Course describes a delivery method in which students complete the entire course online with possibly one or two required visits to the campus.

Synchronous instruction occurs when the instructor and student's primary interactions are in real-time. Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is also synchronous instruction.

Two-way interactive video instruction provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides for both audio (sound) and video (sight) signal. Students and instructor participating in two-way interactive video instruction may both see and hear each other in an approximation of real-time.

Web-based instruction uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction.

General Guidelines for Internet-Based Instruction Receiving High School Credit at Tulsa Technology Center

Certified Tulsa Technology Center instructors who have been trained to deliver quality online instruction shall supervise Internet-based programs. The credit earned by students shall be placed on the student's home high school transcript upon completion of the course.

Prior to offering an Internet-based instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The boards of education from participating sending schools shall, through mutual agreement, grant students credit for completion of courses offered by means of Internet-based instruction and assume responsibility for such coursework.
2. Only high school students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district.
3. A district board of education may authorize enrollment on a part-time basis utilizing Internet-based courses for students who have dropped out of school or have been

suspended from school provided such student was enrolled at any time in a public school in this state during the previous three (3) school years.

4. The campus director or designee shall evaluate and approve/disapprove all students' requests to participate in courses delivered by means of Internet-based instruction. Only those approved enrollments shall be eligible to receive credit.
5. Students earning credit by means of Internet-based instruction shall participate in all assessments required by the Oklahoma School Testing Program. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.
6. Courses offered for academic credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS).
7. Oklahoma statutes limiting the number of students teachers may supervise in each period of instruction and the total number of students allowed daily shall apply to synchronous web-based and two-way interactive video courses. The number of students each instructor may be required to supervise in asynchronous web-based courses shall be no more than twenty (20).
8. Prior to the beginning of instruction, cooperating school districts sharing courses by means of two-way interactive video technology shall, by means of contractual agreement, address issues including but not limited to: instruction costs, bell schedules, school calendars, student behavior, teacher evaluation, textbooks, class periods, student grades and grading policies, teacher load, and instructor employment.
9. Contractual agreements shall be established between the school district and parent(s), or legal guardian, of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, and the responsibility for course costs and equipment, as well as other issues selected by Tulsa Technology Center
10. Instructors of Internet-based courses shall be: (a) certified in Oklahoma or another state to teach in the content area of the course offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.
11. Annually, the board of education shall establish fees or charges for the provision of alternative instructional delivery system courses. The district shall not be liable for

payment of any fees or charges for any Internet-based course for a student who has not fully complied with district policies and procedures.

12. All student enrollment requests for Internet-based courses shall be evaluated and approved/disapproved by the home school principal and counselor, the principal from the high school providing the instructor, (if the course is taught as a part of the instructors regular contract) the student, and his/her parent(s)/guardian(s) must agree to the conditions listed in this policy in order to be enrolled in Internet-based courses.

Tulsa Technology Center Responsibility for All Internet-Based Instruction

Technical Support for Internet-Based Instruction

1. The District will provide the online learning management system required for the delivery of a quality online learning experience for all students.
2. Computers and software required to complete an online course will be available to enrolled students at approved locations within the District.
3. Each teacher for two-way interactive video and web-based courses shall be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of distance learning.
4. The District will provide the administration, instructors, and students with the technical support required to access and operate the online tools necessary for quality online instruction during normal business hours.
 - a. Tulsa Technology Center will provide technical support for the Learning Management System.
 - b. Tulsa Technology Center online instructors are not responsible for a student's basic computer literacy skills. A basic skills self-assessment will be available on the District's public website.

Standards for Internet-Based Instruction

5. Web-based and two-way interactive video instruction shall be viewed as methods by which the school district can expand the course offerings and access to instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
6. The Instructional Services Department, in conjunction with the appropriate Dean of Instruction, must approve all online courses offered for credit by the District.

7. Online Instructional standards have been adopted District-wide which ensure that the course design, content, and presentation reflect the highest quality of instruction.
8. The District will ensure that the learning outcomes of the programs, courses and certificates offered by means of online instruction are comparable to the outcomes and rigor offered in face-to-face courses on campus.
9. Online courses will be evaluated to ensure that they adhere to the online standards, which have been adopted by the District.
10. The District will provide the administration and instructors with the instructional support required for blending the online tools with curriculum in a manner necessary to provide quality online instruction.
11. Student progress shall be monitored on a weekly basis by the instructor. Assignments shall be graded by the instructor on a weekly basis. A syllabus shall be prepared by the teacher and posted on the school district's web-site prior to the commencement of the first class. The syllabus shall provide details to students including assignment due dates, grading, testing, and the grading scale used.
12. The District will provide the students with an anonymous end-of-instruction survey which will be evaluated to determine necessary modifications to the online course or method of delivery.
13. Online materials offered by Tulsa Technology Center comply with Section 508 of the Rehabilitation Act. Individuals with disabilities who are requesting a reasonable accommodation/modification must provide written notification and documentation as outlined in Section 2.0 of the Nondiscrimination Policy, Policy No. GEN-01.
14. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district. (See the Acceptable Use of Information Systems and Educational Technology Resources policy, Policy No. GEN-17; PER-31; STU-20.)

Administration of Internet-Based Instruction

15. The campus director shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in on-line courses and to serve as a liaison to the on-line teachers and provider (s).

Data Management

16. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction of the individual student.
17. District level aggregated data obtained through participation in Internet-based instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.

Student Responsibility for Internet-Based Instruction

Expectations of Students

1. Students are aware of the expectations, netiquette, skills, and technology required to participate in an online course. This information will be available on the District's public website.
2. Students will abide by all applicable behaviors as outlined in the Behavioral Code for Secondary and Adult Students in the Student Handbook, including but not limited to harassment and/or intimidation, obscene language and/or vulgarity, plagiarism, and cheating . (See the Student Behavior and Discipline policy, Policy No. STU-18 and Prevention of School Bullying, Policy No. STU-22.)
3. Students will abide by all federal and state statutes pertaining to the use of copyrighted materials.
4. By enrolling in an online course, students are declaring that they have the minimum computer skills to participate in an online course, including but not limited to Internet, file management, and e-mail skills. A basic skills self-assessment will be available on the District's public website.
5. Students participating in online instruction will abide by the Tulsa Technology Center Acceptable Use of Information Systems and Educational Technology Resources policy, Policy No. GEN-17; PER-31; STU-20.
6. Students at remote sites who participate in the Internet-based courses offered by the district shall be responsible for providing their own equipment and Internet access.
7. Tuition, books, supplies, and any applicable fees required for online courses taught through the district shall be the responsibility of the student.