

International University of Leadership Online Campus **Code of Conduct**

Internet access is required for students taking online classes, it must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

Netiquette Rules and IUL Expectations

Please review the following **netiquette rules and IUL expectations** carefully:

- To ensure quality in our programs, periodic electronic surveys and quality assurance phone calls or emails are conducted with students. Participation in student experience surveys and quality assurance calls is part of **each student's commitment to IUL and is required**.
- **Students are responsible for good behavior** on the IUL network, just as they are in a traditional University building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language.
- We take **integrity and authenticity of student work** very seriously at IUL. Do not cut, copy, or plagiarize Internet content or the work of your online classmates. IUL instructors do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content could result in removal from our courses.
- **Security is a high priority**, especially when the system involves many users. If you can identify a security problem in the University's network notify a system administrator.
- **It is illegal to create harmful computer viruses.**
- **Email is not private.** Never say anything via email that you wouldn't mind seeing on the University bulletin board or in the local newspaper.
- **Beware of emails from anyone**, asking for personal information, attempting to arrange meetings, or engaging in personal contact. Alert your faculty or other IUL employee of any message you receive that is inappropriate or makes you feel uncomfortable.
- **Email with your online classmates should be course-related.** It is prohibited to send unsolicited email to your online classmates.
- **Email addresses that use profanity or may be construed as offensive, shall not be permitted for IUL correspondence.** IUL administration reserves the right to determine if student email addresses are inappropriate. When necessary, students will be asked to use an alternative email address or be refused for participation in IUL courses.
- **Protect your password.** Keep it secret from anyone.
- **Inappropriate Texting/Messaging:** Photographs or videos sent via computer, cell phone, or any other electronic device which depict nudity or any other inappropriate content are prohibited.

- International University of Leadership assumes no responsibility for any phone charges, line costs or usage fees for connectivity to the Internet.

International University of Leadership administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through Internet access. In the event there is a claim that you have violated this policy, you will be provided with notice of the suspected violation and have an opportunity to present an explanation. Any violations may result in removal from IUL course(s), as well as other disciplinary or legal action.

Security and Integrity of Information

IUL may utilize security techniques to protect confidential documents and information from unauthorized access. This includes documents and data that are stored electronically and protected by accepted security measures. Students agree to safeguard any such documents and information. IUL will not assume any responsibility or liability in the event students do not utilize adequate encryption or otherwise do not securely safeguard any documents or information.

Students to Protect Login Information

Students should secure and safeguard their assigned user ID and password information to prevent unauthorized access to IUL servers and any information or documents contained thereon. IUL will not assume any responsibility or liability in the event users do not take adequate precautions to safeguard and protect their assigned user ID and password information or in the event unauthorized access is gained to their account as a result.

Availability of Service

IUL does not guarantee the availability of hosted technology or that access will be uninterrupted or error-free. IUL also reserves the right to interrupt, limit or suspend hosted technology from time to time for purposes of maintenance, upgrades or similar reasons.

Amendments

IUL reserves the right, at its discretion, to modify, add, or remove portions of this policy at any time by posting the revised policy on its website. It is recommended that you check this page periodically for changes.

Privacy Policies

IUL will abide by the **student privacy guidelines** set forth by the Family Educational Rights and Privacy Act (FERPA). The following persons have access to student records:

- IUL Board of Trustee members
- President and COO, administrative team, and professional staff of the University (faculty, advisors, the General Counsel)
- Appropriate administrative support staff members and other professionals who have a legitimate educational or legal interest in student records as designated by the President and COO.

IUL **provides an academic transcript to the student upon completion** of all online course(s), or by request through our online form.

No member of the IUL staff is authorized to release student information without the written permission of the student or without approval of University Registrar.

Names, images, and/or course work of IUL students will not be published in print, video/film, or on our website without written student consent.

Statistical Information: We use web statistic software to track visitors to our site, but this data does not include any personally identifying information such as name or email address.

Individual identifying information is not provided to any other party without your consent, or as otherwise required by law. However, aggregated and anonymous data about groups of members may be collected and shared with participating agencies and/or companies. An example of such information might include, "X% of visitors come to our site between the hours of 7:00 and 9:00 p.m."

Security Information: All the data you provide to us is protected to ensure both the privacy and security of your data. We use state-of-the art technology to keep your personal information as secure as possible to ensure that no one will be able to tamper with, intercept or access your data. Remember to keep your account information private and secure; do not share your password with anyone!

Cookies: We may, from time to time, use cookies when you log in to your account. These cookies allow us to remember you when you visit our site. Although one cookie would reside on your computer so that we can recognize you each time you visit our site, any session-specific cookies will expire once you shut down your browser.

ZERO TOLERANCE POLICY

[Florida Statutes Section 1006.13](#), titled "Policy on Zero Tolerance for Crime and Victimization," requires IUL to provide a safe and supportive learning environment for all students and staff, regardless of economic status, race or disability. Specific behavior that poses a serious threat to University safety will be dealt with severely and swiftly, including up to expulsion or referral to law enforcement agencies. IUL will follow the requirements defined in this statute for all applicable offenses. The Zero Tolerance Policy is not intended to be applied to petty acts of misconduct and misdemeanors.

ACADEMIC INTEGRITY

Paying someone to cheat is illegal. A new law passed in 2012 made it a crime for any person to take an online course or exam on behalf of someone else for compensation.

A Core Value

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

Proctored Exams

All students sign the enrollment agreement during their registration in which the student agrees to abide by the policies and procedures of IUL. Included in IUL policies is the administration of proctored exams. Proctored final exams are scheduled by the online campus staff in collaboration with the faculty, courses are spread out through each program to insure academic integrity. Proctored exams can be taken through live video conference or physically onsite.

Proctored Exams Statement of use for Students:

Students taking online courses with a required proctored exam(s) must take their exam(s) at the scheduled time and day as disclosed by the administration. Students can travel to any of the locations where IUL Enrollment officers are present or virtually through Live Video Medium. Students choosing the virtual proctoring service must schedule it in advance with the Administration.

Any student with extenuating circumstances must contact their instructor, in writing, explaining their situation and supplying any needed documentation, no later than 2-3 days (unless directed differently by their instructor) before the scheduled exam. It is the instructor's right to deny a student a make-up exam or the use of online proctoring.

Any student who requires a make-up proctored exam due to extenuating circumstances, must make arrangements with the eLearning director to take the exam on a different day and before the scheduled initial examination.

Online Proctoring Requirements

Students opting to use the online proctoring service must supply all of the required items:

- 1) State issued photo ID (i.e., driver's license or identification card); non IUL student ID and credit cards are not allowed.
- 2) A reliable computer running Windows 7 (or higher) or Mac OS X 10 (or higher) and a web camera, microphone and speakers.
- 3) Sufficient Internet connection and a compatible browser.

4) A secure testing environment that includes a private room without other people present and no posted exam materials. 5) A mirror to show the testing environment.

Accommodations Statement: Any student whose disability falls within the International Disabilities Act (ADA) and requires accommodations should contact the administration.

Requests for accommodations should be submitted to the Elearning director within the first two weeks of the course. Once the accommodation letter is received, the eLearning director will insure that the appropriate onsite accommodations have been made for the testing. If the student has selected to the use of the online proctoring service, the same accommodations given for taking courses online will apply.

Reporting Procedure

If you would like to report an academic integrity situation please call the following number or send an email to the address below. Please discuss as much of the following information as you are able: Student Name, Course Name, Faculty Name and situation. We appreciate you taking the time to report this situation and assisting IUL with Academic Integrity.

Academic Integrity phone line: +212 537 75 67 11

Academic Integrity Email Address: webmaster@iulm.us

***For any other policies not discussed above, Refer to the student handbook and latest catalog posted in our website: <http://iulm.us>**