

Student Contract for Online Courses

Access to the technology utilized in online courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal.

- It demonstrates respect for physical and intellectual property, system security protocols, and individuals' rights to privacy as well as freedom from intimidation, harassment, and unwarranted annoyance.
- All district technology policies apply in this learning environment.
- These policies are available on the district websites. Please refer any questions to the local district contacts.

Acceptable Use Policy

1. I will use resources provided for online courses for authorized purposes only.
2. I will use only legal versions of copyrighted software in compliance with licensing agreements.
3. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. The online staff will determine whether language and/or messages are inappropriate. The following minimum disciplinary guidelines will be used when determining consequences: first offense, a warning to the student and notice to parent; second offense, a conference with the student, parent and administrator; third offense, removal from the course with a failing grade. In the case of a grievous offense a student could be removed from the course even if it is a first offense.
4. I and/or my parents are liable for any improper use of the Internet and/or email. I understand that anything done on the computer can be retrieved and printed at any time. My email, chat, whiteboard and discussion privileges may be restricted or removed. I am expected to protect the privacy of students and staff, and not publish or distribute email addresses outside of the class members. Any improper use will result in loss of use of district equipment and services. I will follow rules, written and implied, pertaining to Internet etiquette (Netiquette) and communicate respectfully to everyone. I will not attempt to bypass security protocols.
5. Any software provided by instructors to be installed on their personal computer for a particular course, must be uninstalled as per the product licensing to make the resource available for future students. A grade may be withheld if equipment, materials or software have not been returned.

Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas and/or I will appropriately cite all relevant sources if it is not completely original. Failure to do so can result in receiving a failing grade for the assignment and possibly for the course. I may be required to complete the assignment without credit in order to continue in the course.
2. I understand that no one other than me can complete any portion of an assignment, activity or exam or make revisions to an assignment, activity or exam. Doing so may result in a failing grade and my immediate removal from the course.
3. I understand that I may be assigned proctored assessments, oral quizzes in person or on the phone or be asked to discuss the process used in research for a project or paper. These are standard assessment tools in online courses. All courses have a proctored semester exam or culminating activity. It is my responsibility to contact the online school or program office and give advance notice of proctored assessments or tests to set up an appointment.
4. I understand that if I am not able to pass the semester exam, credit will not be awarded for the course no matter what grades I earned throughout the course. (Alternate assessment methods may be used at the discretion of the local district based on individual needs.)

Student Name _____

Drop Window and Trial Period

1. I understand that online courses may not be a good fit for everyone. I may drop the course on or before three weeks from the date of my enrollment without consequence if it is not part of my school day schedule.
2. I understand that I am taking a place in an online course that is valuable and that I am going to do my best to complete all assessments on time and communicate with my teacher
3. I understand that I may be administratively dropped for any of the following reasons:
 - a. I do not successfully submit at least one appropriately completed assignment within 7 calendar days of my enrollment. (Submitting the pace chart does not count as meeting the requirement for the first week.) If technical problems occur, I am expected to work those out during that first week by accessing technical support. If I have questions regarding the content, I should communicate frequently with my online teacher particularly during this first week.
 - b. If I am not ON PACE by the end of the second week in the course, and have not been making sincere efforts to get up to speed.

Course Progress Expectations

1. Attendance for my online course is measured by successful completion of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the online lessons.
2. I understand that the minimum attendance requirement means that I must appropriately complete and successfully submit at least one assignment every week. Failure to do so for any 3 weeks within the semester may result in my being removed from the course with a W/F.
3. I understand that all assigned work needs to be completed according to the Due Dates provided on my Pace Chart.
4. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
5. I understand that any assignments submitted beyond the due date may not receive full credit. Points may be deducted for late assignments. Blank submissions are not considered submitted assignments.
6. I understand that I am expected to communicate with my teacher on a regular basis and read any emails the teacher sends.

Technical Support – Local and How to “Submit a Ticket”

- You can email the teacher or if you are not able to reach them or resolve your problem, contact one of the following in the Kiel eSchool office to further explore a solution.
 - Mrs. Katrina Pionek 920-894-5169 or email kpionek@kiel.k12.wi.us

I have read and understand the online student expectations and consequences listed above and agree to abide by them. Failure to do so may upon investigation result in consequences up to and including being terminated from the eSchool.

Student Signature _____ Date _____

Parent /Guardian Signature _____ Date _____

Parent Email _____

Course _____ Start Date/Term _____

Reason for taking the course _____

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| Office Use: CST Approval Date _____ Guidance Signature _____ |
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