Section 4 – Safeguards

Safeguards

The Edmentum Learning Management and Content Delivery Systems (LMS) used for delivery of Fifth Arrow's online course content is accessible only via a secure server login; these credentials are issued by the staff member who will serve as the administrator. The administrator will issue a unique user name and password to students enrolled in online courses; students will be prompted to change their passwords when they first login to their accounts. Fifth Arrow maintains procedures for compiling all communications, student information, participation records, performance records, and multiple reporting tools in a database.

The administrator restricts access to the Fifth Arrow's LMS; users are granted limited access based on their need and level of responsibility. All access is password protected. The Fifth Arrow staff that have access to the LMS do not have access to student passwords. Students that forget their password must request a temporary password from the person designated as their online teacher or Edmentum support. Students are required to change the temporary password when they first log into their accounts.

Fifth Arrow staff are prompted to change their passwords quarterly and have the option to do so more frequently. Administrators require access to the online component of Fifth Arrow, including all teacher and student information. Teachers are provided access only to information for their own students. Online students only view their assigned courses; once the student completes a course, the related course information is archived in the LMS within the individual student's account.

External Links

The Edmentum course content has few embedded external links; all such links must be vetted and approved by the Edmentum content developers. The lesson tutorials contain links that loop back to the content; external portals are not required to access the resources. Some of the drop box activities do contain links that access external sites. Again, these drop box activities are created in Edmentum's content development department, and all external links are thoroughly screened for validity and appropriateness to the lesson objective.

Fifth Arrow's oversight staff will review and approve all links within supplemental content assigned by teachers. Linked material within supplemental content also will be reviewed to ensure it enhances the lesson plan.

Students may identify content links for possible review or may report broken links directly to their teacher. Online teachers can report link issues to Edmentum support or Fifth Arrow administration. Teachers will need to provide updated links for approval when broken or when inaccessible links are identified in teacher-assigned supplemental materials.

The Edmentum LMS and Fifth Arrow staff will provide linked access to vetted and approved online resources, which would include reference materials (i.e., a dictionary, thesaurus, etc.), and other program-related learning resources. These are limited-use resources that students may access at their own discretion.

Fifth Arrow can only control student web access on-site and cannot monitor student browsing outside the learning center. Fifth Arrow will provide to parents and students all related policies that cover Internet security (including viruses, fraud and hacking); behavioral codes, including plagiarism; safety and privacy; and any other policies deemed necessary to ensure a safe, secure learning environment.