



## Appleton eSchool Summer Interim Student Contract

Access to the technology utilized by eSchool 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 eSchool 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. eSchool 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. My course email accounts should be used for class purposes only. 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 all people. I will not attempt to bypass security protocols.
5. **AASD students:** I acknowledge, understand and agree to the **AASD Chromebook policy:** <https://goo.gl/pZ4LQL>

### 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. If a teacher suspects work is not original to the student, a teacher may request the assignment to be redone or may choose an alternative assignment of their choice to demonstrate the required learning standards of that assignment.
2. I understand that violations of the eSchool academic honor policy will result in behavior consequences via Appleton eSchool and primary AASD school of enrollment.
3. I understand that violation of the eSchool Academic Honor Policy will affect eligibility of the AASD "Online Course Ready" transcript badge for AASD students.
4. 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.
5. I understand that if I am not able to pass the **proctored semester (final) exam, credit will not be awarded** for the course no matter what grades I earned throughout the course, unless knowledge of content can be substantiated. In these cases, the grade for the course will be an "F".

### June 22 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 June 22 without academic consequence. If I choose to drop the course after that date, I will receive a W/F for the course.
2. 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.** 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.
  - 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 & Attendance Expectations

1. Attendance for my eSchool course is measured by successfully completed assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the lessons.
  - **Students must successfully submit at least one assignment on the first day of the summer interim session.** Students who have not successfully completed 1 assignment may be assigned by their teacher to meet face to face or online.



2. The expectation is that all assigned work is to be completed according to the Target Due Dates provided in the course grade book.
3. I need to plan and work ahead if family or personal activities will limit course activities at any given time.
4. Blank submissions are the same as not submitted assignments and may result in a zero if not turned in before the published final exam date. Teachers may have a published deadline for gradable assignments at the conclusion of the session.
5. I understand that I am expected to communicate with my teacher on a regular basis.
6. **Courses must be completed by the last published final exam date of the summer interim session.**

## Technical Support

- Email the teacher to help troubleshoot your problem. If you are not able to reach them or resolve your problem, contact the eSchool office to further explore a solution:
  - Call the Appleton eSchool office 920-832-1744
  - Email Torrie Kalkofen - [kalkofentorrie@ascd.k12.wi.us](mailto:kalkofentorrie@ascd.k12.wi.us) (eSchool Secretary)
  - Email Molly Meck – [meckmolly@ascd.k12.wi.us](mailto:meckmolly@ascd.k12.wi.us) (eSchool Summer Interim Coordinator)

***I have read and understand the eSchool 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 eSchool.***

Student (Print): \_\_\_\_\_ Student Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Student Mobile #: \_\_\_\_\_

Parent/Guardian (Print): \_\_\_\_\_ Parent Email: \_\_\_\_\_

Parent/Guardian Mobile #: \_\_\_\_\_

Parent /Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

→ ***Parents, information provided above will be used to verify guardian account information in the eSchool platform.***

### Carefully follow and confirm that the following steps are complete to request an eSchool interim course:

CHECKLIST

- Gone online to my eSchool profile/account and requested \_\_\_\_\_ (course).  
\*\*\**(Course requests do not guarantee placement. Enrollment is dependent upon availability).*
- Upload this signed summer interim contract to student profile in eSchool platform. Upload must occur within 48 hours of electronic course request in eSchool platform.
- School attending in the fall: \_\_\_\_\_.
- Non-AASD resident: Part-time open enrollment paperwork has been submitted to AASD enrollment department.  
\*\*\**(Non-resident registrations will not be processed without PTOE verified by the AASD enrollment department)*

### Important Dates/Items to Remember

- eSchool begins accepting summer registrations – **March 11, 2020 (6:00am)**
- eSchool concludes accepting summer registrations – **June 3, 2020 (3:00pm)**
- eSchool online orientation completion deadline – **June 5, 2020 (10:00am)**
- Virtual First Day of Class sessions - **June 8, 2020**
- Last Date to Drop a course without academic consequences is **June 22, 2020**
- Students must complete all course requirements including completing their final exam in a proctored setting by the morning of **July 20**. Formal exam opportunities will be scheduled up to **July 17**.