Privacy, Safety & Security of Data: Acceptable Use Policy for Distance Learning

Mission
To provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Vision
To be our communities’ first choice for workforce education.
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Privacy, Safety & Security of Data

Introduction

The IT staff of the Pinellas County School Board and Pinellas Technical College holds credentials in the following areas: server infrastructure, desktop infrastructure, private cloud, enterprise devised and apps, data platform, business intelligence, messaging, communication, and the Blackboard Learn system. This allows direct knowledge regarding best practices in technology infrastructure.

Data Storage & Network Access

The Pinellas Technical College IT Department manages all staff and student access to the distance learning management systems. They work closely with the Pinellas County School Board IT staff to ensure that PTC is operating with a safe and adequate infrastructure.

PTC employees and students are provided with credentials to access the PTC and PCSB networks, and are provided server space to store digital materials. When an employee is no longer a staff member or when a student is no longer enrolled, their access to the server and network is revoked.

Privacy, Safety, & Security Application and User Security

User Authentication: User data on our database is logically segregated by account based access rules. User accounts have unique usernames and passwords that must be entered each time a user logs on.

User Passwords: User application passwords have minimum complexity requirements.

Data Encryption: Certain sensitive user data, such as account passwords, are stored in encrypted format.

Physical Security

Data Centers: PTC’s information systems infrastructure (servers, networking equipment, etc.) for the distance learning management system is located in a server facility off-site (may be one of various locations throughout the US), due to our managed hosting/SaaS system configuration. Some limited use servers are secured at the district level, and are housed at the Pinellas County School Board’s secure data center, where they are monitored and maintained by district staff.

Data Center Security: The Pinellas County School Board’s data center is surveilled 24 hours a day, 7 days a week. Access is fully secured with district security entry requirements.

Environmental Controls: All district and PTC IT facilities are maintained at controlled temperatures and humidity ranges which are continuously monitored for variations. Smoke and fire detection and response systems are in place. Distance learning data is housed in a secure data facility in Virginia, due to our managed hosting/SaaS configuration, and is maintained under the same strict conditions as those provided by the district.

Back-Ups: Back-Ups are performed on a daily basis at the off-site storage facility provided through our managed hosting/SaaS solution. All back-ups have storage on and off-site. On-site back-ups are performed on an annual basis.
Responsibilities of Institution

Introduction

The IT, instructional and administrative staff members of Pinellas Technical College hold credentials in those areas of expertise that determine their responsibility to ensure the quality of distance education offered by the institution.

IT Staff Responsibility

The Pinellas Technical College IT Department will maintain equipment designated for student use, will provide support to the network (local and district), and will work with the PCS staff to ensure access to resources. They will communicate periods of down time, and will provide appropriate technical support at all levels, as requested through instructional faculty.

Instructional Faculty Responsibility

The Pinellas Technical College instructional faculty members will provide access to high-quality distance education curriculum that is aligned to state and industry standards. They will provide initial training on the use of the LMS, relevant to the specific course. The curriculum will be reviewed by an advisory panel of industry members, and will use instructional materials that represent up-to-date and relevant theory within the discipline. The institution ensures timeliness of its responses (synchronously or asynchronously) to students’ requests by placing a requirement on response time of no more than 24 hours. Courses will be continually evaluated, both by the instructors and by administrators, to ensure that the elements of high-quality and standards-aligned online coursework are in place.

Responsibility of Administration

The Pinellas Technical College administration will review distance education courses for content and structure regularly. They will communicate expectations for quality to instructors, participate in advisory meetings, and address student concerns as they related to distance education needs, in an impartial fashion.
Acceptable Use Policy

Introduction

This document sets forth the policy of acceptable use by users of the learning management system utilized by Pinellas Technical College ("PTC"). Pinellas Technical College currently uses Blackboard Learn+™ as its primary learning management system ("LMS"), and this policy should be read in conjunction with the Blackboard Terms of Use. All users, including, but not limited to, students, teachers, school administrators, and educational organizations, are subject to this policy and are expected to comply with its provisions.

User Responsibilities

It is the responsibility of any person using the LMS to read, understand, and comply with this policy. Any person with questions regarding the meaning of the policy, or application of this policy in a particular context, should seek clarification from the LMS administrator for PTC at wright-nasha@pcsb.org. Use of the LMS shall constitute acceptance of the terms of this policy.

Acceptable and Unacceptable Uses

The LMS is available only for educational purposes. Users may not use the LMS to store any files that are not educational.

It is unacceptable for users to use the LMS for:

- furthering any political or religious purpose;
- engaging in any commercial or fundraising purpose;
- sending or posting threatening, harassing, or disparaging messages or content to or regarding an individual or group of people;
- gaining unauthorized access to computer or telecommunications networks;
- interfering with the operations of technology resources, including placing a computer virus on any computer system, including Blackboard Learn;
- accessing or sharing sexually explicit, obscene, or otherwise inappropriate materials;
- intercepting communications intended for other persons;
- attempting to gain unauthorized access to Blackboard Learn;
- logging in through another person's account or attempting to access another user's password or files;
- sending defamatory or libelous material concerning a person or group of people;
- furthering any criminal or illegal act, including downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws;
- infringing on any intellectual property rights; or
- downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project.

The LMS may not be used to transmit or store messages or other data that are prohibited or inappropriate under this policy. Users may not create, send, or store messages or other data or content that are considered offensive, contain sexually explicit material, or otherwise offensively address the age, race, ethnicity, gender, gender identity, sexual orientation, religious or political beliefs, national origin, or disability of a person or a group of people. Users also may not create, send, or store messages pertaining to dangerous devices such as weaponry or explosive devices. Users should take all reasonable precautions against receiving or downloading messages, images, or other data of this sort.
Expectations Regarding Academic Integrity

Enrolled users will participate and submit required assignments as requested or required. The assignments submitted by users will represent their own work, or, where the work is not their own, the work of sources that are appropriately credited. Any user who is found to have submitted work that is not his or her own, either in whole or in part, and that has failed to credit the source, will be subject to one or more penalties. Penalties may range from loss of credit for the assignment to failure of the course, depending on the nature and severity of the act or omission.

No Expectation of Privacy

Use of the LMS constitutes consent for administrators to monitor and/or inspect any files that users create, any messages they post or receive, and any web sites they access. PTC may inspect any user’s account and the files it contains at any time. PTC also has the right to give permission to teachers, school administrators, law enforcement officials, and others, as appropriate, to review the LMS to determine the online activities of a user who PTC has reason to believe may be in violation of this policy. Users are advised that messages in discussion forums, including deleted messages, are regularly archived and can be retrieved. In addition, an Internet firewall automatically checks all data moving between the local area network and the Internet and logs the sending and receiving destinations.

Passwords

Each user shall be required to either create or maintain the administrator-assigned password in a manner directed by the LMS vendor, and shall use and maintain the password as directed by the same, and set forth in this policy. This password is to be used to access the LMS computer network and any resources that reside within the network and require password access. LMS users are expected to keep their passwords confidential and are responsible for all activity under their accounts. If a user suspects their password has been compromised, they must notify their instructor, who will notify the LMS administrator.

Violations

Failure to comply with this policy may subject a user to termination of the user’s LMS account. PTC will notify school or organization administrators of any inappropriate activities. It will also advise law enforcement agencies of activities conducted through the LMS which PTC believes may be illegal. PTC will cooperate fully with local, state, and/or federal officials in any investigation related to illegal activities conducted through the LMS.

Disclaimers

Pinellas Technical College makes no warranties of any kind, either expressed or implied, for LMS services and resources. PTC is not responsible for any damages incurred, including, but not limited to: loss of data resulting from delays or interruption of service, loss of data stored on the LMS, or damage to personal property used to access LMS resources; the accuracy, nature, or quality of information stored on LMS resources or gathered through the LMS or the Internet; or unauthorized financial obligations incurred through LMS-provided access. Further, even though PTC may use technical or manual means to limit user access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal laws.
Authentication of Academic Examinations

Introduction

PTC has several systems in place to ensure that examinations administered to students are completed by the same student who has registered for that course or program of study. Students are required to agree, in writing, to standards of academic integrity and to adhere to specific codes of student conduct; in addition, all students of Pinellas County Schools are required to sign an agreement for Network/Internet Acceptable Use, prior to being permitted access to any electronic resources.

Off-Site Exam Administration

When online students are required to take tests at a location other than at a PTC campus location, distance learning instructional personnel have several options for securing the test, including:

- Requiring the use of a separate password to access the examination
- Timing the exam
- Setting the exam to “turn on” and “turn off” within specific time frames
- Randomizing questions for each re-examination
- Limiting the location where the exam can be taken, based upon the IP address

On-Site Exam Proctoring

For added security, distance learning instructional personnel also schedule on-site exams for students, and secure testing locations for those students to test when they arrive on-campus. In addition, there are testing centers on campus that have been established for specific industry certification testing purposes with certified proctors, to ensure the validity and authentication of such examinations, as required by the testing bodies.
Student Contract

To be an online/campus based student in the Business Technology department at PTC, you must agree to the following rules:

As an online student I hereby agree that I will log into the PTC LMS system Monday through Friday (or as designated by the student calendar). By doing this, I will receive 5 hours of attendance credit per day. If I log in less than 5 days per week, my time will be reduced by 5 hours for every day I do not log in. I understand that I must maintain a minimum of 70% attendance each week (3 ½ days out of 5 days) as stated in the student handbook and my financial aid provider. After 7 consecutive absences I may be removed from the program. I am also aware that an employer will expect 100% attendance each week on the job; therefore, I will work to form the habit of 100% attendance.

1. Please Note: On the last day of each month that school is in session and on the last day of the term, you must log on before noon or you will be marked absent because attendance must be submitted before the end of the school day for that month or term.

2. I will maintain academic progress of 70% or higher per term as required by PTC to be in good standing. I understand that I must maintain a minimum of 70% academic progress each week as stated in the student handbook and my financial aid provider. I am also aware that an employer will expect 100% performance on the job; therefore, I will work to form the habit of 100% academic progress.

3. I will submit assignments WEEKLY. Weekly assignments will be submitted each week via Blackboard. I will submit assignments that are equivalent to the 25 hour week that any PTC student is obligated to work within.

4. I will read my email/course mail daily and respond as required in a timely manner. Instructors communicate on a regular basis using email/course mail. I am responsible for knowing the information relayed to me in these messages.

5. As an online student I will obtain access to or purchase the software required for the program in which I am enrolled.

Failure to meet any of the above requirements will result in my termination as an online student. To continue in the program, I will be required to attend class on the PTC campus Monday through Friday from 7:00 a.m. to 12:15 p.m. (normal class hours).

All Certification exams must be taken and completed prior to a student’s completion date or graduation from the program. NO certification exams shall be provided to any student after that date.

I hereby fully understand and agree to the above requirements.

Print Name: _________________________________________________________________

Email Address: _______________________________________________________________

Telephone Number: ___________________________________________________________

Signature: ____________________________________________________ Date: _______________
Academic Integrity Statement

Each student enrolled in an online course will adhere to the academic integrity policy outlined below. Any violation of this policy will result in disciplinary action and may jeopardize the student’s continuation in the course and any award of academic credit.

Each student will agree to abide by the following rules of academic integrity:

1. Your work on each assignment will be completely your own.
2. Your instructor must approve or assign any collaboration with another classmate on assignments and/or projects.
3. You will not practice plagiarism in any form.
4. You will not allow others to copy your work.
5. You will not misuse content from the Internet.

Plagiarism is copying or using ideas or words (from another online classmate, or an Internet or print source) and presenting them as your own.

Remember that all instructors use many different ways to check for authenticity. If an instructor confirms that a student has violated academic integrity, the student will be subject to consequences determined by the Code of Student Conduct policy of the school district where the student has enrolled.

I hereby agree to abide by the rules of academic integrity as stated above.

________________________________________
Print Your Full Name Above

________________________________________
Sign Your Full Name Above

___________
Date
APPENDIX C: PCS Network/Internet Acceptable Use Agreement Form

PINELLS COUNTY SCHOOLS
NETWORK/INTERNET ACCEPTABLE USE AGREEMENT

Pinellas County Schools use computers to support learning and to enhance instruction. Computer networks in the schools allow students and staff to interact with many computers. The Internet, a network of networks, allows people to interact with hundreds of thousands of networks and computers. Internet access is now available to designated students in Pinellas County Schools. This resource offers vast, diverse, and unique resources to students that will allow them to communicate with people from around the world, visit electronic libraries, perform research on a variety of subjects, and participate in special projects with students from all points on the globe. The goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. This technology will benefit all students as they prepare for work in a global marketplace.

The student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the network facilities at the school.

1. Acceptable Use:
The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and the opportunity for collaborative work. The use of the student's account must be in support of and consistent with the educational objectives of Pinellas County Schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement is also prohibited.

2. Privileges
The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The districtwide network system administrator is the supervisor of distributive and user support systems. In addition, the principal will appoint a staff member to act as the school's network system administrator. Students may not allow others to use their account name or their password. Violation of this rule could jeopardize access to the Internet and students who violate this rule will immediately lose all network and computer access. The school's network system administrators will deem what is inappropriate use and their decision is final. Also, the school's network system administrators may close or restrict an account at any time as required. The administration and staff of the district or the school may also request the districtwide network system administrator or the school's network system administrator to deny, revoke, or suspend specific user access.

3. Network Etiquette
Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
   a. Do not reveal personal address, phone numbers, or other personal information of yourself or classmates.
   b. Be polite. Do not get abusive in messages to others.
   c. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
   d. Do not engage in activities that are prohibited under state or federal law.
   e. Do not assume that electronic mail is private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   f. Do not use the network in such a way that would disrupt the use of the network by other users.
   g. All communications and information accessible via the network should be assumed to be private property.

4. Services
   a. Pinellas County Schools will not be responsible for any charges related to fee for service access to on-line resources services incurred by account holders without prior written approval being received from the district.
   b. Pinellas County Schools makes no warranties of any kind, either expressed or implied, for the service it is providing. Pinellas County Schools will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions including any and all viruses. Use of any information obtained via the Internet is at the student's own risk. Pinellas County Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security
Security on any computer system is a high priority, especially when the system involves many users. If the student can identify a security problem, the student must notify the school’s network system administrator or the Pinellas County Schools district wide network system administrator and should not demonstrate the problem to other users. Attempts to logon to the Internet as a network system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

6. Vandalism
Vandalism will result in cancellation of Internet privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to Pinellas County Schools. This includes, but is not limited to the uploading or creation of computer viruses.

STUDENT
I understand and will abide by the Network and Internet Use Agreement. I further understand that any violation of the regulations stated is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary and appropriate legal action may be taken.

Name of Student_________________________________ School Pinellas Technical College

User Signature____________________________________ Date __________

PARENT OR GUARDIAN
As the parent or guardian of this student, I have read the Network and Internet Use Agreement. I understand that my child’s access is designed for educational purposes. I recognize it is impossible for Pinellas County Schools to restrict access to all controversial or offensive materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for the supervision, if any, when my child’s use is not in a school setting. I have read and understand the information in this agreement and hereby give my permission for my child to use the Internet pursuant to the terms of this agreement.

Parent or Guardian’s Name (please print) ________________________________ Date __________

Parent or Guardian’s Signature________________________________________ Date __________
APPENDIX D: Student Orientation to LMS

The URL for the Blackboard (Bb) Learn+™ Learning Management System (LMS) is https://blackboard.myptc.edu

**USERNAME**
Usually your first initial and last name, e.g., if your name is Bugs Bunny, your username would be blunny. If you have a very common last name, more than one letter of your first name might be included; your instructor can verify your username for you. Usernames are not case-sensitive, and cannot be changed once created.

**PASSWORD**
Usually your initials and your 4-digit birthday (month/day); e.g., if your name is Bugs Bunny and you were born on Jan 1st, your password would be bb0191. Passwords can be changed by the user (if you choose), but they cannot be verified. If you change your password and then forget it, it must be reset by the system administrator, and this request needs to be made by your instructor. Passwords are case-sensitive.

(Before you log in, you can scroll down to read announcements on the portal page if you like.)

**IMPORTANT**
Usernames and passwords are not to be shared. It is understood, and a matter of academic honesty and personal integrity, that you will safeguard your log-in credentials.

*Each Blackboard Learn+™ account is for the use of the student to which it has been assigned, and only for the use of that student.*
The first thing you’ll see after log-in …

**Breaking it Down:**

- Inside that big, bold red circle? You can download a **Student App** for Blackboard, which will allow you to stay connected on your smart device! Keep up with assignment deadlines, course calendars, announcements, class communication, and your grades.
- Tabs along the top-right... When you log in, you are on the **Pinellas Technical College** tab (we’ll look at the other two later). It’s an overview of your Bb account, and gives you easy access to **Tools** (on the left side), **Announcements** (top-center), your **Classes** (top-right), and **On Demand Help** (under the Classes)
- If you are involved in any student **Organizations** that use Bb, they will be under Announcements.
- If you have **Tasks** due, they are under the **On Demand Help** area.
- At the VERY top-right of the screen, you’ll see your name — you can access your account details and settings, and open a menu, by clicking your name.
- Most things provide a clickable link to take you somewhere else.

You will use the same Username/Password to log into the Student App that you use to log into Bb on a desktop computer/laptop. Blackboard is available to you from any place that you have an internet connection with a browser; you CAN use a browser on your smartphone or tablet to run the full version of the program, but it will be difficult to see all the features (it has not been programmed to be responsive to the smaller screen format, since there’s an app available). You will need to scroll, and/or turn your device to a landscape orientation to see some items or tabs.

Blackboard Learn+™ seems to exhibit its best performance in the Chrome browser environment, however, it will perform in other browsers, although occasionally with some issues. If you have a problem seeing something that should be there, try switching browsers and see if that solves your problem.
Getting Help

This document (the one you are reading) is a very general overview of Blackboard and its features; for specific questions about the course you are in, your first resource is always your instructor. For this reason, when you have an issue (even if it might be a technical issue), always follow the following protocol for getting help:

1. Go to the On Demand Help area on the Pinellas Technical College tab, and use the Help for Students resources – OR click Help on your class menu, and search to see if you can find an answer to your question. If that doesn’t work, then …
2. Reach out to your instructor. If your instructor cannot solve your problem, then they will contact the Bb Administrator to escalate your issue for you. If you attempt to circumvent your instructor by contacting the Bb Admin directly, you will be referred back to your instructor, since most issues are connected to the content settings and not Bb itself.

Using the On Demand Help for Students links

There are three links under Help for Students, all of which will direct you to https://help.blackboard.com/learn/Student. At this site, you will find plenty of how-to information regarding how to use the Blackboard Learn+™ learning management system (LMS). The first link is to subject matter is searchable by issue or topic; the second link is for assistance with the Bb App.

There are links to videos, which are housed on YouTube. PTC is using the “Original” course view – you will see references to “Ultra” and “Original,” and we are using the “Original” version.

Again, if you don’t find what you need in the information provided, reach out to your instructor; if there is a technical issue, your instructor will contact the LMS administrator.
The Courses Tab

When you click on the Courses tab, there’s really not much to see (picture above) – until you click on the course in which you’re enrolled (most people have only one, depending upon the program).

The screen gets a lot more interesting, once you click on the class and go into your actual course. There is a navigation menu on the left side of the screen; in addition, and depending upon how the instructor has chosen to set it up, there are various items on the ‘body’ of the screen like announcements, a to-do list, tasks … it will depend upon how your instructor has chosen to structure your course, and each program is set up differently.
Navigating the menu

The menu that is illustrated in this orientation guide might not look identical to the one that you see in your course. Instructors have the capability to turn menu items on and off, and to rename them as they choose, to better fit the needs of the program curriculum.

Your instructor may or may not use the attendance “plug-in” that allows you to log in daily and establish your attendance (‘ATTENDANCE CHECK-IN’). ‘Information & Resources’ might be named something else, and/or it might have a different purpose in your course. Your content might be called “OCPs” or “Lessons,” and/or there may be more than one. If your instructor is using Collaborate (“Virtual Office Hours” on the graphic above), he or she may call it something different. Again, each program may have a different look and feel, and your instructor will guide you through where and how to access the specific content and curriculum for your course, and how to access

A couple of things to point out:

- Clicking the “Help” link at the bottom of the menu takes you DIRECTLY to https://help.blackboard.com/learn/student - and you can search for help on any issue that you need.

- No matter WHERE you are in the course, if you click on one of the little ‘house’ icons (circled in red on the graphic above), it will return you to the main page.

- If you are enrolled in more than one class (depending upon your program), you can switch courses easily by using the down-arrow (circled in green on the graphic above).
Using the Tools

When you click the “Tools” option on the menu, you will get the following choices (to see the choices on the second graphic, you will most likely need to scroll down):

You’ll notice that some of these tools are already available to you in other areas of Bb – some of them might already be on your main course screen. Others are available to you elsewhere, OR your instructor might have already created links on the menu for you. There are communication tools in here, which may or may not be used (communication methods depend upon the instructor’s preference). You can check grades from here – but there’s ALSO a link to your grades, e-mail, tasks, announcements and others from the main PTC lab page.

It’s going to depend upon what you need for your program, and your way of work, which tools you use. Again, remember that you have access to your tools from the main page (where you land when you first log in), as well as from “Tools” on the class navigation menu.

One thing you will find in BbLearn+ … there are many paths which will get you to the same place.
The **Content Collection** Tab

There is a lot to see on the **Content Collection** tab, but not really much of use. There are **Shared Materials**, but those are in the process of being updated (specifically orientation videos).

The upside is that you do have access to ‘Tools’ from this tab, as well as from anywhere else, and your instructor may set up a library to share files here (although sharing directly within the course makes much more sense).
A Final Note on Personal Information

This is the personal information screen, which can be accessed from Tools – and a number of other places. You can edit your personal information, contact information, add a photo or avatar, and even change your password (which is not recommended, and if you change it then forget it, it will need to be reset).

Please make sure that any information that you add to your Bb account is accurate, and any photos or avatars that are uploaded are business-appropriate.

Remember that we keep your information private – it is part of our district and organizational policy. You also have an ethical and academic obligation, as a student of Pinellas Technical College, to:

- safeguard your username and password,
- complete and submit your own work,
- perform and take assessments under your own name and only for your own benefit, and
- not to share information or assignments with other students.

You will possibly be asked to sign something stating that you understand this, and failure to uphold any of these expectations could be perceived as academic dishonesty.
**Expectations of Privacy**

The School Board of Pinellas County, Florida and Pinellas Technical College encourage you to remember that, while we have all the necessary safeguards in place to protect your personal information from public eyes, there should be no expectation of privacy regarding content you are storing on our electronic resources. Further, any and all electronic resources supplied by the District and/or PTC, including but not limited to accounts, access to software, and network access or storage, are intended for program-related use.

Your instructor, your guidance counselor, and your program administrator will have access to your Blackboard Learn\textsuperscript{TM} account, and will be able to view your grades, academic submissions, and program progress.

**Remember:** If you have difficulties of ANY kind, start with your instructor … they can direct you, or advocate on your behalf.

**Good luck with your program!**

#CareerinaYear
## APPENDIX E: High-Quality Distance Education Rubric for Standards-Aligned Online Coursework

### Scoring Criteria (Apply to EACH individual benchmark for total)

<table>
<thead>
<tr>
<th>General Standards</th>
<th>Benchmarks — EACH Scored Individually</th>
<th>Points Earned</th>
<th>0</th>
<th>1-pts</th>
<th>3-pts</th>
<th>5-pts</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Course Orientation/Introduction and Overview</td>
<td>1. Learners are provided with clear instructions on how to get started and where to find various course components.</td>
<td>40pts (total)</td>
<td>No evidence of learning objectives provided. Learner has not been provided with an orientation.</td>
<td>Minimal evidence of learning objectives and learner has been provided with an orientation.</td>
<td>Complete evidence of learning objectives and learner has been provided with an orientation.</td>
<td>Complete evidence that learner has been provided with an orientation.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Learning objectives describe measurable outcomes.</td>
<td>20pts (total)</td>
<td>No evidence of learning objectives. Learner has not been provided with instructional materials.</td>
<td>Minimal evidence of learning objectives and learner needs the related instruction.</td>
<td>Complete evidence of learning objectives and learner needs the related instruction.</td>
<td>Complete evidence that learner needs related instruction.</td>
<td></td>
</tr>
<tr>
<td>2.0 Learning Outcomes/Goals and Alignment to Standards</td>
<td>3. Course uses instructional materials that contribute to the outcomes described by the learning objectives.</td>
<td>30pts (total)</td>
<td>No evidence of instructional materials that meet the criteria. Learner has not been provided with instructional materials.</td>
<td>Minimal evidence of instructional materials and learner needs the related instruction.</td>
<td>Complete evidence of instructional materials and learner needs the related instruction.</td>
<td>Complete evidence that learner needs related instructional materials.</td>
<td></td>
</tr>
<tr>
<td>3.0 Instructional Materials, Activities, and Strategies</td>
<td>4. Course uses learning activities that support the attainment of the learning objectives.</td>
<td>40pts (total)</td>
<td>No evidence of learning activities that meet the criteria. Learner has not been provided with learning activities.</td>
<td>Minimal evidence of learning activities and learner needs the related instruction.</td>
<td>Complete evidence of learning activities and learner needs the related instruction.</td>
<td>Complete evidence that learner needs related learning activities.</td>
<td></td>
</tr>
</tbody>
</table>

### High-Quality Distance Education — Rubric for Standards-Aligned Online Coursework

<table>
<thead>
<tr>
<th>4.0 Assessment, Measurement, Monitoring, and Progress</th>
<th>5.0 Course Technology and Learner Support</th>
<th>6.0 Benchmark Total Evaluation</th>
<th>Evidence of benchmark attainment</th>
<th>Benchmark is complete and/or approved</th>
<th>Complete evidence of benchmark attainment and monitoring</th>
<th>Complete evidence of benchmark attainment and monitoring and evaluating</th>
<th>Points Earned</th>
<th>Total Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Assessment and monitoring are structured to measure the attainment of the learning objective.</td>
<td>2. Course technology tools are minimum technology requirements, and provide information on how to obtain them.</td>
<td>40pts (total)</td>
<td>Benchmarks &amp; evidence</td>
<td>Evidence of benchmark attainment</td>
<td>Complete evidence of benchmark attainment</td>
<td>Complete evidence of benchmark attainment and monitoring</td>
<td>160pts</td>
<td>Total Points Earned</td>
</tr>
</tbody>
</table>
APPENDIX F: Blackboard Privacy, cookies and terms of use displays and links

Blackboard’s Privacy Statement

https://help.blackboard.com/Privacy_Statement

Blackboard’s Terms of Use

https://help.blackboard.com/Terms_of_Use
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