



Mercy Education
Educación de la Misericordia

Courageous Action. Selfless Spirit.™
Acción valiente. Espíritu altruista.™

Mercy Learning Online

Student Handbook







Mercy Education Educación de la Misericordia

Courageous Action. Selfless Spirit.™
Acción valiente. Espíritu altruista.™

Welcome to Mercy Learning Online

Welcome to Mercy Learning Online (MLOL)! Mercy Learning Online brings students and teachers from Mercy schools together in a unique way, educating all in the spirit of Mercy in the rich tradition of excellence of our Mercy schools.

This handbook contains:

-  [An overview of Mercy Learning Online](#)
-  [Mercy Learning Online Academic Honesty Policy](#)
-  [Mercy Learning Online Acceptable Use Policy](#)
-  [A list of student expectations](#)

After reviewing the handbook, if you have any questions, please contact:

Nell Stetser

Mercy Education Associate Director for Online Learning

nstetser@sistersofmercy.org

cell: 610-256-5731

Mercy Learning Online: Overview

Course Offerings

Mercy Learning Online offers ½-credit, credit recovery, and non-credit skills courses.

Asynchronous Courses

All MLOL courses are asynchronous. Students do not attend class at a set time, rather, they access curriculum materials on their own schedule and are expected to meet the deadlines outlined within the course. Successful students take ownership for their own learning and are organized in their studies. *Managing your time is essential* in an online course. You are strongly encouraged to set aside a specific time each day to focus on your studies. You are expected to participate in class activities, assignments, online discussions and assessments. You are strongly encouraged to contact your teacher if you have course-related questions or any conflicts that may keep you from completing work on time. Use the messaging system within Schoology to contact your teacher or schedule an Office Hour, an opportunity to interact with your teacher in real time. The times for Office Hours are scheduled between teacher and student at a mutually agreed upon time.

Schoology

MLOL uses the learning management system, Schoology, for its courses. To access the Schoology account for Mercy Learning Online on a PC or MAC, go to <http://mercyedu.schoology.com>.

To log in, you will need the username and password given to you in your registration confirmation email.

When you log in, the school/location *must* say, **Mercy Education System of the Americas, Silver Spring, MD**.

If you are using the Schoology App on your iPad, use the white box and find the school, **Mercy Education System of the Americas, Silver Spring, MD**; tap on the name; and it will take you to a screen to enter your username and password.

Summer courses for MLOL will not appear on your course dashboard until the first day of class. Be sure to login on the first day and become familiar with your summer course by taking a tour--read the course description and expectations of your instructor. Click on the lessons to see an overview of the course content and assignments.

Student Orientation Course

*One week before your class begins, you will have access to the **Student Orientation Course**. After logging in with your credentials to Schoology, you will see the Student Orientation Course on your course dashboard. This course was designed to assist you in navigating Schoology. You will learn how to: log into Schoology on different devices; communicate with your teacher using the messaging system and the conference app for Office Hours; submit assignments; and participate in course discussions.*

Your First Assignment

The first assignment for every course, due on the first day, is to read through the MLOL Handbook. You will find questions to answer and submit in your course under, “Required Beginning Assignment” in the first lesson/unit.

Student Service Trips or Family Vacation

It is the student’s responsibility to contact the teacher to inform him/her of service trips and/or vacations *prior to* your trip. If you are unable to meet assignment deadlines, you must make arrangements with your teacher to complete them in a timely manner. Points will not be deducted from any assignments completed after the due date unless the teacher had not been informed ahead of time and discussed a plan for completion of work. All assignments must be completed before the end of the MLOL Summer Program to receive credit for your work.

Mercy Learning Online Academy Honesty Policy

All work submitted by students should be a true reflection of their effort and ability. To **plagiarize** is “to use the words or ideas of another person as if they were your own words or ideas; use (another's production) without crediting the source; to commit literary theft; present as new and original an idea or product derived from an existing source” (Merriam-Webster). If a student plagiarizes, fails to properly cite sources, or uses excessive quotes in their paper or project, the assignment will not be accepted by the teacher and will receive a zero. A student may be allowed to rewrite the assignment according to the teacher’s specifications; however, a student will not receive full credit for the assignment. Failure to rewrite the assignment will result in a “0” for that assignment. A student who plagiarizes more than once will not be permitted to redo an assignment and will receive a “0” for the work.

“Plagiarize.” *Merriam-Webster.com Dictionary*, Merriam-Webster, <https://www.merriam-webster.com/dictionary/plagiarize>. Accessed 14 Jan. 2021.

Mercy Learning Online Acceptable Use Policy

All enrolled in Mercy Learning Online programs and courses and/or accessing the platform are required to follow the Acceptable Use policy. Students are also responsible for all expectations of their home school stated in school technology policies.

Consistent with your school, Mercy Learning Online requires appropriate use of technology and all related aspects of technology for students enrolled in courses.

It is the student’s responsibility to use the Internet and all other related programs and resources for study specific to the course in which she/he is enrolled in an ethical and responsible manner.

Each student completes her/his own work and work submitted, exams or quizzes taken and communication via discussions, or any messaging system is that of the enrolled student. Use of the username and password for the course(s) in which the student is enrolled is only by that student or her/his parents/guardian.

Proper Communication: Students enrolled in a course through Mercy Learning Online will employ various communication tools. It is each student’s responsibility to use these and all resources respectfully and in accordance with ethical and moral conduct. Messages are only for use within the program and messaging systems are reserved for course work only. Improper language is never permitted.

Use of Equipment/System: It is the student’s responsibility to respect all equipment, and no hardware or software is to be destroyed, modified or abused in any way. A user will not alter or attempt to alter a desktop, school setup, or any system configuration. If

using a school computer, all downloads, plug-ins, etc. are needed to access course material, so the student must request these downloads from the school staff. Users must respect the integrity of computing systems.

Moreover, if using a school device, the students must comply with all school rules regarding the installation and use of apps. Use of anything designed to disrupt or alter the performance and/or integrity of any local network system or course work on Mercy Learning Online or to breach security in any way is prohibited.

Copyright/Licenses: It is the student's responsibility to abide by copyright laws and software licensing agreements. If a student is using a school computer and device, software or apps may be installed only with permission and under the supervision of the school staff. Software installed on a personal computer should follow licensing regulations.

Moreover, students are required to appropriately document information accessed through the Internet. Mercy Learning Online denies any responsibility for the accuracy or quality of information obtained through Internet access.

Security: Students agree to maintain adequate security for their own accounts. Passwords are not to be shared. Individual users are responsible for activity on their accounts. No unauthorized user may enter anyone else's account.

Penalty for Violation: Violation of the acceptable use policy will be referred and reported to the student's school. Appropriate action, including but not limited to potential removal from enrollment in Mercy Learning Online could result. Final decisions will rest with the student's school.

Updated February 2021

Student Expectations

By participating in the Mercy Learning Online Summer Program, you acknowledge that you have read and agree to comply with the following student expectations:

1. I will complete the Student Orientation Course which is available one week prior to the start of class.
2. I will test all technology (both hardware and software) at least two days before the start of the course to ensure that I have the proper equipment/resources to succeed in the course.
3. I will log into my Schoology course on the first day of class.
4. I understand that I am responsible to meet deadlines even if I experience technology issues, including connectivity issues. I will find a backup as necessary (e.g. loaner technology, local computer lab, internet café).
5. In the event of a regional disruption to internet access (national disaster, weather-related outages, etc.), I will communicate with my teacher as soon as I am able to get back online.
6. If I am traveling on a service trip or family vacation, I understand that it is my responsibility to contact my teacher prior to the trip and communicate a plan for completing work which is acceptable to my teacher.
7. I understand that all courses are asynchronous. I agree to meet assignment deadlines that are posted throughout the course. I understand that course dates are fixed; therefore, if traveling, I will continue to complete assignments based on course lessons and due dates.
8. I understand that all course assignments are due on the last day of the semester in which I am enrolled.
9. I agree to take the extra step to check to see if my assignments were submitted every time.
10. I will check Schoology messages and other course-related materials daily.
11. I will use Schoology messaging to communicate with my teacher/peers and respond to messages within 48 hours.
12. I will be professional and respectful in all my communications.
13. I agree to do my part on any group or collaborative work, and I agree to participate actively throughout the course to improve the experience for myself and others.
14. I have read the Mercy Learning Online Academy Honesty and Acceptable Use policies and agree that all work submitted will be my own and a true reflection of my effort and ability.