

MICHIGAN CITY HIGH SCHOOL VIRTUAL ACADEMY

MCVA

Student/Parent Contract for Online Courses

Updated 7-31-2023

- Access to the technology utilized in online courses requires certain responsibilities and obligations. Appropriate use is ethical, honest, and legal.
- It 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.
- These policies are available on the district websites. Please refer any questions to the local district contacts.

**Program Progress Expectations**

1. By the end of the semester, I am required to earn a minimum of 6 credits and be ON TRACK with diploma requirements to graduate. If I have not earned at least 6 credits and been making sincere efforts to get up to speed, I will be transferred back to an in person high school schedule.
2. Attendance for online courses are measured by successful completion of assignments. I understand that the minimum attendance requirement means that I must appropriately complete and successfully submit all assigned work every school day.
3. I understand that all assigned work needs to be completed according to the Due Dates provided on my Pace Chart. I need to work ahead if family or personal activities will limit completing course activities at any given time.
5. I understand that I am expected to communicate with my teacher on a regular basis and read any emails the teacher sends.
6. All courses have a required in-person proctored semester exam. It is my responsibility to contact my teacher and give advance notice of proctored assessments or tests to set up an appointment.
7. I am required to attend in person for ALL required state testing.

**Academic Honor Policy**

1. I understand that no one other than me 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, removal from that course and I may be required to retake the course at a later date.
2. I understand that I will be assigned proctored assessments, in person or online or on the phone or be asked to discuss the process used to complete an assignment or assessment.
3. I understand that if after completing the End of Course assessment I do not have a passing course grade, credit will not be awarded for the course no matter what grades I earned throughout the course and I may be required to retake the course at a later date. (Alternate assessment methods may be used at the discretion of the teacher based on individual needs.)

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4. I understand that online courses may not be a good fit for everyone. I may request a placement change only at the end of a semester.

5. 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 regularly with my teacher.

**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 program. In the case of a grievous offense a student could be removed from the program even if it is a first offense.

4. I and/or my parents are 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, whiteboard 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 of the class members. 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.

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.

**Technical Support – Local and How to “Submit a Ticket”**

• You can email the teacher or if you are not able to reach them or resolve your problem, contact the MCHS Tech support desk at 219-873-2044, ext. 4372

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Reason for alternative education request:

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***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 Michigan City Virtual Academy.***

Student Name \_\_\_\_\_

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

Parent/Guardian Name \_\_\_\_\_

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

School Counselor \_\_\_\_\_ Date \_\_\_\_\_

- \_\_\_ Credit Evaluation Attached and shared with parent/student. (Please check)