

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT ONLINE LEARNING CONTRACT

The purpose of an on-line course is to help students prepare for college. At the same time, it gives students the opportunity to explore technology as a tool for learning. The class will follow the same semester timeline as the regular version of the course, with assignments due on a weekly basis. However, students are to complete the course requirements independently within those timelines. Because of the nature of this course, it is important that the teacher, student and parents agree to commit the time and energy needed to complete it successfully. There are set criteria for this class that must be met in order for the student to receive credit.

STUDENT READINESS

Student success in an online course is dependent on many factors. Academic ability, reading skills, computer skills, habits of mind, parent support, and technology access are among these essential factors. It is highly recommended that students consult with the teacher of the online course they are considering taking and with their counselor before making a decision about enrolling. Students must complete the Online Course Readiness Questionnaire and the Online Course Contract prior to enrollment. Both documents must be signed by the student and his/her parent or guardian.

The following readiness factors should be considered prior to enrollment in an online course:

Academic Ability: Much of the content of an online course is conveyed through written material. It is therefore important that students have strong analytical reading skills (proficient or advanced ELA scores on the CST are recommended).

Computer Skills: Students should be comfortable working with a computer, navigating a website, and downloading/uploading documents. Strong typing skills are a must. Students must be comfortable accessing and reading information on a computer for long periods, and have some basic ability to troubleshoot technical issues that may be encountered.

Habits of Mind: Online course work requires strong organizational and time management skills. Students must be independent, self-directed learners who are capable of staying on task while working from home, managing assignment due dates, and asking for help when they need assistance. Students must access the course on a daily basis and check email regularly for communications from the teacher.

Parent Support: Parent/guardian support is important to the success of online students. Parents must be aware of the online requirements, monitor work habits and progress, and ensure appropriate technology access at all times. Students should have someone who can provide technical assistance as necessary as well.

Technology Access: Online students must have daily access to a computer with a high-speed internet connection and a processor capable of downloading/uploading streaming video and large multimedia files. The computer should be equipped with a word processor (preferably Microsoft Word), web browser, speakers, and a USB headset with microphone.

Other important considerations:

Ethics Policy: Online students are expected to complete their own work at all times. If a student breaks this code, then the Ethics Policy will be enforced, which will result in no credit for the assignment or test, and may result in the student being removed from the course.

Communication: Students must log into the course regularly, several times per week, to complete assignments. Students must also check the email provided to the teacher on enrollment in the course on a daily basis for messages or updates from the instructor. It is the students responsibility to contact the instructor should difficulties completing coursework be experienced. Parents/guardians should also be in frequent contact with the instructor and inform him/her of any concerns with the course or learning problems that arise.

Face-to-Face Meeting Requirements: Students are required to attend a minimum of three face-to-face meetings each semester. The first is for an orientation/introduction to the course, the second for the midterm exam and/or project, and the third for the final exam and/or project. Some courses may require additional face-to-face meetings. See instructor for more information about an individual course's face-to-face meeting requirements.

Enrollment: A student's enrollment in an MVUSD online course is confirmed when they have successfully logged into the MVUSD Haiku LMS, accessed the online class, and actively engaged in course activities, including viewing content and completing assignments. Students must log in and access the course, and actively engage in the course activities, within 10 calendar days of the start of the semester, or 7 calendar days if enrolled after one week from the start of the semester. Students that fail to actively engage in the online class within the respective time periods will be dropped from the course. A student who does not engage with online activities within the course for a minimum of 6 hours during any two week period may also be dropped from the course at any time prior to the 12-week point of the semester. The minimum number of course engagement hours is subject to change for a particular course at the discretion of the instructor.

The census date for all MVUSD online courses is 12 weeks from the start of the semester. This means that any student who is still enrolled in an MVUSD online course after the 12-week point of the semester, and who receives a grade for the course on the 12-week grading period, cannot be dropped from the online course and will receive a grade for the course. Please note: students that do not officially drop the course prior to the 12 week census date will receive a final semester grade that reflects the work they have completed.

RESPONSIBILITIES:

Student I have read and I am aware of the above criteria for Online Course Readiness, I accept the responsibility for the preparation needed to complete this course. I am aware that I must attend class in person *at least* three times per semester and bring in the supplies/assignments requested.

As a student, I will:

- log into the course regularly,
- organize my student time
- participate on-line, in-class, and contribute positively to the learning process,
- communicate with my teacher as needed, and
- check my email account provided to the school/district for messages from my instructor on a daily basis.

Parent I am aware of the above criteria for Online Course Readiness, and agree to help my child work to be successful in this course. I am aware that my child must attend class in person *at least* three times per semester and bring in the supplies/assignments requested. As a parent, I will:

- ensure my child has access to technology necessary to be successful,
- discuss proper internet usage with my son/daughter,
- organize study time and encourage my child when the pressures of the course begin to build,
- communicate with the teacher any concerns about the course or any learning problems that need to be addressed

ETHICS POLICY:

All students will be expected to complete their own work. If a student breaks this code, the Ethics Policy will be enforced, which will result in no credit for the assignment and may result in the student being removed from the course.

Student's Signature

Date

Parent's/Guardian's Signature Date

Please print, sign and return this document along with the attached 'Counselor Approval' form to your counselor at your school site.

COUNSELOR APPROVAL FORM FOR ONLINE LEARNING

By completing the information below both parent/guardian AND student agree to be bound by the terms of the above MVUSD Online Learning Contract. This form is for students intending to enroll in an online course for the 2013-2014 school year. Please be aware that completing this form does not guarantee registration in the course as enrollment is based on space availability and verification of student readiness. Students, parents and counselors will receive confirmation once enrollment is complete.

STUDENT AND PARENT INFORMATION

Student Last name: _____ Student First Name: _____

Student Email: (This must be a valid email address that the student checks regularly.) _____

Parent/Guardian First Name: _____ Parent Guardian Last Name: _____

Parent/Guardian Phone: _____ Parent/Guardian Email: _____

SCHOOL AND COURSE INFORMATION

Student's current school of attendance: _____

Counselor's Name: _____

Online Course Name you are registering for:

- | | | | |
|-------------------------------------|---|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Advanced English I | <input type="checkbox"/> Advanced English II | <input type="checkbox"/> Algebra I |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> Art History | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Cinema as Literature |
| <input type="checkbox"/> CP Biology | <input type="checkbox"/> Economics | <input type="checkbox"/> Engineering Concepts | <input type="checkbox"/> English I |
| <input type="checkbox"/> English II | <input type="checkbox"/> Exp Reading/Writing 11 | <input type="checkbox"/> CSU Exp Reading/Writing 12 | <input type="checkbox"/> Geometry |
| <input type="checkbox"/> Health | <input type="checkbox"/> ICT/Careers | <input type="checkbox"/> Marine Biology | <input type="checkbox"/> PE 9 |
| <input type="checkbox"/> Physics | <input type="checkbox"/> US History | <input type="checkbox"/> Other: _____ | |

By signing my name below and submitting this form to my counselor, I affirm that I have read the MVUSD Online Learning Contract on the above page and agree to be bound by its terms.

Student Signature

Date

By signing my name below and submitting this form, I affirm that I have read the MVUSD Online Learning Contract on the page above this form and agree to be bound by its terms.

Student Signature

Date

I approve of this student taking this course and have talked to the student about the Online Learning class and the Contract responsibilities:

Counselor Signature

Date