

Student name: \_\_\_\_\_



## Bedford County Department of Education Student Contract for Online Courses

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

- Online students are expected to demonstrate 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, which are on the Bedford County Schools website and a part of each school's handbook, apply in this learning environment.

### 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 am 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, 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 the class. 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.

### 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 myself 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 must complete assignments within the timeframe and constraints of the class. Failure to complete the course within the allotted time frame will result in no course credit being granted.

**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. If technical problems occur, I am expected to work those out at home or use school devices during the school day. If I have questions regarding the content, I should communicate frequently with my online teacher particularly during this first week.
  - b. I am not ON PACE 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 without receiving credit.
3. I understand that all assigned work needs to be completed according to the Due Dates and teacher directives.
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 or communications the teacher sends.

***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 online class(es).***

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Course** \_\_\_\_\_ **Start Date/Term** \_\_\_\_\_

**Reason for taking the course** \_\_\_\_\_

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