

**COVID-19 Task Force**

**On-line Education Work Group**

**TOOL KIT**

**The documents included in this toolkit were provided by members of the On-line Education Work Group as examples or guidelines. Please feel free to save these templates and customize as needed for use by your program/school.**

Online Education Checklist

* Technology Requirements Page 2
* Online Etiquette Policy Page 4
* Recording Release Page 6
* Online Testing Pledge Page 7
* Illness and Leave of Absence Policy Page 8

**TECHNOLOGY REQUIREMENTS:**

COMPUTER HARDWARE AND SOFTWARE

*A personal computer with consistent, reliable Internet access is required, and must meet the following requirements:*

1. A DSL or cable connection to the Internet; dial-up is not sufficient.
2. Laptop or desktop computer with a minimum of a 2 GHz processor and 2 GB of RAM

*You should have one of the following computer operating systems and additional software applications installed on your computer:*

1. Windows 7 system operating software for PC computers OR Mac OS X 10.6 or 10.7 for Apple Mac computers
2. Microsoft Office Suite (Word, Excel, PowerPoint). A free version of Microsoft Office is available for students. Instructions and information can be found here: [insert link].
3. Antiviral software
4. A compatible browser with [learning management system], such as the latest version of Chrome, Mozilla Firefox, Internet Explorer, or Safari. **[List any browsers which are not supported] is NOT a supported browser and should not be used.**
5. Zoom, available at: <https://zoom.us/download>
6. Any University or course specific software requirements

TECHNOLOGY SKILLS

For this course you will need the following skills to be successful:

* Navigating a computer system.
* Launching and quitting applications.
* Connecting to the internet.
* Using a web browser.
* Saving, uploading, and downloading files.
* Sending and replying to emails.
* Basic skills in using PowerPoint and Microsoft Word.
* Using [learning management system]

[LEARNING MANAGEMENT SYSTEM]

This class will use [Name], the official learning management system (LMS) used by the University to deliver course materials to university students. ALL course materials and activities will take place in [Name].

To login in to [LMS], students will need a User Name ID and password. Students can login to [LMS] either through a student account or via a direct link to the login page.

TECHNOLOGY HELP GUIDELINES

The University offers 24/7 technology support to all students. For technical issues with your computer, any supported software, LMS, and email, please contact [insert who to contact] via phone, email, or Live Chat. More information, including contact information, is available on the [insert University link] web page. Students can access tech help day or night by calling [insert helpline].

**30-Minute Rule:** When you encounter struggles with technology, give yourself 30 minutes to ‘figure it out.’ You are also directed to contact [insert helpline]. As a last resort, contact me. However, do not expect an immediate reply, and I cannot guarantee that I will be able to help with technology issues.

When posting or sending email requesting help with technology issues, whether to [insert helpline] or me, use the following guidelines:

* 1. Include a descriptive title for the subject field that includes 1) the name of course 2) the issue. Do NOT just simply type “Help” into the subject field or leave it blank.
	2. List the steps or describe the circumstance that preceded the technical issue or error. Include the exact wording of the error message.
	3. When possible, always include a screenshot(s) demonstrating the technical issue or error message.
	4. Also include what you have already tried to do to remedy the issue (such as rebooting, trying a different browser).

TECHNOLOGY PRIVACY POLICIES

[Insert University link] provides links to the privacy policies for [LMS] and other commonly used tools such as Google and YouTube.

WEBSITE DISCLAIMER

The websites included in this syllabus are provided only as a reference and/or resource and do not imply, directly or indirectly, the University’s endorsement, sponsorship, or approval of these websites.  The University does not assume responsibility and/or liability for the accuracy or reliability of the information contained in the websites.

NOTICE OF COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Any intellectual property displayed or distributed to students during this course (including but not limited to PowerPoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

**ONLINE ETIQUETTE:**

What You Need to Do Prior to Class

1. Appropriate technology to support the session
* Ensure that you have a reliable, high speed internet connection
* Test your audio and video settings
* Familiarize yourself with the classroom controls, like “raise your hand” and the chat function.
1. Quiet, private workspace
* Preferably in a room by yourself.
* Avoid having anyone come on camera if possible.
* Coordinate your personal responsibilities to eliminate interruptions or distractions while in class
* Shut the door and place a sign on the door saying you are in class. Ask people not to enter or knock on the door.
1. Look at your background.
	* Remove unmentionables
	* Rid the space of any clutter or distractions.
	* Keep it simple.
2. Be mindful of your background lighting.
	* If you are sitting with your back to a window, you may be silhouetted by the light coming through.
	* You also want to make sure you are not positioned in front of a window as this can cause you to appear like a shadow. Keep your background simple.
	* Double check the lighting when you launch the meeting and the video has started. Make sure more light is on your face than coming from behind you. You might also need to adjust where you are sitting so the light is not right above your head and within the camera frame.
	* Your overhead light might also need to be adjusted for the best image quality
3. Check your camera framing.
	* Be aware of your distance from the camera (not too close, not too far).
	* You want to try and have the camera at eye level.

Live Class Etiquette

1. Sign into the session early and make sure your set up is functioning appropriately.
* You must use your full, real name on the screen.
1. Dress appropriately.
	* You must wear the College uniform top while class is in session.
	* You must be dressed.
	* You may not be in or on the bed. The bedroom is okay, but you may not be in bed only on the bed. The bed must be made.
2. Keep microphone muted.
* Only unmute when speaking.
* In smaller, more collaborative meetings, you may be directed to leave the microphone unmuted.
1. Keep camera on.
2. If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your professor.
3. When addressing the class, you are expected to maintain a professional tone.
4. No food, gum, or smoking is allowed during class.
	* You may have a drink with you during class.
5. 10 minutes of break will be provided for every 50 minutes of instruction. If the session is more than 4 hours, there will be an additional 30-minute meal break.
6. The use of personal communication devices for any reason unless specifically directed to do so by the faculty is prohibited.
7. There is to be no “side bar” chatting through digital means outside of class activities.
8. If you would like to use the chat function, remember that it is public, and a record of the chat is kept and archived.
9. Remember to sign out or “leave the meeting” when the session is finished.

Privacy Statements

It is a violation of University policy to:

* Disseminate a recording of any course-related activity including a recording of any part of a class session in a manner that makes the recording accessible to persons not teaching or enrolled in the course with permission of the faculty member teaching the course
* Record, screenshot, manipulate, or share any of the online teaching content

In this class software will be used to record live class discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review presented content.

Assuring privacy among faculty and students engaged in online instruction activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. Recordings of instructional activities occurring in online classes may only be used for internal class purposes by the faculty and students registered for the course, and only during the period in which the course is offered.

Faculty who wish to use an online class recording beyond the class in which it was recorded may do so only with the informed written consent of the students involved or if all student activity is removed from the recording. A release form must be signed by students must be on file.

I have an obligation to report certain issues relating to the health and safety of students observed during a session. I must report to the appropriate officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination. In addition to reporting all discrimination and harassment claims, I must report any suspected domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others.

**RECORDING RELEASE:**

Permission is hereby granted to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_a student at (SCHOOL NAME HERE) in the department of nursing to record myself and/or my dependents for a:

 \_\_\_\_physical assessment

 \_\_\_\_family interview by a nursing student regarding health issues

 \_\_\_\_teaching session with nursing students

 \_\_\_\_lecture

 \_\_\_\_demonstration

 \_\_\_\_other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any uses of this recording other than those listed in the following statements of “Purpose” and “Conditions” are prohibited. Duplication and/or distribution in any form are expressly forbidden unless permission for same and the conditions under which same may be done are detailed below.

Purpose: \_\_\_\_Self/Peer/Instructor Evaluation

 \_\_\_\_Individual/Class Presentation

 \_\_\_\_Other (state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_To be erased after two years. Video will be stored in a locked storage area until erased.

Print name of client(s) each person over 18 years of age must provide a signature and a parent or guardian must sign for each dependent. If signing for a dependent indicate the relationship.

Printed name s of client(s) Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ONLINE TESTING PLEDGE:**

Example

Students,

Please put away all references and turn off all other devices before starting this online exam.

See below for a reminder about academic dishonesty from the Professional Nursing Student Handbook:

Academic integrity is an essential component of professional behavior in Health Sciences programs. Since dishonesty harms the individual, fellow students, and the integrity of the program, policies on academic dishonesty must be strictly enforced. Any documented incident of academic dishonesty or academic misconduct will result in probation or dismissal from the program. If the dismissal is for academic dishonesty, the student will not be eligible for readmission into the program;

By starting the online exam, you are agreeing to this Honor Pledge:

As a student in the Professional Nursing Program at (SCHOOL NAME HERE), I understand the importance of maintaining the highest standards in the advancement of my education. Therefore, I pledge on my honor not to compromise my integrity or the integrity of this program by cheating, giving assistance of any kind on this examination, or receiving assistance of any kind on this examination.

Student name:

Date:

**ILLNESS AND LEAVE OF ABSENCE POLICIES:**

Illness Policy

Purpose: To ensure student attendance in course lecture, clinical and lab is sufficient for students to meet the objectives of each course.

Procedure:

1. Students are expected to be on time and attend all classes, labs, and clinical experiences. See Nursing Education Program Attendance Policy.
2. Students may not attend class, including theory, lab, and clinical while acutely ill. Examples of acute illness include but are not limited to; vomiting, diarrhea, green or yellow drainage from the eye(s), a cough that disrupts normal activity, or a temperature greater than 100.4˚F.
3. Students must report their absence in theory, lab, or clinical to the course coordinator and instructor of the session being missed through e-mail, phone, or other method directed by the faculty.
4. Students may not return to class until they have been symptom free for 24 hours, without use of fever reducing medication.
5. The Nursing Education department does not require a provider’s excuse note for an isolated episode of illness.
6. In the event of prolonged or repeated absences due to illness, the Nursing Education department may require a provider note to return to class.
7. After overnight hospitalization, surgery, or childbirth, students must submit a provider note indicating that they are cleared to return to Nursing Education program activities without restriction.

Leave of Absence Policy

1. Nursing students may apply for a leave of absence from the professional phase of the nursing education program.
2. Students may only take a leave of absence for two semesters. If the student requires a leave beyond two semesters, they may be required to reapply to the nursing education program to restart the professional phase of the nursing education program.
3. Students wishing to take a leave of absence should submit the appropriate documentation to the student records office and notify the nursing office.
4. A leave of absence does not exempt a nursing student from the requirement to complete the professional phase of the nursing education program within six semesters.