

# Table of Contents

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## 08.04.01 - Rules of the Idaho Digital Learning Academy

000. Legal Authority. ....	2
001. Title And Scope. ....	2
002. Written Interpretations. ....	2
003. Administrative Appeals. ....	2
004. Incorporation By Reference. ....	2
005. Office -- Office Hours -- Mailing Address And Street Address. ....	2
006. Public Records Act Compliance. ....	2
007. -- 009. (Reserved) ....	2
010. Definitions. ....	2
011. -- 100. (Reserved) ....	3
101. Accreditation. ....	3
102. Accountability. ....	3
103. Fees. ....	4
104. -- 999. (Reserved) ....	4

**IDAPA 08  
TITLE 04  
CHAPTER 01**

**08.04.01 - RULES OF THE IDAHO DIGITAL LEARNING ACADEMY**

**000. LEGAL AUTHORITY.**

In accordance with Sections 33-5504, 33-5505, and 33-5507, Idaho Code, the Board shall promulgate rules implementing the provisions of Title 33, Chapter 55, Idaho Code. (3-30-07)

**001. TITLE AND SCOPE.**

**01. Title.** These rules shall be cited as IDAPA 08.04.01, "Rules of the Idaho Digital Learning Academy." (3-30-07)

**02. Scope.** These rules provide the requirements for the governance and administration of the Idaho Digital Learning Academy's Board of Directors. (3-30-07)

**002. WRITTEN INTERPRETATIONS.**

There are no written interpretations of these Rules. (3-30-07)

**003. ADMINISTRATIVE APPEALS.**

Administrative appeals are governed by the Idaho Administrative Procedure Act, Title 67, Chapter 52 and IDAPA 04.01.11, "Idaho Rules of Administrative Procedure of the Attorney General." (3-30-07)

**004. INCORPORATION BY REFERENCE.**

There are no documents incorporated by Reference to these rules. (3-30-07)

**005. OFFICE -- OFFICE HOURS -- MAILING ADDRESS AND STREET ADDRESS.**

The Idaho Digital Learning Academy is located in Boise, Idaho. (3-30-07)

**01. Office Hours.** The Idaho Digital Learning Academy's offices are open from 8 a.m. to 5 p.m., except Saturday, Sunday, and legal holidays. (3-30-07)

**02. Street Address.** The offices of the Idaho Digital Learning Academy are located at 1303 E. Central Dr., Meridian, Idaho 83642. (3-30-07)

**03. Mailing Address.** The mailing address of the Idaho Digital Learning Academy is 1303 E. Central Dr., Meridian, Idaho 83642. (3-30-07)

**04. Telephone Number.** The telephone number of the Idaho Digital Learning Academy is 208-342-0207. (3-30-07)

**05. Facsimile.** The facsimile number of the Idaho Digital Learning Academy is 208-342-1031. (3-30-07)

**06. Website and E-Mail Address.** The electronic address of the Idaho Digital Learning Academy is <http://www.idahodigitallearning.org/> and the e-mail address is [idla@IdahoDigitalLearning.org](mailto:idla@IdahoDigitalLearning.org). (3-30-07)

**006. PUBLIC RECORDS ACT COMPLIANCE.**

The Idaho Digital Learning Academy's records are subject to the provisions of the Idaho Public Records Act, Title 9, Chapter 3, Idaho Code. (3-30-07)

**007. -- 009. (RESERVED)**

**010. DEFINITIONS.**

**01. Idaho Digital Learning Academy (IDLA).** Idaho Digital Learning Academy is defined in Section 33-5505(3) and means an online educational program organized as a fully accredited secondary school with statewide

capabilities for delivering accredited courses to Idaho resident students in grades seven (7) through twelve (12) at no cost to the student unless the student enrolls in additional courses beyond full-time enrollment. Participation in the academy by public school students shall be in compliance with academy and local school district policies. Adult learners and out-of-state students shall pay tuition commensurate with rates established by the state board with the advice of the superintendent, and such funds shall be included in the budget and audit of the academy's fiscal records. (3-30-07)

**02. Acceptable Use Policy (AUP).** An Acceptable Use Policy is a policy that governs behavior in a computer or online environment. An Acceptable Use Policy outlines appropriate and inappropriate behavior, including specific examples of inappropriate behavior as well as the consequences of violating the policy. Acceptable use guidelines include, but are not limited to, guidelines pertaining to the use of profanity or threatening language, copyright violations, revealing personal information (either their own or someone else's), disrupting the use of a school network, or importation of sexually explicit, drug-related, and other offensive materials into the course environment. (3-30-07)

**03. Designee.** In the absence of the IDLA Director, a representative from the IDLA Board of Directors or an administrative staff member may be appointed by the IDLA Board of Directors to serve as designee. (3-30-07)

**011. -- 100. (RESERVED)**

**101. ACCREDITATION.**

IDLA must submit proof of accreditation that meets accreditation standards of the state of Idaho and the northwest accreditation association to the State Board of Education annually. (3-30-07)

**102. ACCOUNTABILITY.**

**01. Exams.** Each IDLA semester course will require the student to take a comprehensive final exam at an approved site under proctored conditions. (3-30-07)

**02. Student Work and Ethical Conduct.** (3-30-07)

**a.** IDLA will inform students in writing of the consequences of plagiarism. The consequences for plagiarism are set out in each class syllabus that each student receives prior to the beginning of each class. IDLA will investigate suspected cases of plagiarism and inform parents, students, and the local school district when a suspected case arises. (3-30-07)

**b.** Acceptable use and behavior in a distance-learning environment is determined by local school district's policies and is covered by the district's AUP signed by the student and the student's parent. The student and parent will agree to abide by an IDLA AUP specifically governing behavior in an online school. IDLA will provide a copy of the IDLA AUP to the Idaho State Board of Education in the IDLA Annual Report. (3-30-07)

**c.** In a case of violation of the acceptable use policy or other disciplinary issues, IDLA will notify the local school district. The local school district is responsible for the appropriate disciplinary action. IDLA should be notified by the local school district of any disciplinary action resulting from a student's participation in an IDLA course. (3-30-07)

**d.** The IDLA Director or designee reserves the right to deny disruptive students access to IDLA courses in the future or remove them from participating in an existing course. Appeals to the denial or removal from a course may be made in writing to the IDLA Board of Directors discussing the circumstances for removal or denial. The IDLA Board of Directors will review the appeal and hold a telephone conference to allow the student an opportunity to speak to the issue. The IDLA Board of Directors will issue a final decision within ten (10) days of the telephone conference. (3-30-07)

**03. Teacher Interaction.** IDLA faculty are required to contact students within the first month of class. Contact includes phone, regular mail, e-mail, or other technological means. IDLA faculty are required to submit periodic progress reports and final course percentages for individual students' grades which are then reported to the local school district. (3-30-07)

**103. FEES.**

The IDLA fee schedule will be provided to the Idaho State Board of Education in the IDLA Annual Report to the State Board of Education. (3-30-07)

**104. -- 999. (RESERVED)**

ARCHIVE

# ***Subject Index***

## **A**

Accountability  
  Exams 3  
  Student Work & Ethical  
    Conduct 3  
  Teacher Interaction 3  
Accreditation 3

## **D**

Definitions, IDAPA 08.04.01  
  Acceptable Use Policy (AUP) 3  
  Designee 3  
  Idaho Digital Learning Academy  
    (IDLA) 2

## **F**

Fees 4

ARCHIVE