

2015 - 2016 Online Student Guidelines

____1 - When you are in the Media Center (Room 211) for an online class **you are in class**. You are NOT in study hall to work on other homework. Seniors may not go to Senior Center during online class hour.

____2 - Online students should sign in their own name on the "Online Student Sign In" attendance sheet located at the front desk of the Media Center and sit in the assigned seats for online students.

____3 – Students who bring their own laptops should sit in the assigned seats for online students. Laptops can be left at the Personal Device Charging Station during the day but must be checked in and out with Media Staff. Devices cannot stay overnight in the Media Center.

____4 - The Media Center staff, or Mr. Buch, IT will assist you with any technical issues that may arise with the computers, software, or online program. Questions related to class material should be emailed to the course instructor. Mrs. Nass is the person to go with any concerns/difficulty you are having with the online class.

____5 - The Media Center staff will proctor and administer online tests per instructions of the online instructor.

____6 - **A copy of the course syllabus and list of assignments/test/quizzes must be given to the Media Center staff at the beginning of the semester to be kept on file at the front desk of the media center.** You are responsible for keeping up with your assignments but periodic checks will be done to make sure students are not falling behind in assignments.

____7 - Any textbooks or other learning resources are the responsibility of the student. Suggested websites for books will be given by your online instructor.

____8 – Mrs. Nass will enter the final grade into Power School. Your current grade will NOT be listed into your Power School. You will track your grade through your online instructor (Moodle).

____9 - It is the student's responsibility to communicate with their online teacher about NO SCHOOL at MLHS. This includes snow days, holidays, or missed days for student illness/vacation. It is best to let your online instructor be aware of these dates a minimum of five days in advance.

____10 – Student should be prepared for technology/internet difficulties. It is recommended that you copy and paste your reading and/or assignments to a jump drive so that if there the internet is down, you don't lose work and time on projects. Mr. Buch is your resource person for technology issues.

____11 – **Reimbursement forms must be completed and submitted to the Guidance Center within three weeks after the end of the semester in order for you to be reimbursed for your online class.** Reimbursement forms are located in the Guidance Center or at the MLHS website.

Student Agreement Signature: _____ Date _____

Parent Agreement Signature: _____ Date _____

Please return with Registration Form to the Guidance Center.