



Student Contract for Online Courses

Course Name: _____ **Course #** _____ **Section #** _____

Local Mentor: _____

Students are expected to attend and participate in their online courses as fully as they would attend in a traditional classroom course. Students must agree to the following guidelines to be eligible for participation in an online course.

- | | | |
|-----|----|---|
| Yes | No | I will make a commitment to complete this course by _____ (date). |
| Yes | No | I will make a commitment to log in and work in my online class at least 5 times throughout the week or as often as I need to remain on schedule. |
| Yes | No | I am responsible for making up all work that I have missed if I am absent from school. |
| Yes | No | I will follow my district's Acceptable Use Policy that sets guidelines for Internet and e-mail use. |
| Yes | No | I will NOT change my password because the only way that I will receive credit for the course is by having my teacher check my progress. |
| Yes | No | I will NOT use any other student's login or password. |
| Yes | No | I will NOT use e-mail for personal use if the school prohibits it. |
| Yes | No | I will use common sense when sending e-mails to the online instructor. |
| Yes | No | I will try to be as clear as possible and use courteous language when I communicate with my teachers and online classmates. |
| Yes | No | I will review e-mail before I send it. |
| Yes | No | I will always include my first and last name so the instructor knows who I am. |
| Yes | No | I will abide by the rules of both my online and local teachers and the person who is in charge of the room I work in (library, study hall, computer lab, etc.). |
| Yes | No | I will notify the online and local instructors with any problems that I have with the class or computer. |
| Yes | No | I will make sure to keep in contact with the online and local teachers at least once a week and to ask questions as they come up. |

The student and mentor will review and discuss this document. Upon completion of the discussion, if both understand and agree to the conditions of the course, they will each sign the bottom in an agreement of mutual understanding.

I understand the needs and expectations of the course and agree to fulfill my responsibilities and will work to successfully complete this online course.

Student: _____ Date: _____

Local Mentor: _____ Date: _____