

California College

of Early Childhood Education

1670 South Amphlett Blvd. Suite 214 - 38

San Mateo, CA 94402

(650) 345-1555

Policies for California College of ECE Online Courses

1. **You must be present at your scheduled New Student Orientation before your first class to review these policies and have any questions answered.**
2. It is strongly recommended that you use a computer/laptop instead of a mobile device, if possible. If you must use a mobile device, please use a stable support or stand to keep your device steady and be sure to position your device so that the camera faces directly at you and your face is clearly visible.
3. You must have internet speeds of least 3.0Mbps (upload) and 4.0Mbps (download). (You can test your speed at www.speakeasy.net/speedtest; choose your closest city from the list, then begin "Test".)
4. Please download the newest version of Zoom before your first day of the course, here: <https://zoom.us/download>
5. Please note that Zoom video meetings can use as much as 2GB of data per hour. You should plan accordingly if you have data limits on your internet usage. **Excessive absences due to connectivity issues may affect your course grade.**
6. When logging into Zoom, please use the legal name that is on your photo ID. The course instructor may not admit you into the Zoom meeting if they do not recognize the name of the individual requesting to join the meeting.
7. Speakers, a microphone, and a webcam are required to attend class. We strongly recommend that students use headphones to minimize audio feedback.
8. Your webcam must be on at all times while there is active instruction, including during exams. In addition, your face must be clearly visible during class.
9. Please remember to keep your microphone muted unless you are speaking.
10. You should be in a quiet room with minimal interruptions or background noise.
11. At California College of ECE, academic honesty is expected of every student in all exams, assignments, and projects. **Violations of the academic honesty policy will not be condoned or tolerated.** Such violations include (but are not limited to) plagiarism, cheating, submitting the same work for different courses, or providing inappropriate assistance to other students. Possible outcomes for acts of academic dishonesty can include a written warning, grade penalties on the assignment or exam, a lowered overall course grade, or dismissal from the institution.

Student Signature: _____ Date _____