



NEFEC Code of Professional Conduct (CoPC) and Statement of Understanding (SoU) for Online Participants

Part I – Code of Professional Conduct (CoPC)

Commitment to ethical and professional conduct is expected of every participant in a NEFEC online course. Behavior expectations for the online environment are outlined below in NEFEC's Code of Professional Conduct. Before beginning an online course, participants must agree to abide by these guidelines.

Acceptable Use Policy

Participants may not engage in practices that threaten the integrity of Moodle, NEFEC's Online Learning Management System (LMS), or the NEFEC network (e.g., knowingly downloading or uploading files that contain viruses).

Participants may not use NEFEC's LMS or available resources for any illegal activities including the violation of copyright law and/or software piracy.

Participants may not access anyone else's Moodle account, nor may they share their Moodle account passwords with others.

Participants may not write, use, send, download, or display deliberately hostile and insulting (inflamatory), obscene, threatening, harassing, or otherwise offensive messages, postings, pictures, or other forms of communication.

Participants may not discuss private issues about the course via the threaded discussions and other communication tools. If you have issues and/or concerns about the course content, amount of work, grades given, etc., contact the online instructor directly and privately.

Participants may not post negative comments such as the amount of time spent on assignments on threaded discussions. This invites others to join in and complain which is not a professional use of class discussions. Feedback is welcome and should be submitted to the instructor, eLearning team, and/or through the course evaluation.

Netiquette

Participants will act in a professional, responsible, ethical, and legal manner in accordance with the school, district, and state policies and in compliance with state and national laws.

Participants will conduct themselves in a manner that facilitates learning in the online environment.

Participants will use proper punctuation, spelling, and grammar in emails, threaded discussion postings, and assignments.

Copyright

Participants may not reproduce course content and assessments without explicit written permission. Unauthorized use of course content is prohibited.

Participants may not copy another participant's work and submit as their own.

Participant Expectations

Participants are responsible for their own learning. If a participant is unable to login, access lessons, and/or complete assignments, or are not receiving emails, contact the instructor or eLearning immediately.

Participants will actively participate and complete all assigned work according to the course schedule.

Participants who wish to withdraw from a course must do so by notifying the instructor and NEFEC staff in a timely manner.

Academic Misconduct

Participants may not engage in any of the following acts of academic misconduct:

Cheating: The act or attempted act of deception in which a participant falsely represents that he or she has adequately learned information on an academic exercise.

Collusion: Intentionally or knowingly helping or attempting to help another commit academic misconduct, such as substituting for a test or completing an assignment for someone else; collaborating with others when taking online tests including group test-taking where participants gather together in the same location; and/or printing and distributing copies of online tests or quizzes.

Misrepresentation: Any action or omission with intent to deceive a teacher so as to affect a grade.

Plagiarism: Knowingly representing the words, data, or ideas of another as one's own in any academic exercise; submitting all or part of another's work as one's own in an academic exercise including unauthorized collaboration with other participants. The assessments in this course are ways that participants demonstrate knowledge, skills, and abilities related to the course goals and objectives. Higher level skills like synthesis, not just simple recall like copying and pasting information, is required in order to meet the rigor of the course outcomes and objectives. Document sources as needed by including a citation in [APA or similar style](#). Please remember that submitting work that is not your own is never acceptable and is a Violation of the Code of Professional Conduct.

Online participants should be advised that, in an effort to maintain system integrity and to ensure responsible use, files and communications through Moodle are monitored and recorded. Under no circumstances should online participants expect that messages or discussion postings that are created, modified, transmitted, received, or stored on NEFEC servers are private.

Online participants who violate any of the above conditions will be subject to the suspension or termination of their Moodle user account and access to the online content, as well as other disciplinary action as determined appropriate by NEFEC.

Please NOTE: All violators of the Code of Professional Conduct will be reported to their school and/or district administration, where additional disciplinary action may be taken.

Part II – Statement of Understanding (SoU)

Cancellation Period and Policy

In the 60-hour online courses, there is a two-week cancellation period during which participants can withdraw from a training without penalty and, if a training fee has been paid, receive a full refund. Cancellations can be requested anytime but refunds will only be given if the cancellation request occurs within 2 weeks of course log-in information being sent. If you wish to cancel your registration, please send an email to your instructor or elearning@nefec.org with your request for a refund by the 14th day after log-in information is sent. Refunds will only be done for "no-show" participants if requested and fall within the two-week cancellation period.

In courses less than 60 hours, all the above apply. The only difference is the cancellation period is one week (7 days) from the date log-in information is sent.

Roll-Over / Transfer Policy

NEFEC has a no roll-over or transfer policy. If participants do not finish by the ending date of the training, then they must register for the next available session, pay another fee (if applicable), and start over with the assignments. Assignments will not be transferred from one course to another, even if an additional fee is paid.

Assignments

NEFEC online courses contain a variety of assignments, such as participating in a threaded discussion, creating a document, or taking a quiz or survey.

Please allow 36-48 hours for the instructor to review your assignments. After your instructor grades an assessment, feedback will be provided as needed. Be sure to monitor your email and communication within the course as feedback from your instructor can be sent using any communication methods he/she deems necessary.

Certificate of Completion

Reading Endorsement Courses/Other ESOL Courses – Certificates are issued during the first full week of each month for participants who are marked complete by their facilitator during the previous month. This includes all of the reading endorsement courses, as well as ESOL Basic 18, ESOL Basic 60, ESOL for Administrators, ESOL for School Counselors, and ESOL Basic for Practitioners.

All other courses – Upon successful completion of all assigned tasks, a certificate of completion will be issued within two weeks of the course end date. This includes the gifted endorsement courses, ESOL endorsement courses, and others.

Inservice Points and Endorsement

Follow-up activities are incorporated in the training and no additional work is needed in order to receive inservice points.

NEFEC's courses are for inservice points and are not college level courses. The Florida Department of Education will not accept NEFEC's courses if they are submitted by an individual for recertification or endorsement. They must be submitted through a district as part of its approved Master Inservice Plan.

Participants are responsible for following their district's requirements to obtain inservice credit and endorsement. If you are unsure if your district will accept courses offered through NEFEC, you will need to check with your district Staffing Development office prior to completion of the course.

Private School Educators

Florida Department of Education (FLDOE) Note Regarding Endorsements: Per section 1012.575, F.S., only school districts have statutory authority to have state approved add-on endorsement programs whereby teachers can complete the endorsement requirements via inservice points. All other (including non-public) schoolteachers can add an endorsement to their certificate, but only through the college credit route. Private school teachers may take the "endorsement" courses offered for inservice points, but they won't be able to use them to add the endorsement to their certificate.