BCA Online Policies

Working Together for Success

BCA Online provides students with the flexibility of online learning while maintaining clear expectations for academic progress, communication, and responsibility. Students and parents are encouraged to review the following expectations before beginning courses.

1. Coursework & Student Responsibility

Online learning requires students to be independent, responsible, and actively engaged in their courses.

Students are expected to:

- Follow the pacing and coursework recommendations provided by their teachers.
- Engage with their courses frequently and consistently.
- Submit assignments and assessments by the required deadlines.
- Regularly check Canvas and email for messages, feedback, and announcements.
- Communicate with their teachers when they have questions or are experiencing difficulties.
- Respond to teacher communication in a timely manner.

Students should not wait until the end of the semester to complete large portions of a course. Consistent participation allows teachers to provide meaningful feedback and support throughout the learning process.

2. Inactivity & Communication

Regular course activity is required. When a student stops participating, the following communication process will be used:

After 5 days of inactivity:

An email will be sent to both the student and parent/guardian.

After an additional 5 days of inactivity:

If the student has not resumed activity or communicated with the school, the school will call the parent/guardian.

After an additional 3 days with no communication or activity:

The student's BCA Online account will be frozen.

Students or parents should communicate with the instructor as soon as possible if circumstances are preventing the student from participating.

3. Assignment Submissions

All work submitted through Canvas must be clear, complete, and easy for the teacher to read.
When students upload photographs or scans of handwritten work, the entire page must be visible, properly oriented, well-lit, and clear enough for the instructor to read and assess.
Students may be asked to resubmit work that is blurry, incomplete, cut off, too dark, or otherwise difficult to read.

4. Plagiarism & AI

Plagiarism is not permitted in BCA Online courses. All submitted work must reflect the student's own learning and understanding. The use of plagiarism will result in the student redoing the assignment.

The use of Artificial Intelligence (AI) may be permitted for specific assignments or purposes when approved by the instructor. When AI use is permitted, students must acknowledge its use and provide a link to the AI-generated work or conversation as directed by their instructor.

Unless permission has been explicitly given, the use of AI to generate, complete, rewrite, or substantially alter student work is prohibited.

Unauthorized AI Use: The first instance of unauthorized AI use will result in a warning, and the student will be required to redo the assignment. Any subsequent unauthorized use of AI will result in a grade of zero (0) on the affected assignment(s).

5. Teacher Support & Online Meetings

Expectations for Video Meetings with Instructors

Teachers are available to support students throughout their courses.
Students may book one Zoom meeting per day, if needed, during the instructor's designated office hours. Students are encouraged to use these meetings for clarification, additional instruction, feedback, or help when they are struggling with course material.

*Please note that all online meetings between BCA Online teachers and students will be recorded.
Students are expected to approach virtual meetings with the same respect and professionalism as an in-person classroom.

Camera On

Students should have their cameras on during meetings unless otherwise arranged with their instructor.

Appropriate Location

Attend meetings from a quiet, appropriate space, preferably seated at a desk or table.
Be Prepared: Arrive on time with necessary materials and be ready to participate.
Respectful Behaviour: Give your instructor your full attention, avoid distractions, and communicate respectfully.

Dress Code for Online Meetings

Students are expected to dress appropriately and respectfully when attending virtual meetings with their instructors. Clothing should be suitable for a school environment, including a proper shirt or top. Pyjamas, revealing clothing, and clothing displaying inappropriate language or images are not permitted. Students should be fully dressed and prepared to participate, just as they would in an in-person classroom.

These expectations help create a positive, respectful, and productive online learning environment.

6. Parent/Guardian Involvement

Although online students must develop independence and take responsibility for their learning, parental involvement remains an important part of student success.

Parents and guardians are strongly encouraged to remain active in Canvas and regularly monitor their student's:

- Course progress
- Assignment completion
- Teacher feedback
- Upcoming deadlines
- Overall engagement

Students, particularly those who are new to online learning, may need parental guidance as they learn to manage their time, follow a course timeline, meet deadlines, and communicate independently with their teachers.

Our goal is for parents, students, and teachers to work together while gradually helping students develop the independence required for successful online learning.

7. Final Examinations

The final examination deadline is firm. Please see the chart in Section 8 for these and other important dates and deadlines.

Students who complete their required coursework ahead of schedule may request to write the final examination early. Early examinations may be accommodated with instructor approval, provided the student has successfully completed the required coursework and is prepared to write the final exam.

All final examinations (and in some cases, unit exams) require an approved Proctor.

The Proctor must:

- Be a non-family member.
- Supervise the student for the duration of the examination.

Final examinations must be completed outside of the student's home in an appropriate supervised location, such as a library or classroom.

The approved Proctor will receive the code required to access the examination within 2 hours of the scheduled time. The student may not receive or enter the examination access code. The proctor must enter the code and maintain its confidentiality.

8. Coursework & Exam Deadlines

Term 1 September 2, 2026 – January 28, 2027	
BCA Online Courses Open	September 3, 2026
Coursework Deadline	January 20, 2027
Final Examination Period	January 21 – 27, 2027
Final Examination Deadline	January 27, 2027
All Term 1 final examinations must be completed no later than January 27, 2027.	

Term 2 February 1, 2027 – June 25, 2027	
Coursework Deadline	June 15, 2027
Final Examination Period	June 16 – 22, 2027
Final Examination Deadline	June 22, 2027
All Term 2 final examinations must be completed no later than June 22, 2027.	

9. Course Withdrawal

A. If a student withdraws as a full-time student for any reason after September 20, 2026, the $200 registration fee is non-refundable. For withdrawals occurring on or before September 20, refunds are not automatic and will be determined based on the circumstances of the withdrawal.

B. Students registered for a single course may be refunded up to two weeks following their registration date.

***Students may withdraw from a course up to one week before the end of the term without receiving a failing grade for the course.

Online learning offers students flexibility, but that flexibility comes with responsibility. Successful BCA Online students engage regularly, follow teacher recommendations, meet deadlines, ask for help when needed, and communicate with their instructors. Parents, students, and teachers each play an important role. By maintaining regular communication and monitoring progress throughout the semester, we can help students develop both the academic skills and independence needed to succeed in an online learning environment.