



EAST TROY

COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

STUDENT ONLINE COURSEWORK APPLICATION

The district retains the right to limit the number of online courses or number of students taking online courses based on annual budget.

Student's Name: _____ Grade: _____ Today's Date: _____

Parent/Guardian Informatoin

Title: _____ Parent/Guardian Name: _____ Primary #: _____ Cell #: _____

Email Address: _____ Employer: _____ Work #: _____

Title: _____ Parent/Guardian Name: _____ Primary #: _____ Cell #: _____

Email Address: _____ Employer: _____ Work #: _____

Address: _____ City: _____ St: _____ Zip: _____

Course Information

Who will serve as the LEG (local education guide)? _____ Relationship: _____

Course #1: _____ Course #2: _____ Course #3: _____

Do you have Internet access outside of school? Yes No If yes, what type? High Speed Dial Up

Can you guarantee 5-1- hrs of independent work per week for your online course? Yes No

Why are you requesting to take this course? _____

Student's Signature: _____ Date: _____

Counselor's Signature: _____ Date: _____

Non-credit recovery application must be completed and submitted to the building administrator at least 30 days prior to the beginning of the semester.

Reference: 363.6 Online Learning Policy, 363.6 Administrative Rule



Access to technology utilized by online courses imposes certain responsibilities and obligations. Appropriate use is ethical, honest, and legal. It demonstrates respect for physical and intellectual property, system security protocols, and individual 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 website. Please refer any questions to the local district contacts.

Acceptable Use Policy

1. I will use online course resources should be used for authorized purposes only.
2. I will use only legal versions of copyrighted software in compliance with licensing agreements.
3. I understand that inappropriate language or messages will not be tolerated. School staff will determine whether language and/or messages are inappropriate. Policy violations are subject to school disciplinary policies and procedures. In the case of a grievous offense a student could be removed from the course even if it is a first offense.

Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas or 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 possible removal from 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 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 and my immediate removal from the course.
3. I understand that there are standard assessment tools in online courses, and that I may be assigned proctored assessments: oral quizzes in person or on the phone or be asked to discuss the process used in my research for a project or paper.
4. I understand that courses have a proctored semester exam or culminating activity.
5. I understand that I and/or my parents are liable for any improper use of the Internet and/or e-mail. I understand that anything done on the computer can be retrieved and printed at any time. My e-mail, chat, whiteboard and discussion privileges may be restricted or removed. My course e-mail accounts should be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute e-mail 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 all people. I will not attempt to bypass security protocols

Two-Week Drop Window and Trial Period

1. I understand that online courses may not be a good fit for everyone. For vendor courses I may drop the course within 14 calendar days or according to vendor policy. If I choose to drop the course after that date, I will receive a W/F for the course.
2. I will follow high school procedures and time lines for dropping of district created courses.
3. I understand the East Troy School District reserves the right to remove me from the course during the first 14 days for lack of progress.

Course Progress Expectations

1. I understand that attendance for my online course is measured by logging on to the computer, by submission of assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with online lessons.
2. I understand the expectation is that all assigned work needs to be completed according to the assigned due dates.
3. I understand I need to plan and work ahead if family or personal activities will limit course activities at any given time.
4. I understand if I am not able to maintain the pace set at the start of the course, I need to work with my teacher to revise the Pace Chart. I am permitted to revise my Pace Chart just once during the course, unless there are extenuating circumstances that justify additional revisions.
5. I understand that any assignment submitted beyond the due date may not receive full credit.
6. I understand that I am expected to communicate with my teacher on a regular basis.

I have read and understand the online course expectations and consequences listed above and agree to abide by them. Failure to do so may result in consequences up to and including being terminated from the online course and receiving an F in the course.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

LEG's Signature: _____

Date: _____