

## IDAPA 08 – STATE BOARD OF EDUCATION

### Office of the State Board of Education

#### 08.04.01 – Rules of the Idaho Digital Learning Academy

##### **Who does this rule apply to?**

*This rule applies to the Idaho Digital Learning Academy administrator and Board, and public schools and students using the Idaho Digital Learning Academy.*

##### **What is the purpose of this rule?**

*The purpose of this rule sets out requirements on how exams are proctored and provisions for student work and ethical conduct and teacher interaction with students.*

##### **What is the legal authority for the agency to promulgate this rule?**

*This rule implements the following statutes passed by the Idaho Legislature:*

Idaho Digital Learning Academy:

- [Section 33-5504, Idaho Code](#) – Duties of the Academy Board of Directors
- [Section 33-5507, Idaho Code](#) – Registration - Accountability

##### **Who do I contact for more information on this rule?**

Idaho State Board of Education  
8:00 am – 5:00 pm (Mountain Time)  
650 W. State Street  
P.O. Box 83720  
Boise, Idaho 83720-0037  
Phone: (208) 334-2270  
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IAC Archive 2023

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## 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 is authorized to promulgate rules implementing the provisions of Title 33, Chapter 55, Idaho Code. (3-15-22)

### 001. SCOPE.

These rules provide the requirements for the governance and administration of the Idaho Digital Learning Academy's Board of Directors. (3-15-22)

### 002. -- 009. (RESERVED)

### 010. DEFINITIONS.

**01. 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. (3-15-22)

### 011. -- 100. (RESERVED)

### 101. ACCREDITATION.

IDLA must maintain accreditation by an organization recognized by the State Board of Education. (3-15-22)

### 102. ACCOUNTABILITY.

**01. Exams.** Each IDLA course will require the student to take a comprehensive final exam at an approved site under proctored conditions. (3-15-22)

**02. Student Work and Ethical Conduct.** (3-15-22)

**a.** IDLA will inform students in writing of the consequences of plagiarism. The consequences for plagiarism are set out in the IDLA student handbook which is made available online at all times and is communicated to each student and parent 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. (3-15-22)

**b.** Acceptable use and behavior in a distance-learning environment is determined by local school district's policies. IDLA students and parents will be informed by the 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. (3-15-22)

**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. (3-15-22)

**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 special board meeting 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 board meeting. (3-15-22)

**03. Teacher Interaction.** IDLA faculty are required to contact students within the first twenty-four (24) hours of class. Contact includes phone, e-mail, web conferencing, or other technological means. IDLA is required to submit periodic progress reports and final course percentages for individual students' grades which are then reported to the local school district for transcription to the student's academic record. (3-15-22)

### 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. (3-15-22)

### 104. -- 999. (RESERVED)