

**2020-21**

# eSchool Student Contract

## **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 (Netiquette). Inappropriate language or messages will not be tolerated. The 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. **Land/or my parents are liable for any improper use of the Internet and/or email within or outside of the school district network.** All district technology policies apply in this learning environment. (These policies are available on the district website). 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. Any improper use will result in loss of use of district equipment and services. 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. 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.
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.

## **Drop Policy and Trial Period Window**

1. I understand that online courses may not be a good fit for everyone. I may drop the course on or before two weeks from my class start date without consequence.
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 of my class start date.  
(*Submitting the pace chart does not count as meeting the requirement for the 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.
  - c. "Failure to Participate" – Students that have **greater than 20 assignments missing in a 2 week period of time**. If identified as "Failure to Participate", students may be dropped.
  - d. If I am a full-time eSchool student, I may be administratively dropped from the online orientation course and removed from Appleton eSchool if the online orientation course is not complete within 3 days.

## **Attendance & Course Progress Expectations**

1. Attendance for my eSchool course is measured by successful completion of assignments, communication with my teacher, and participation in any other teacher directed discussions and activities.
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.



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I understand that if determined to be chronically not in attendance, as a resident student of AASD, I can be removed from my eSchool course and be placed back in my primary AASD school. Non-AASD resident students will be identified as "failure to participate" and students will be returned to their resident school district.

- 3. I understand that assigned work is to be completed by the target dates provided in my course performance area.
- 4. I understand if family or personal activities limit course activities at any given time, I must plan and work ahead.
- 5. I understand that blank submissions are not considered successful assignment submissions.
- 6. I understand that I am expected to be a self-advocate, communicate with my teacher on a regular basis and read any emails or communication the teacher sends.
- 7. I understand that if my eSchool course enrollment carries into the month of May, students must complete their course by the last published final exam date of the school year.

## Final Exams and Proctoring Requirement

- 1. eSchool students are required to pass a final exam or final assessment in eSchool courses. 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.)
- 2. I understand that I must identify and set up my proctor for my final exam. Certain times of year, formal final exam sessions are offered by the eSchool.

## SIGNATURE SECTION:

***I have read and understand the eSchool expectations above and agree to abide by them.***

- *Failure to do so may upon investigation result in consequences up to and including being terminated from Appleton eSchool.*

***I understand that by signing below, I grant my student permission to request courses.***

- *Course enrollment notifications will be sent to the guardian email address within the student's online eSchool account.*

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

Student Signature: \_\_\_\_\_ Student Primary Phone #: \_\_\_\_\_

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

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

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

***PARENTS:*** The above information will be used to verify the linked eSchool **parent/guardian account** with information from infinite campus. (Name, email & mobile phone).

To recover an existing guardian account, visit our login page to recover your username and password: [www.appletonschool.org](http://www.appletonschool.org).

Watch your eSchool profile dashboard for the status of your course request. This student contract and counselor approval is required before your course request status will state "APPROVED".

