



ASBOnline®
Academy

An American School of Bombay Initiative

ASB Online **Academy**
Student and Parent
Handbook



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Welcome

Welcome to the ASB Online Academy!

Our Mission

The ASB Online Academy was founded with a mission to provide an effective, accessible, anytime, anywhere online learning environment that encourages collaboration, and a desire to develop 21st century skills that support lifelong learning.

Who can take our courses?

The ASB Online Academy is open to everyone, worldwide! Our learners are located around the world. We offer a range of Digital Literacy courses for adult learners and Professional Development courses for educators. We also offer an extensive Student Enrichment Program of online courses for all three-school divisions.

How our online courses work

- All courses are fully facilitated by an instructor
 - Class size is limited to 15
 - All courses are 100% online
 - Courses are offered on a flexible, asynchronous basis - there is no set time to be online
 - Professional and Adult Learning courses are offered on a fixed date basis*
 - Student courses are offered on both a rolling enrollment and fixed term basis, depending on the course*
 - Courses vary in length from 1 week to 16 weeks
 - Successful participants receive a Certificate of Completion
 - Optional graduate credits available for many courses
 - High School [credit](#) available for many semester long High School courses
- *These dates are flexible for Institutional Enrollment Members

The ASB Online Academy is a Candidate for Accreditation with [AdvancED](#).



ASB Online Academy

The ASB Online Academy offers three strands of learning: Adult, Professional and Student Learning. The Higher Ed strand is an informational/signposting strand only.

The Adult Learning Strand:

- Digital Literacy short courses
- Contemporary courses
- Lifestyle courses

These courses are offered to adult learners for both personal and professional learning purposes. The digital learning courses are offered on an individual basis or as part of learning bundles that can be taken for credit as follows:

All of the following courses are offered for TWO credits with Buffalo State University of New York:

Collaboration Tools

- Google Docs and Forms
- Google Sites and Wikis

Social Technologies

- Facebook
- Twitter
- LinkedIn
- Social Bookmarking with Diigo

Each of courses listed in the relevant bundles must be taken to meet the required number of learning hours and outcomes in order to apply for credit.

Buffalo State University of New York:

2 credits - 30 hours of instruction

3 credits - 40 hours of instruction

Courses listed in the Contemporary and Lifestyle stands are offered without credit options.



Professional Learning

Our Professional Learning courses are offered with optional credit with the same university as for our Adult Learning courses.

Buffalo State University of New York:

2 credits - 30 hours of instruction

3 credits - 40 hours of instruction

Courses are offered with the option of graduate credit with the university listed, as per the tables here: <http://www.asbacademy.org/Credits.asp>

Additionally, the ASB Online Academy has partnered with a number of organizations in order to offer a uniquely extended program of professional learning to support the needs of its global online learning community. These courses are offered as part of our [Masters and Specializations](#) strand:

- Online and Blended Learning
- AAIE Institute for International School Leadership
- Effective teaching strategies - short modules that promote and support the components of Charlotte Danielson's 'The Framework for teaching'.

The ASB Online Academy facilitates individual and bulk enrollment into these courses. All courses are designed and facilitated by the third party. Options for graduate or continuing education credit are managed directly by Wilkes University where applicable.

Student Learning:

ASB Online Academy offers a diverse and unique range of **elective** courses for students in elementary through to high school with the largest range of courses available to high school students.

We offer a number of courses that we design and deliver ourselves and we also partner with a number of external organizations:

K12 Inc.

The Virtual High School

Connections Learning

Lincoln Learning Solutions

Edgenuity

For courses offered via these partnerships, transcripts are provided by the third parties for either .5 or 1 semester's credit depending on the length of the course. The ASB Online Academy will provide transcripts for all courses designed and taught by us.

A large number of the semester long High School courses we offer are available for credit. A full list can be found [here](#).

.5 semester elective credit = 60 hours of instruction

For ASB students enrolling in online student elective courses, the **ASB Online Learning Protocols** apply.

For external students enrolling in online student elective courses, the Institutional Enrollment Program (IEP) member school's local policies apply. If no policy exists, members will be encouraged to adopt the ASB policy. The ASB Online Academy will coordinate and facilitate all



student enrollments, weekly progress reporting, and escalation and completion management. IEP member schools will provide a local site coordinator as on-site support for students and a central contact point for the ASB Online Academy team.

FAQ reference: http://asbacademy.org/faqs_more.asp#SLearning

ASB Online Academy Certificates of Completion are sent to ALL participants for whom successful course completion can be evidenced.



About the American School of Bombay

The [American School of Bombay](#) is a Pre-K to Grade 12 school located in Mumbai, India. While ASB is a U.S. style school, the Indian setting and its multi-national community, representing over 50 countries, brings together children who have varied experiences to learn in a dynamic and engaging environment. As an International Baccalaureate World School, our PYP, Middle School, Pre-IB, and IB Diploma programs perfectly complement our American curriculum and prepare students for other international schools as well as college and university.

Innovation and a forward-looking perspective have been a part of the school's DNA since 2003, when it became one of the first PreK-12 laptop/tablet programs among overseas American schools. Today, grounded in its mission to inspire and empower students, ASB aggressively works to make its vision for the future a reality. This vision is to provide the most relevant educational experience in a highly collaborative and individualized context. Change at ASB is powered by its dual-core engine of Teaching & Learning and Research & Development.

Our Teaching & Learning core ensures that we deliver the most relevant and research-proven instruction to our students, across all grade levels, every day. Our Research & Development core shifts the horizon of what is possible in schools through trend analysis, prototyping and conducting original research. ASB's dual-core engine creates a culture of inquiry that fosters curiosity and encourages risk-taking by providing opportunities for students, parents, faculty and staff to challenge themselves in classroom and real-world contexts.

Address

SF-2, G-Block
Bandra Kurla Complex Road
Bandra East, Mumbai
Maharashtra
400098
India
+91 22 6772 7272



About this handbook

This handbook has been provided to help ensure both parents and students have all of the necessary information to help support them both prior to and during their online experience. We hope that it provides you with a solid foundation to ensure you feel confident about your online journey from the day you sign up for a course to the day you receive your certificate and transcript.

All policies in this handbook apply to all of our learning strands unless specifically noted otherwise. Additional policies are relevant to our student courses only and these are also noted where necessary throughout the book. We hope that it answers all of the questions you may have but if not, please feel free to get in touch with us below and we will be happy to help:

ASB Online Academy Team

E-mail: asbonline@asbindia.org

Tel: +91 22 6772 7272 (Mumbai)

The ASB Online Academy reserves the right to modify discontinue or add policies, as it deems appropriate at any time and without notice.



Registration and Enrollment

Registration

ASB Online Academy facilitates registration for all courses whether designed and taught by ASB Online Academy instructors or in conjunction with our external partners. All students are required to register with the ASB Online Academy regardless of the type of course they are taking with us. Registration only needs to be completed once and can be completed as part of the course enrollment process on each course page or directly using the link [here](#).

Once registered, students will be send details of their ASB Online Academy username and password and they will be able to use this to book **all** future courses with us. Enrollment can be completed by clicking on the '**enroll here**' icon on each course page as you browse.

Once enrolled, you will receive a confirmation of your enrollment within 48 hours either directly from the ASB Online Academy team or, where appropriate, via your local site coordinator.

Your course instructor will be in touch approximately 4-5 days before the start of your course to provide you with your username and password to access your course together with any other relevant information to ensure you get off to a great start with your course.

If you are registering with us and enrolling for a course via your school's or organization's **Institutional Enrollment Program** (IEP) membership with us, the process may be managed by your identified point person or local 'site coordinator'.

Please ensure you meet all course prerequisites as noted on the course page before enrolling in the course.

Student Courses

If you are enrolling in a course from our 'Student' strand, please note that you will also have a local site coordinator to support you. If you are enrolling via your school or organizations IEP membership with us, then your site coordinator will be someone local to your school/ organization and you will be advised of their contact details. If you are enrolling directly, your site coordinator (SC) will be someone from the ASB Online Academy team. We will advise you of their contact details as part of the welcome and orientation process.



ASB Online Academy - Class Size and Student-Teacher ratio

Class Size

All ASB Online Academy courses in the following learning strands are limited to **15** students per cohort:

- All Professional Learning courses developed and taught by the ASB Online Academy in the Professional Learning Short Course and Certificate strands [here](#)
 - All courses offered in the Masters and Specializations strand are subject to the class size and student-ratio standards of the noted partnership provider. Details of these can be obtained by contacting asbonline@asbindia.org
- All short courses in the Adult Learning strand [here](#) with the exception of the Rosetta Stone course that is offered to the ASB community only. Rosetta Stone's policy will apply for all such language courses.
- All student courses developed and taught by the ASB Online Academy in the Student Learning strand [here](#).
 - All courses offered in via our one of accredited partnership organizations are subject to the class size and student-ratio standards of the noted partnership provider. Details of these can be obtained by contacting asbonline@asbindia.org

Student-Teacher Ratio

Each cohort of ASB Online Academy courses is limited to 15 participants per cohort across all strands. More than one cohort of each course may run at the same time subject to requirements. Multiple cohorts (offered at the same time) will be limited to a maximum of 4 at any one time for each teacher. Where ASB Online Academy teachers teach more than one subject/course, these will be limited to 4 running simultaneously. As such, the ASB Online Academy student-teacher ratio will not exceed a maximum of 60-1 at any one time.

Academic Calendars

The ASB Online Academy operates a number of academic calendars depending on the strand of learning:

Adult Learning and Professional Learning; – these courses are offered on a scheduled basis throughout the academic year and all dates are listed on the relevant course pages.

Student Learning:

ASB Online Academy one-semester long courses run for 16 weeks duration and offered once in both the Fall and Spring semesters of each academic year. General interest short courses are offered for shorter durations as scheduled on each course page.

One semester long courses are also offered in partnership with carefully selected, accredited, external providers. These courses are offered on a variety of terms depending on the provider:

The Virtual High School

15 week scheduled duration as per their published academic calendar

Connections Learning

16 week term – once each semester

K12

Semester long duration, fixed term dates as per K12's published academic calendar



Edgenuity

16 week durations usually in line with the ASB Online Academy calendar but flexible dates are possible

Lincoln Learning

16 week durations usually in line with the ASB Online Academy calendar but flexible dates are possible

Sophia

Dual credit courses offered on a flexible, self paced basis. Enrollment available anytime with 60 days to complete

Course Extension Requests

Course extension requests are to be made in writing to the ASB Online Academy Director at oadirector@asbindia.org

Course extensions will only be granted in the case of extenuating circumstances and are subject to the approval of the course provider where necessary.

Withdrawals and Refunds

- To cancel a place in an ASB Online Academy course, notice of cancellation must be given by email to asbonline@asbindia.org
- If you cancel at least 28 working days prior to the start of the course you will receive a full refund minus a 10% administration fee.
- If you cancel between 28 and 10 working days prior to the start of the course you will receive a 50% refund.
- If you cancel less than 5 working days before the start of the course you will not be entitled to a refund. No refund will be made for non-attendance or participation in a course.

Course Change Requests

All course change requests are to be provided, in writing viato asbonline@asbindia.org and are subject to the ASB Online Academy or external course provider's policies as appropriate.

Cancellation fees may apply as per the ASB Online Academy's normal 'Withdrawls and Refunds' procedure noted above.



Preparing for your online course

Regardless of the type of course you are taking with us, there are a number of things you can do to prepare for your online learning experience.

Starting the course (All Courses):

You will be contacted by your online teacher and where appropriate, your local site coordinator (student courses) prior to the start of your course. You will be provided with a link to your online learning environment together with a username and password.

All learning takes place entirely online and your teacher(s) and the course itself will guide you through the process. Be prepared to take time to get to know your teacher, your learning environment and what's expected of **you**, the learner.

If you are taking a course in our **student** strand, then you will be expected to complete the ASB Online Academy Online Orientation course in advance of your course beginning. You will also be expected to complete the **Student Expectations Agreement** and will be asked to do this at the end of your Online Orientation Course.

Regardless of the course you are taking with us, it's good idea to familiarize yourself with the guidelines below to help get you started:

What is the best approach for students to ensure they are effective online learners?

There is no doubt that online learning offers access to great learning opportunities that you may not otherwise have access to, together with a flexible learning environment. However, there are a number of elements to consider to ensure one can be an effective and successful online learner:

- Do not underestimate your online course. Online courses require just as much, if not more, hard work and determination
- Be persistent
 - o Be willing and ready to tackle any challenges with the technology or the content
 - o Ask questions - know where to go for help and assistance



- Be an effective communicator
 - o Be actively present in the course
 - o Post often using the tools provided by the teacher
 - o Use the appropriate communication style and language as indicated by the teacher and tools used
 - o Be respectful
 - o Be a good digital citizen
 - o Get to know your teacher and peers

- Be organized and manage your time effectively
 - o Review the course syllabus
 - o Make sure you are aware of the schedule and all due dates - organize a study schedule
 - o Identify regular study hours outside the scheduled school time-table (a minimum of 6 to 7 hours is recommended). Online learning offers the flexibility to work on your course anytime anywhere.
 - o Keep track of your own progress
 - o Be proactive in raising questions or concerns. Let your teacher know in advance of you are facing any issues keeping on track
 - o Complete any orientation sessions in full

- Stay motivated
 - o Remember why you are learning online and the opportunities and flexibility it presents
 - o Remember that being organized, persistent and managing your time effectively will help you remain motivated and focused throughout your program of learning

- Organize your study area
 - o Find a space that suits you. Ensure it has good light, comfortable seating and that you are able to focus as needed.

Parent/Guardian Information

All courses have a dedicated teacher but If you have a child enrolling in an ASB Online Academy Elementary or Middle School course directly with us (i.e. not via a school), we will reach out to you via the email ID provided at the time of registration, to organize any necessary additional support requirements. It is important that students in these school divisions have the adequate support of a parent/learning coach at home to help ensure their success.

If enrolling for these courses via a school, we will liaise with the local site coordinator to ensure a learning coach is in place.



Grading and Assessment Policies

Instructional Policy - ALL Learning Strands

Instructional Approach:

ASB Online Academy courses are offered on an asynchronous basis. Instructors/Teachers are able to design and incorporate live lessons, real time 'office hours' or equivalents as they see fit to meet the needs of their students.

- These sessions are optional due to the global nature of the ASB Online Academy
- These are recorded in ALL instances and shared in an accessible place within Haiku (Learning Management System) to ensure students unable to make the live sessions do not miss out, and those that did attend, can watch again if desired.

The ASB Online Academy aligns its course design and instruction policies to the iNacol Standards. Please be sure to familiarize yourself with them here: www.inacol.org/wp-content/uploads/2015/02/national-standards-for-quality-online-courses-v2.pdf

Course Attendance:

Courses are designed to meet the minimum number of instructional hours as determined by the credit awarding body or as per the approved course proposal and ASB Online Academy policies above.

- Courses will run for the predetermined durations:
 - o Professional Learning courses from between 4-8 weeks depending on the course
 - o Adult Learning courses from between 1-7 weeks depending on the course
 - o Student courses from between 6-16 weeks depending on the course
- Students are required to complete the minimum number of learning hours and activities as per the ASB Online Academy policies noted above or as determined by external course providers. These hours will include work completed outside of the primary Learning Management System (LMS) and it is accepted that this could include a number of different learning mediums.



- Regular attendance and online course activity will be monitored by your online teacher(s) and regular absences noted and reported to your site coordinator and the ASB Online Academy Director. Attendance criteria generally includes but is not limited to:
 - o Number of hours of online activity
 - o General course progress
 - o Assignment and assessment activity and performance (qualitative and quantitative)
 - o Communication and interaction with the teacher and other support staff
- Students (student learning strand) will be contacted to identify the issue and offered support in order to return to a successful online learning pattern. For some students, this will mean the loss of independent study time and a return to a classroom for their online learning block.
- Irregular or long term, unapproved absences, will be escalated to the ASB Online Academy Director, the relevant school administration team and the parents and counselors via email. Students will be offered support in order to resolve the issues
- Continued long term absences may mean that permanent zero grades are applied to the course which may result in a failing final grade or a student being withdrawn (without refund) from the course entirely.
- In the case of Adult and Professional Learning courses, you (the student) will be contacted directly and offered support in order to get back on track.

Engagement

Successful online learning is best achieved by full and active participation by the student, the teacher, the site coordinator and any other individuals operating in a supporting role. Students should utilize all opportunities and tools provided to connect and engage with the learning materials, their teacher and with others on the course. Online teachers monitor levels of engagement and activity and any issues escalated as described above for absences.

ASB Online Academy teachers are expected to be active and connected with their students both prior and for the duration of the online course. Online teachers have a responsibility to design and facilitate an interactive and collaborative learning environment that promotes and develops a community of effective online learners to help ensure their success.

Achievement and Course Completion:

- Instructors may structure and set course due dates and deadlines according to what is most appropriate for the course and its learners as long as these are available to the students as per the minimum requirements above.
 - o Short course extensions are permissible in certain circumstances but must be approved by the ASB Online Academy Director and the member school where relevant (IEP member schools).
 - o Credit registration or other reporting deadlines need to be taken into account to ensure these can still be met.
- Successful achievement and course completion is to be determined by the instructor in accordance with the evidence of learning required as set out to meet the course outcomes, the number of instructional hours and rubrics shared.
 - o The Haiku analytics tool will be used to determine a student's activity within the course on an ongoing basis but is not used in isolation. Success is determined on the basis of activity, engagement and evidence of successful and effective learning as per the learning outcomes shared.



Student Courses - Grading Scale (ASB Online Academy Courses)

Please note that this grading scale is for courses designed and taught by the ASB Online Academy. For those offered via our partnership organizations, the local providers' grading scales will apply.

Percentage	Grade	Grade Points
93-100%	Outstanding Achievement	4.00
90-92%		3.70
87-89%		3.35
83-86%	Good Achievement	3.00
80-82%		2.70
77-79%		2.35
73-76%	Satisfactory Achievement	2.00
70-72%		1.70
67-69%		1.35
63-66%	Unsatisfactory Achievement	1.00
60-62%		.70
0-59%	Failing	0.00

Notation options such as 'INC' for incomplete or 'not turned in' will be used to apply a zero grade to incomplete assignments and activities. Special notations will be used to apply grades or excuse assignments where a teacher feels appropriate.

Professional and Adult Learning - Grading

All 1, 2 and 3 credit courses offered for graduate credit will be graded.

All credits provided by SUNY have a deadline for paperwork submission as per below:

Fall Semester Dates - August 1st-December 1st. Due date for registration with **all** required documents is **December 1st**

Spring Semester Dates- December 2nd- May 1st . Due date for registration is **May 1st**

Summer Semester Dates - May 2nd-July 31st. Due date for registration is **August 1st**

PL/AL Grading Scale

Percentage	Grade
88-100%	A
75-87%	B
62-74%	C
0-49%	Unsatisfactory



Assessment:

There are no 'entry' requirements or formal pre course 'assessments' in order to register for a course with the ASB Online Academy. Some courses however, do have suggested pre-requisites to help ensure the success of the student. These are noted on the relevant course pages on our website.

The ASB Online Academy uses a variety of methods for assessment depending on the course. Typically, a course will include the following range of assessments to support effective teaching and learning as a minimum:

- Graded and ungraded discussions
- Graded quizzes and practise quizzes
- Portfolios – usually managed in Haiku Wikis or similar environments
- Assignments and activities using a variety of tools – these are dependent on the teacher and the content being taught. The ASB Online Academy endeavors to use a range of online tools that help promote collaborative and connected learning between students and their peers.
- Games based activities
- Individual and Group projects

Feedback and Progress Reporting:

Professional and Adult Learning

All feedback and grading is completed with the Haiku LMS. ASB Online Academy online teachers are expected to provide narrative and graded feedback (where relevant) on a regular basis and to respond to all discussion posts and questions within 48 hours.

You can expect your ASB Online Academy teacher to share the course communication policy at the start of the course. Grading will take place in the Haiku gradebook. Narrative feedback will be provided using a variety of tools including, but not limited to, Haiku qualitative rubrics, discussion posts, gradebook notes, Haiku messages and individual assignments and activities as required.

ASB Online Academy online teachers closely monitor student progress. Teachers will reach out to students directly via email or via the Haiku mail system if a student is inactive for 4 days or more at a time or following any identified progress or attainment issues.

Student Learning

All feedback and grading is completed with the Haiku LMS. ASB Online Academy online teachers are expected to provide narrative and graded feedback on a regular basis and to respond to all discussion posts and questions within 48 hours. For student courses offered in conjunction with one of our partners, their policies and timescales will apply and will be monitored by the ASB Online Academy site coordinator.

You can expect your ASB Online Academy teacher to share the course communication policy at the start of the course. Grading will take place in the Haiku gradebook. Narrative feedback will be provided using a variety of tools including, but not limited to, Haiku qualitative rubrics, discussion posts, gradebook notes, Haiku messages and individual assignments and activities as required.

The ASB Online Academy teachers and the local site coordinator closely monitor student progress. Teachers will reach out to students directly via email or via the Haiku mail system if a student is inactive for 4 days or more at a time or following any identified progress or attainment issues.



If you are an ASB student or if you are taking a course via one of our Institutional Enrollment Program (IEP) member schools, you will have a local site coordinator. It is the local site coordinator's responsibility to be sure that all relevant parties know how students are progressing in accordance with the local school's policies and procedures:

- Grades and progress updates are distributed to students, parents and advisory departments on a bi-weekly basis or as required by local policies and procedures.
- Some site coordinators print out student grades and have the students sign and return them. Others send the grades by email to the parents and counselors every two weeks. An appropriate approach will be determined by the member school
- Any issues with progress or attainment will be escalated to the necessary admin teams and parents within the school as soon as possible and to the ASB Online Academy Director.

Credits and Transcripts:

Adult and Professional Learning

All credits for Adult and Professional Learning courses are applied for directly with the University. The registration forms are provided here: www.asbacademy.org/Credits.asp

All ASB Online Academy Certificates and Transcripts will be issued directly to the recipient, via email, within 10 days of the course completion date.

Student Learning

The local school of record provides the credits for High School courses. The ASB Online Academy (and course provider where relevant) will endeavor to provide a Certificate of Completion and Transcript within 10 days of the course completion date.



Technology

Technology and Security Infrastructure

Haiku LMS : The ASB Online Academy uses Haiku's cloud based Learning Management System. The authentication to haiku is done through Google Apps or Haiku Authentication which is running on a secure 128 bit HTTPS encrypted connection. The Haiku servers and ASB data is hosted on **Rackspace Hosting**, 9725 Datapoint Drive, San Antonio, TX, 1-800-961-4454. The servers are hosted in a cluster with maximum redundancy in Chicago and backed up daily. The Haiku team manages the data extracts or retrieval for any data that needs to be made available to us. Haiku Support is available on community@haikulearning.com

The ASB Online Academy has a number of partnerships with other digital content/course providers. In the case of courses with these providers, their local security and crisis management policies will apply as documented. ALL ASB Online Academy students are provided with the same helpdesk support email ID for any technology related queries (it@asbindia.org) regardless of whether it is an ASB Online Academy course or that of an approved provider. All issues with partner organizations are escalated via the ASB Online Academy Director: oadirector@asbindia.org

Technical Support Services

Dedicated technical support personnel are available 24/7. Support is managed between a globally based team to ensure adequate cover across timezones.

The helpdesk Team Support email is: it@asbindia.org. If a student faces a technical issue with any course they should email the course instructor in the first instance or they can email it@asbindia.org for technical support. If a course instructor faces a technical issue they can email oadirector@asbindia.org or it@asbindia.org

ASB Online Academy instructors are expected to provide multiple contact methods as part of their course design and these should be used by students as required should email not be the most effective method for any reason.

In the event of a (Haiku) system outage, the ASB Online Academy Team will be advised by the Haiku support desk via email, telephone and/or social media as is appropriate for the urgency of the situation.



All outages will be communicated to ASB Online Academy instructors by the ASB Online Academy Director in the first instance. When necessary, ASB Online Academy instructors will be responsible for informing their students directly via email, social media or other means using the details provided by the ASB Online Academy team.

Since the ASB Online Academy is a supplementary program, system outages are likely to be able to managed manually by teachers whilst systems are restored. Instructors will be advised should this be necessary and ASB Online Academy instructors will be expected to work with their students outside of the system (via email or other means to share content) in the interim. In the case of courses with external providers, their local crisis management policies will apply as documented. All issues with partner organizations' systems are to be communicated to instructors and students as per the process above.

ASB Online Academy Technology Requirements:

Internet Connection

Minimum connectivity speed - 2 Mbps should be the minimum speed for your home internet

Browsers

Google Chrome 45, Firefox 40, Internet Explorer 11, Safari 8

Minimum Hardware Specs

Percentage	Grade
Machine Type	Laptop
Platform	PC/Mac/Chromebooks
Screen Size	11 inches or more
Processor	Intel i3 or Higher AMD Athlon II or Higher
RAM	4 GB or Higher
Hard Drive	120 GB or Higher
Operating System	Windows 7 Professional or Higher, Mac OSX or Higher, Google Chrome OS The operating system must support English
Wireless	802.11g or Higher
Ports	2 USB ports, Audio in/out, In-built microphone, VGA or HDMI

Note: Some software may required to be purchased depending on the course you have selected. Please contact your course instructor for further details

Free Software downloads for your courses (Please refer to your course guidelines to ensure you have all of the required hardware and software prior to the start of your course):



Internet Browsers (Minimum of two different browsers should be installed)

- Google Chrome www.google.com/chrome (For Windows and Mac)
- Firefox 38 or higher www.mozilla.org (For Windows and Mac)
- Internet Explorer 11 <http://windows.microsoft.com/en-in/internet-explorer/ie-11-worldwide-languages> (For Windows only)
- Safari 5 www.apple.com/safari/download/ (For Windows and Mac)

Software Updates required for your laptop

- Adobe Flash, Reader, Air, Shockwave Player www.adobe.com
- Java - www.java.com/en/download/index.jsp
- Google Earth www.google.com/earth/index.html
- Arduino <http://arduino.cc/en/main/software>

Online Storage/Backup

- DropBox www.dropbox.com/
- Onedrive <https://onedrive.live.com/>
- Box www.box.com/

Video Players :

- iTunes www.apple.com/itunes/download/
- Quicktime Player www.apple.com/quicktime/download/
- VLC Player www.videolan.org/vlc/
- Real Player <http://in.real.com/>

Video Converters :

- Free Video Converter www.freemake.com/free_video_converter/ (For Windows only)

Audio Recorder:

- Audacity 2.0.4 for Windows: <http://audacity.googlecode.com/files/audacity-win-2.0.4.exe>
- [Lame for Windows](#) (MP3 converter for Audacity)
- Audacity 2.0.4 for Mac : <http://audacity.googlecode.com/files/audacity-macosx-ub-2.0.4.dmg>
- [Lame for Mac](#) (MP3 converter for Audacity)

Optional Software:

- Free PDF Printer www.dopdf.com/ (For windows only)
- GIMP www.gimp.org/
- Skype www.skype.com
- Picassa <http://picasa.google.com/>
- Windows Live Essentials <http://explore.live.com/windows-live-essentials> (For windows only)
- Windows Live Security <http://windows.microsoft.com/en-US/windows/products/security-essentials> (Anti-Virus for Windows Only)
- Rosetta Stone : Download from the [Apple Store](#) or from [Google Play](#)

[Haiku](#) - for accessing your ASB Online Academy courses



User Policies

User Policies

Responsible Use Policies provide students and staff with the guidelines for the use of the Learning Management System (LMS) and any other digital tools used as part of the course and related communication.

Being a Good Digital Citizen

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it.

A strong respect for the principles of digital citizenship is an essential element of being a successful online learner:

Digital Rights and Responsibilities

- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying the electronic documents of other users is prohibited.
- All research and multimedia artifacts used in academic work, must follow copyright and fair-use guidelines and be properly cited, including information from the Internet.
- There must be no copyright law violations with regard to software or multimedia. Information about fair use, creative commons, and royalty free material can be acquired from your online teacher or the ASB Online Academy Director.

Privacy and Security

- In order to respect the privacy of community members, technology users may not use another person's Haiku or any other digital ID.
- Accessing other people's accounts is not allowed.

Digital Etiquette

- Any online communication should be something you could say in person: this includes emails, instant messages, digital images/videos or web postings.
- Use networks responsibly; only use those networks that you have legal access to.
- Be aware that anything posted on the Internet is permanent.



Communication

- Derogatory, obscene, or otherwise inappropriate online or email exchanges, instant messages, digital images or web postings are considered cyber bullying and are prohibited.
- Any form of cyber-bullying will be dealt with swiftly and may carry severe consequences.

Consequences

Deliberate attempts to violate the ASB Online Academy's Responsible Use Policy, compromise, degrade, or disrupt system performance may result in removal from all ASB Online Academy courses together with loss of credit (where relevant) and refusal of readmission.

Ethical use of Technology

Software

- Students are responsible for maintaining licensed software on their personal devices in proper working order at their own cost
- The Internet should be used to support the instructional mission of the ASB Online Academy

The following activities show responsible use of the Internet:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

The following activities demonstrate responsible use if part of an assigned activity:

- Listening to music
- Watching movies or videos, instant messaging, chatting or social networking
- Educational use of online games
- Downloading media from the Internet

Unacceptable Use

- Inappropriate online gaming and downloading/streaming music/ videos/software from the internet.
- The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.). Users may not access, share or display such information.
- Any malicious attempt to harm or destroy ASB Online Academy course resources or materials, the data of another user, or any of the institutions or other networks that are connected to the internet is prohibited.
- Any attempt to duplicate or reuse any course material provided by the ASB Online Academy for commercial or other unauthorised purposes is strictly prohibited.

Harassment and Bullying:

ASB Online Community members are expected to conduct themselves appropriately as would be expected in any face-to-face environment. Behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. This includes any inappropriate use of unsolicited emails or other online communications, and any threatening or offensive communications via any medium.

The ASB Online Academy does not tolerate harassment or bullying of individuals based on their race, age, religion, nationality, mental/physical disability, gender or sexual orientation. The ASB Online Academy encourages all its community members to report any incidents related to any form of harassment or bullying to their online teacher or directly to the ASB



Online Academy Director. Members are encouraged to go directly to the Head of R&D at the American School of Bombay if believed to be more suitable.

Immediate action to investigate such complaints will be taken and steps taken to stop it and prevent its recurrence. Harassment or bullying of any member of the ASB Online Academy community is considered serious misconduct and will be subject to firm disciplinary action including immediate removal from all online courses and refusal of re-admission.

Communication Tools

- Each teacher will have specific policies regarding the type of online communication tools in their online classrooms. These policies should be respected at all times.
- Students may not send an email to (or “spam”) a class, an entire grade level or any group via the Haiku Learning Management System (LMS) or other networks unless this function is explicitly enabled by the online teacher for purposes of the course and its learning outcomes.
- Students may use age appropriate social networks to communicate responsibly with peers and in some cases these may form an essential teaching and learning component of the course.

Monitored Use

- Haiku mail and other uses of the Haiku LMS by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use for educational or administrative purposes.

Netiquette - expectations

Effective communication is one of the key elements to the success of online learning and students may be invited to do this in a variety of ways. As such there are some guidelines to bear in mind to ensure a productive and safe environment is maintained for all.

Students are expected to keep the following in mind:

- To be aware of their online profile and how it reflects upon them both personally and professionally.
 - o To be aware that whatever they post online is permanent and reflects upon them; to think before they post.
 - o To always proof-read anything they write or share online to ensure their tone is appropriate, professional and inoffensive; to think about its potential impact.
 - o To not say or write anything online that they would not do or say offline.
- Respect the confidentiality of what is shared in class.
- To be cautious about expressing emotion, whether intentional or unintentional, e.g., when using BOLD typeface; when using words or phrases that can stereotype people; or when responding to ideas about which one feels strongly
- Be sure to cite all resources referenced in your work where/if necessary
- To apply basic principles of courtesy, tolerance, and professionalism when sending emails, posting to discussion boards, commenting on VoiceThreads, etc.

ASB Online Academy - Academic Honesty Policy

Academic Honesty

In a learning community, each one of us seeks to learn, to be understood, to be treated fairly, to treat others fairly and to be honest in our relationships with people and with our work.

When we do not meet or realize all of these standards, our own learning or that of others is compromised. The same applies to our digital learning environment.

All ASB Online Academy courses are taught in one or more digital environments. All work submitted is assumed to have been completed by the individual students as per original enrollment. It is the responsibility of all enrolled students (across all learning strands) to



ensure they familiarise themselves with the ASB Online Academy's policies with regard to Academic Honesty and be aware that those not meeting the standards may be subject to the consequences as noted.

Below, we have detailed elements for consideration with respect to academic integrity:

1. Cheating

- Allowing another person to do your work.
- Turning in the same papers for credit in more than one course without permission from the course instructors
- Copying from course feedback provided by ASB Online Academy teachers
- Using online translators in language courses

2. Plagiarism and Copyright

- Turning in material that in part or whole is not written by you (and not appropriately cited).
- Using photographs or other digital media without citing sources.
- Improper paraphrasing of another's work (and missing citation of the source)

3. Fabrication

- Making up information and presenting it as fact.

4. Obtaining an Unfair Advantage

- Stealing, reproducing and circulating any information about online tests and quizzes.
- Working with other students on any assignments without the teacher's permission including via online web conferencing or other online tools.
- Retaining, possessing, using or giving away exam or assignment materials without the teacher's permission.
- Intentionally interfering with another student's work.
- Doing anything with the purpose of creating or obtaining an unfair academic advantage.

5. Helping Others Be Dishonest

- Helping others to do any of the things mentioned previously.

6. Changing Documents

- Changing any ASB Online Academy papers concerning feedback or grades
- Forging anyone's signature or giving any false information of any kind including permission.

7. Looking at or tampering with any official document

- Viewing or altering online records.
- Modifying or deleting files from the online course environment without permission.
- Modifying any element of the online environment
- Interfering with the use or availability of the online learning environment or information.

Roles and Responsibilities:

The roles and responsibilities of students include:

- Ensuring familiarity with the academic honesty policy.
- Organizing time to avoid last minute work which leads to temptation to plagiarize.
- Asking online teachers, the site coordinator (where relevant) or the ASB Online Academy Director when unsure how to cite a source.
- Avoiding asking and/or giving an unfair advantage to a peer by sharing your homework/ assessment when requested

**The roles and responsibilities of the ASB Online Academy teachers include:**

- Familiarizing themselves with the academic honesty policy and sharing with students.
- Modeling academic honesty by citing sources on the resources they create.
- Applying the consequences consistently as outlined below or as relevant to the local school (if an IEP member school).
- Reporting cases of academic dishonesty to the ASB Online Academy Director and local Site Coordinators where necessary
- Maintaining the integrity of examination paper questions and answers and other assessment activities and resources.

The roles and responsibilities of parents (where relevant) include:

- Familiarizing themselves with the academic honesty policy.
- Communicating with online teachers about adhering to academic honesty expectations (where relevant)
- Contacting the local site coordinator or ASB Online Academy Director for clarification regarding academic honesty.

Measures that support students in maintaining academic honesty:

- Online teachers provide students with guidance on how to acknowledge sources, as appropriate for their subject area, such as MLA, Harvard, or APA.
- Teachers provide students with guidance on how to use online bibliography tools.
- Teachers may use the Turnitin plagiarism checker for draft and final assignments as well as for other assignments, as appropriate.
- Submission of draft assignments enables the teacher to understand the development of the student's ideas.
- Students should always take notes in their own words, and never write their answers or essay while directly looking at the textbook or other source of information.
- Create an ongoing record of source used during the research process.

When students engage in academic dishonesty, the act of being dishonest needs to be addressed. However, it needs to be separated out from student learning. Academic dishonesty will not be accepted and students will receive a consequence. All incidents will be reported to the ASB Online Academy Director and administrative teams where relevant for Institutional Enrollment Program (IEP) members. A possible set of consequences would be as follows: 1st incident will be dealt with at the teacher/student level, 2nd incident will be dealt with at the administrative level, 3rd incident would result in possible removal from all ASB Online Academy online courses with loss of credit (where relevant) and denied readmission. As to the learning process, students may be given an opportunity to demonstrate their mastery of the content via an alternate assignment depending on the individual circumstances and subject to administration approval.



Privacy Policy

Commitment to Privacy

This policy aims to let you know how we collect, use, share and protect information gathered about you and your learning as part of the process of enrollment and teaching and learning at the ASB Online Academy. This information may be gathered from our websites, enrollment forms, Haiku Learning Management System and other ASB or ASB Online Academy systems related to the process of teaching and learning. This policy also applies to the data we collect outside of these systems by email, telephone or other such means. By using these systems you accept the terms of this privacy policy and any changes or updates made hereafter.

Use of Personal Information

Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information it is used only for the purpose stated at the time of collection or to inform you of other products and services available from the ASB Online Academy or to request feedback.

Consent

Where consent for the use and disclosure of personal information is required, the ASB Online Academy will seek consent from the appropriate person. In the case of a student's personal information, the ASB Online Academy will seek the consent from the parent or guardian before using/disclosing any personal student information.

Cookies

A cookie is a small text file stored by your browser that allows the website to "remember" your preferences (such as calendar settings and site bookmarks) on the site from visit to visit, or to maintain your "logged in" status when visiting protected areas. Usage of a cookie is in no way linked to any personally identifiable information while on our sites. Web browsers have settings allowing you to reject cookies, or selectively accept cookies, or delete cookies previously accepted. Please be aware that rejecting or deleting cookies from our website may make certain functions unavailable to you.

Log Files

Like most standard website servers, we use website statistic packages such as Google Analytics to analyze trends in how our website is accessed and utilized. Information monitored



includes internet protocol (IP) addresses, geographic location of visitors (country, city), browser type, internet service provider (ISP), referring/exit pages, platform type, date/time stamp, time spent on pages, and keywords used to find our site via search engines. This information is anonymous and cannot be directly linked to individual users. We may use it to identify high-use or low-use areas of the site, pinpoint problem areas of the site, analyze broad demographic trends in our visitors, and make decisions about how to make it easier for people to find and navigate our website.

Links

Our websites and those used within our courses may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our sites and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by the sites and resources created and owned by the ASB Online Academy.

Security

This ASB Online Academy takes every precaution to protect our students' personal information. Whenever students submit personal information (such as contact info or credit card info) via online forms, registration, or online purchase, upon submission that information is encrypted via the highest level of SSL (Secured Sockets Layer) available. Servers that store personally identifiable information are in a secure environment. Under no circumstances are credit card numbers permanently stored on our website servers.

Non-secured Communications

Posts to discussion forums, discussion boards, comments to blogs, and Alumni Class Notes may be viewable by other users. When these areas are not in a password-protected area, they may be viewable by the general public. Please be aware of this when posting personal information in these areas.

Contact Information

If users have any questions or suggestions regarding our privacy policy, please contact us at: asboline@asbindia.org or +912267727272.



Student Support

Student Support Services

The ASB Online Academy is committed to ensuring that ALL students are offered the support required to ensure their success. Our locally appointed site coordinators will work directly with students, families and school counselors to ensure that the appropriate support is provided in order to facilitate a successful online learning experience. Depending on the enrollment route, local site coordinators along with the ASB Online Academy team will work with the relevant online teachers to ensure that required support services are provided.

For students with IEPs or other learning support needs identified, parents/schools are encouraged to contact the ASB Online Academy team at asbonline@asbacademy.org *prior to enrollment* to discuss the services and support required.

The regular monitoring and reporting of student progress and performance allows site-coordinators to identify and escalate any issues or further requirements throughout the duration of the course. Identified issues and causes for concern highlighted as a result of teacher and/or parent observation and knowledge of the student, review of the student's performance, progress, participation and/or attendance is documented and escalated.

The relevant support teams will work alongside students, parents, counselors and teachers to ensure the necessary support is provided by adapting existing support services or accommodations, or by implementing additional strategies to ensure the student is able to make adequate continued progress and demonstrate improvement.



Key Contacts, Roles and Responsibilities

Debbie Grieve	ASB Online Academy Director	oadirector@asbindia.org
Annie Fernandes	ASB Online Academy Coordinator	asbonline@asbindia.org
Nikhil Dandekar	Online Learning Coordinator/ ASB Site Coordinator (ASB Students only)	dandekarn@asbindia.org
Tech Support	Technology support and advise	it@asbindia.org
General enquiries	All students	asbonline@asbindia.org

Complaints and Disputes

All complaints and disputes are to be sent in writing to the ASB Online Academy (details above). If an alternative is required, they should be sent to the Director of Research and Development, and Technology – itdirector@asbindia.org

All complains and disputes will be dealt with in the strictest confidence.