

# Distance Learning Contract

## Pelican Rapids High School

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

### Student Contract for Distance Learning:

#### 1. Student Responsibilities:

The following procedures will help to ensure effective classes:

- The student will need internet access and a video capable device with a keyboard.
- Follow the daily class schedule and routinely check school email and Google Classroom.
- Microphones should be positioned nearby the student. Leave your microphone on mute when not speaking.
- When in a Google Meet, turn your camera on so the teacher can physically see that you are an active participant.
- Notify the teacher at the start of the class if you need to be excused.
- Handouts and materials will be available for in-person pickup or available online.
- It is the student's responsibility for reviewing available materials. The student is responsible to pick up and turn in these items electronically or to the school by the due date. Whenever possible, work will be submitted electronically.
- Communicate with the teacher if you have any course-related questions or concerns.
- In the event that the network should fail or disconnect, please notify the school.

#### 2. Student Behavior

This document enables students and parents to clearly understand the responsibilities of a distance learner. If students have any questions, they should contact the teacher or principal. Students taking courses via distance learning must be aware of the following:

- Insubordination will not be tolerated. Insubordination is defined as anything that interferes with teaching or learning in the classroom.
- Inappropriate language or gestures will not be tolerated. Two-way audio/video classes may be recorded.
- Students will handle the equipment appropriately.
- Students will follow classroom rules and procedures as specified by the teacher.
- The distance learning Google Classrooms will be monitored.

### **3. Consequences for Unacceptable Behavior:**

#### **First Offense:**

- The student will be given a verbal and/or written warning and informed that their behavior is inappropriate.

#### **Second Offense:**

- The student will be informed that their behavior is inappropriate and parents will be notified of the behavior.

#### **Third Offense:**

- The student will be removed from the course permanently and will not receive credit for the class.

#### **Severe Misconduct:**

- Severe misconduct may result in the immediate dismissal from the class and disciplinary action according to school policy. As a result of the remote delivery of the instruction, by necessity, local school district administration and the teacher have the ultimate responsibility for monitoring the students' behavior and assuring their compliance with the district's regulations and behavior standards.

### **4. Acceptable Use**

- The student will use resources provided for online courses for authorized purposes only.
- The student will use only legal versions of copyrighted software in compliance with licensing agreements.
- The student and/or parents/guardians are liable for any improper use of the Internet and/or email. G-Suite (school Email, Classroom, Meet, etc.) use may be restricted or removed.
- The student is expected to protect the privacy of classmates and staff and should not publish or distribute any content outside of the class; including posting on social media or to peers.
- The student should not bypass any security protocols on digital devices or platforms.
- Access to the technology utilized in online courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest and legal.
- Student 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

### **5. Academic Integrity**

- All student work that is submitted must represent the student's original ideas and/or the student will appropriately cite all relevant sources if it is not completely original.
- No other person can complete any portion of an assignment, activity or exam or make revision to an assignment, activity, or exam.
- The student may be assigned proctored assessments, oral quizzes, or be asked to discuss the process used to research for a project or paper.

- It is the responsibility of the student to contact the high school office to set up a proctored assessment appointment.
- Failure to comply with the above points will result in:
  - **First Offense in a Class:** The student will not receive credit for assignment, activity, or exam.
  - **Second Offense in a Class:** The student may be removed from the class for the semester.

## 6. School Activity Eligibility (As a reminder the student hand book policies also govern distance learning)

- Students with an absence(s) from any P.M. period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc., shall be considered as team members. P.M. period(s) refers to hours 5, 6, and 7 for grades 7 through 12. For other unnamed activities, the student will abide by the decision of the school administrator and/or the Activity Director.

## 7. Schedule Changes

- Student schedule changes will follow the handbook policy.

## 8. Course Progress Expectations

- If a technical problem occurs, the student is expected to work those out in a timely manner.
- If a student has a question related to the course content, the student should communicate with the teacher.
- Attendance for distance learners may be measured by the successful completion of assignments and activities, communication with the teacher, participation in live online instruction and discussion, or any other teacher-directed activities.
- All assigned work needs to be completed in accordance with posted due dates.
- Blank submissions are not considered submitted assignments.
- The student is expected to communicate with the teachers on a regular basis.
- The student is expected to follow the in-person school schedule and access the daily live-stream for classes when applicable.

## Signature Form

The signatures below affirm that we have read, discussed, and understand the distance learning expectations and consequences listed above and agree to abide by them. This signature form also authorizes and gives consent to the Pelican Rapids School District #548 for distance learning classes to record and playback any likeness, image, or voice; and any material created during the school year. I understand that this access is designated for in-school educational purposes only. I give these rights freely and without compensation now or in the future:

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

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

Please return this document on or before September 8th to the high school office. The contract needs to be signed and returned before enrollment into distance learning is secured.