Los Medanos College

Quick Guide to Addressing Student Conduct in Online Courses (Spring 2021)

Just like with face-to-face courses, one of the most proactive things faculty can do for a class is to be clear upfront about their expectations for behavior in the class as well as the consequences for violating class/college policies. As a faculty member, when developing your class expectations, it is important that they are consistent with the Student Code of Conduct.

Academic Dishonesty

Faculty are encouraged to include expectations about academic honesty in their course syllabus as well as the consequences for violating these expectations, especially with regard to plagiarism and cheating. Additionally, it is helpful to clearly communicate testing policies as they can be unique in an online environment. These policies can be included in the course syllabus and reinforced in individual exam instructions. Faculty are also encouraged to discuss these expectations with students early in the course, if it is possible.

Regarding academic dishonesty:

- Faculty have grading discretion regarding assignments/exams for their courses. If a student engages in cheating, the faculty member may allow the student a make-up opportunity, provide partial credit, or give the student a "0" on the assignment where cheating occurred. This grading penalty may only be imposed on the assignment where cheating occurred and faculty are not permitted to simply fail a student from the course overall for an act of academic dishonesty (though a student may end up failing a course because of the low grade on the assignment/exam where cheating occurred).
    - As an example, if a student cheats on a Final exam, receives a 0, and the final is worth 40% of the grade – which results in the student failing the course – this is permitted since the student is still only being penalized for the specific assignment where cheating occurred.
- Faculty are asked to inform the Office of the Dean of Student Success about academic dishonesty issues.
    - When doing so, please be prepared to provide copies of appropriate "evidence," such as the paper and the source copied, or the 2 exams in question, as well as a description of the incident and any ensuing communication between the faculty member and student. The Dean of Student Success will review and take appropriate action with the student, depending on the nature of the situation.
    - Additionally, the Office of the Dean of Student Success will track students for repeat issues over time in other classes or in future terms.

Harassment/Bullying via Discussion Boards or Chat Functions

Harassment and Bullying, whether occurring in person or electronically, are considered violations of the Student Code of Conduct. If this behavior occurs, faculty may report it to the Office of the Dean of

Student Success for Student Conduct review. When reporting, it is important to provide any available supporting documentation of what occurred, which may include screenshots, PDF printout, transcript of Zoom Chat, etc.

Disruptive/Inappropriate Behavior During Zoom Sessions

Some faculty have reported students in their classes engaging in inappropriate behavior during live Zoom sessions. This has included students sharing inappropriate images via their camera or screenshare or making inappropriate comments during synchronous class sessions. While Zoom is regularly updating new features and security settings, some settings that faculty have found helpful to proactively mitigate this type of behavior include:

- Enable recommended Zoom meeting settings (See Appendix: Zoom Recommended Meeting Options) including:
  - Enable the waiting room feature and instruct students that their Zoom screen name must match the name on your class roster. Then, only admit students who are enrolled in the section into your Zoom session.
  - Mute participants on entry and have students use the "raise hand" feature to be called upon. You can then un-mute the person who needs to speak.
- Use Zoom Authentication to ensure that only students with an InSite email account can access the meetings (See Appendix: Zoom Recommended Meeting Options, and the Zoom: Require Authentication to Join Meeting guide)
- Create a unique meeting code with password for each class session. Post this information in your Canvas shell and do not make it publicly available outside of your Canvas shell. (See Appendix: Zoom Meeting Password)
- Set-up your sessions to allow screensharing for the host (you) only. You can allow screensharing for individual students as they need it.
- Record your Zoom class sessions (See Appendix: Zoom Recommended Meeting Options)
  - If an incident is referred for Student Conduct review, the recording may be an important source of "evidence" for the addressing the matter.
  - When recording sessions, it is important to inform all students upfront that all Zoom class sessions are recorded.
  - As an added note, many faculty are already recording their Zoom sessions and making the recordings available in Canvas for students who missed class or wish to go back to review a lecture (a great teaching practice!)
- If the chat feature is causing disruption, you can adjust it to allow participants to chat with the host only, all participants publicly, all participants publicly and privately, or no one. This setting can be adjusted throughout the meeting as needed.
  - Click Chat in host controls to open the chat window.
  - Click the kebab icon (…) in the corner of the chat window.
  - See Appendix: Zoom Chat Settings
- Use Breakout rooms as needed with disruptive students
  - If a student is being disruptive, you can send them to a "breakout room," and join them there for an individual conversation, before returning them to the larger zoom session.

NOTE: Zoom is regularly updating the software and some features may have been modified or removed since the publication of this quick guide.

"Zoombombing" Class Sessions by Non-Students

Because the Student Code of Conduct does not allow the college to take administrative action against non-students there is little the college can do to address the specific individuals involved in "zoombombing" if they are not identified as LMC students. Therefore, similar to inappropriate behavior by students, the most effective strategy for mitigating issues caused by non-students is to implement Zoom settings such as those described above.

Reporting Students of Concern

The Behavioral Intervention Team (BIT) of Los Medanos College has the goal of supporting faculty, staff, and administrators in linking students of concern to campus and community resources. This includes assisting in extreme, moderate and mild situations of concern involving anyone on campus. We also understand that situations may present as needs for student support, addressing a student's behavior through the Student Code of Conduct, or both.

Whether students are distressed, disturbed, disruptive or dangerous, and whether the behavior occurs in-person or online, faculty are encouraged to use the new Students of Concern Webpage to assist them in referring students of concern to appropriate interventions, support, and responding departments.

Relevant Contacts for Faculty Support

Finally, if there are specific issues where you wish to consult, please contact the following individuals as necessary:

- Faculty Technology Support – Courtney Diputado, Technology Training & Development Coordinator (cdiputado@losmedanos.edu)
- Student Conduct Issues – Dave Belman, Dean of Student Success (dbelman@losmedanos.edu)
- Title IX & Sexual Harassment – Dr. Tanisha Maxwell, Vice President of Student Services (tmaxwell@losmedanos.edu)
- Police Services Matters – Dispatch (Non-Emergency 473-7332 / Emergency 473-3333)
- Your Department Chair or Area Dean

Appendix: Zoom Recommended Meeting Options

Schedule a new meeting or edit an existing meeting to access your meeting settings and locate the **Security** and **Meeting Options** sections.

Security

☑ Passcode   971784

    Only users who have the invite link or passcode can join the meeting

☑ Waiting Room

    Only users admitted by the host can join the meeting

☑ Require authentication to join: 4CD Employees OR Students ONLY
    .email.4cd.edu,.insite.4cd.edu   Edit

Meeting Options

☐ Allow participants to join anytime

☑ Mute participants upon entry 🄥

☐ Breakout Room pre-assign

☑ Automatically record meeting in the cloud

☐ Enable additional data center regions for this meeting

☐ Approve or block entry to users from specific regions/countries

Appendix: Zoom Meeting Password

Meeting ID	◉ Generate Automatically	○ Personal Meeting ID 321-991-0963

Meeting Password	☑ Require meeting password	649545

Appendix: Zoom Chat Settings