



1.0- Student Acceptance and Use Policy:

1.0.1:

[A] = Access to Technology:

1. Access to technology used via the online courses requires the individual user to practice specific responsibilities and obligations while accessing or viewing protected information *including understanding the language of English*.
 - a) Appropriate use is considered moral, ethical, honest, lawful, permissible, and authorized activities.

1.0.1.1: Student Acknowledgement and Acceptance of Terms:-[A] Student Initials: _____

- A. I will use resources provided for the TPA online courses for authorized purposes only.
- B. I will use only lawful versions of copyrighted software and information in compliance with licensing agreements.
- C. I will use appropriate and respectful language in all electronic communications.

1.0.2:

[B] = Use of Technology:

1. Use of technology via the online courses requires the individual user to practice specific (Netiquette) and other obligations while accessing or viewing protected information.
 - a) Appropriate use is considered moral, ethical, honest, lawful, permissible, and authorized activities.

1.0.2.1: Student Acknowledgement and Acceptance of Terms:-[B] Student Initials: _____

- A. I am accountable for the improper use of interactive internet and/or email or texting behavior.
- B. My email, text, chat, whiteboard, and social media discussion privileges may be restricted or removed.
- C. I will observe rules, written and implied, pertaining to Internet etiquette including the 10-rules of (Netiquette) and communicate respectfully with everyone.
- D. I am expected to protect the privacy of other students and staff. I will not publish, or distribute by any means electronic, or social media forums private individuals' information outside of the class.
- E. I acknowledge that the materials used on my electronic devices are for the purpose of learning and may not be shared or used for any other purposes at any time.
- F. I will not attempt to by-pass or circumvent any security or TPA activity protocols.

1.0.3:

[C] = Personal Academic Honor:

1. I understand that no person or individual other than (I/me) can or will complete any portion of a quiz or reading assignment activity, or exam, or revise an assignment, activity, or exam.
 - a) Fraudulent student activities such as cheating in any form on quizzes and exams are perjuring and will result in a failing grade including my *immediate removal* from the course and *zero-Ø clock hours granted*.

1.0.3.1: Student Personal Academic Honor Acknowledgement:-[C] Student Initials: _____

- A. I understand that no person other than myself can log into and complete my online training.
- B. I understand that should I be found violating this agreement in any manner that I could be expelled from the course and forfeit all paid tuition and fees to date as well as all credit hours for the course.-(see policy reference-[F]-1.0.6.1-A.)
- C. I acknowledge that I am **NOT** permitted to record, reproduce, share, or otherwise duplicate in any manner or form online printed material, videos and educational information that I have enrolled to participate-in.
- D. I understand that all videos shared with me by the *The Plumbing Academy, Inc.* are for the sole use of my education and are not to be reproduced, sold or used for anyother purpose other than my education without the expressed written consent of *The Plumbing Academy, Inc.*
- E. I understand that if I am unable to satisfactorily complete any portion of my Tier education in compliance with 248 CMR-(Code of Massachusetts Regulation) Section 11.06: (2), (b), 7. with a passing grade of no less than 70% I will not be granted, or credited any Tier clock-hours for the course.



**1.0.4:****[D] = Student Performance Requirements:**

1. I understand that I am occupying a “seat” in an online educational course that is relative to general public safety, and the potential to be licensed by a state agency. I willfully attest to perform at my best to complete, in a timely manner, all assignments and material provided to me in compliance with the rules and regulations set forthwith and communicate with TPA-administrators and instructors expeditiously.

a) I understand that I may be administratively dropped or will not receive Tier credit for reasons listed below in section 1.0.4.1.

1.0.4.1: Student Performance Requirements Acknowledgement Student Initials: _____

- A. I do not, successfully complete and achieve a passing grade or show progress regarding quiz, quarterly, mid-term and/or final examination testing scores.
- B. I fail to resolve technical problems that occur with my internet connections, or permitted electronic devices required to attend class sessions to complete my Tier educational obligations.
- C. If am not ON-PACE by the conclusion of the final week of my 1st quarter of the Tier-course, and have not been making sincere efforts to seek assistance from the instructor in the after-class sessions.

1.0.5:**[E] = Course Progress Expectations:** Student Initials: _____

1. I understand that attendance and being on-time is mandatory for my online course, and that my success is measured by my completion of assignments, participation in class, communication with my instructor, class auditors, TPA staff, and any other instructor directed actions and interaction with online lesson performance.

a) I understand that I am expected to review and complete all reading assignments and electronic remote classroom quiz assignments before I will be permitted to participate in the companion online “live” class.

b) A student who is absent is considered to be noncompliant with the *Board of Examiners of Plumbers and Gas-fitters* licensing education regulations.

c) Student-candidates for licensure are required to obtain no less than 110-clock-hours per tier as outlined in 248 CMR (*Code of Massachusetts Regulation*) Section, 11:00 *Education and Experience Standard and Requirements for Licensure*, that include the Boards education syllabus.

d) A failure to complete assignments, or attend classes specifically defined by the *Boards* syllabus will result in no clock-hours for the class-of-record, and

- 1) The missed class-of-record must be reconciled as a make-up class at the next earliest presentation of the same class, or as a self-paced class at a date-(TBD). Absences, tardiness and dismissals associated with failing to comply with the applicable regulation shall require a make-up.

1.0.5.1: Student Tier Progress Expectations Clock-Hours Acknowledgement:-[E] Student Initials: _____

A. I understand that *progress expectations* require me to:

I. Review each weekly assignment, and

II. Read the described weekly pages, chapters and sections outlined, and

III. Complete the at-home open-book electronic quiz-[by-identifying the pages, chapters and sections applicable to my answers for presentation in class], and

IV. If I fail to complete the personal study work aforementioned above, I shall be denied entrance to the associated “live” online education experience and/or I am subject to disciplinary action, make-up class, and fines.

B. I understand that, all assigned work SHALL be finished according to the due dates presented for the online education experience session, and

I. Incomplete assignments will result in a zero-(Ø), and no schooling clock-hours shall be granted.

C. Family emergencies, or personal circumstances that may occur, and the event prohibits me from completing my class obligations in any manner shall be communicated to the TPA staff in a method acceptable to the TPA authority as outlined via the orientation session.

D. I acknowledge that any incomplete, or missed assignments will result in a zero-(Ø), and that points will be deducted from the *make-up* assignments required.

E. I understand that, I am expected to communicate with my instructor or class auditor on a regular basis in class and read any email or text the instructor or class auditor sends.





1.0.6:

[F] = Conduct and Disciplinary Expectations:

- 1. Inappropriate use of verbal language, texting, email, or physical demonstration will not be tolerated.
 - a) I understand that mistreatment, intimidation, and insensitive dialect will not be tolerated in class.
 - b) Any use of alcohol, or other controlled substances are not to be used immediately before, or during online sessions.

1.0.6.1: Student Conduct and Disciplinary Expectations Acknowledgement:-[F] Student Initials: _____

- A. **NOTE:** Bullying-(in any form with other students, instructor(s), auditor(s), or TPA representative.) = [zero tolerance-Ø] = immediate removal from the school and tier program or exam preparation.
- B. I understand that the following minimum disciplinary guidelines will be used when determining any disciplinary action:
 - 1. First offense: *written correspondence to the student regarding the infraction(s).*
 - 2. Second offense: *immediate dismissal from the tier course with a failing grade, zero-Ø clock hours and refunded per MGL. c. 255, § 13k.*

1.0.7:

[G] = Technical Support – Local and How to “Submit a Ticket”:

- 1. I understand that, the Producer/Engineer of TPA may be e-mailed at info@theplumbingacademy.com to resolve conflicts and/or submit any request for information regarding problems that I may be having with my remote tech. devices.

I have read and understand the online student course contract policies in their entirety as listed above. I agree to fulfill my obligations and acknowledge that a failure on my part to do so may upon investigation result in consequences up to and including being terminated from current or future courses administered by The Plumbing Academy, Inc.

Student Signature: _____

Date: _____

E-mail _____

Course: _____

Class Start Date: _____

