

Virtual Learning Requirements/Responsible Use Procedures
Florence School District Five
2020-2021

Introduction

Welcome to Florence School District Five Virtual Academy. Participation in this program has similar requirements to the face-to-face requirements in the school setting. Learners are bound by SC State Standards and the policies of the Florence School District Five School Board. Although virtual students are not required to physically attend the school facility on a daily basis, they are required to adhere to all expectations and guidelines established for any Florence School District Five student.

Requirements

- Students must be enrolled in Florence School District Five
- Students must have an approved, completed registration with up-to-date contact numbers.
- Students must log in daily with their assigned teacher through the student learning platform. Failure to meet the virtual attendance requirements will result in an absence. Absences will be excused if a medical excuse is provided.
- Students must complete assignments by the due date provided. If a student is absent, he or she can make up the work that is missed by working out a plan with the virtual teacher.
- Students must participate in all local and state assessment exams as required.
- Students/ parents must agree to all parts of the virtual learning contract.
- Students/parents must agree to stay in the virtual learning environment for 9-week segments.
- Students must adhere to academic integrity and academic honesty requirements.
- Parents must attend progress meetings.
- Students are to abide by the district's Internet Acceptable Use policy.
- Students are responsible for any school owned device.

Contract Violation:

Consequences for violation of the provisions of this contract:

1st offense- Written warning- Parent or guardian and school notified

2nd offense- Written warning- Parent or guardian, school and district notified.

3rd offense- Parent/Teacher face-to-face meeting- Mandatory

Expectations

What are the learner expectations?

- Students will be required to log on daily using their computer- Each class will have a structured daily schedule will be in place for all students.
- Students are expected to remain enrolled in the virtual academy for at least 9 weeks.
- Students are held to FSD5 policies in regards to attendance and grading.
- Students will be expected to participate in formative assessments and state testing.
- Students will be expected to adhere to all virtual academy guidelines.
- Students are expected to complete all assignments by the due date.
- Students are required to attend all mandatory meetings.

What are the parent expectations?

- Provide reliable Internet service and use time
- Prioritize learning
- Support young learners
- Check-in weekly with student performance
- Create a dedicated learning space
- Assist the student in developing and adhering to a weekly learning schedule/plan
- Remove distractions to learning
- Communicate regularly with the student about learning progress and with the teacher when appropriate
- Respect teachers' office hours and instructional time.
- Attend all face to face mandatory meetings with the teacher or administrator.
- Ensure that the students adhere to all guidelines for virtual learning.
- Ensure student attends face to face testing requirements.

Responsible Use Procedures

Florence School District Five encourages students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, we ask parents and students to become familiar with the policy and regulations that have been established for technology use in the district. The district's Acceptable Use Policy is available on the district web site in the Board of Trustees section. The policies are IJNB and IJNDAA and can be found by clicking on Board Policies and then using the search feature for the policy manual.

Students must:

1. Respect and protect their own privacy and the privacy of others.
 - Use only assigned accounts.
 - Keep personal information such as: name, address, phone number, etc., offline.
 - Keep passwords secret.
 - Have permission to photograph or videotape other individuals and to subsequently post these images or videos to the Internet.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and Internet users.
 - Florence School District Five is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices.
 - Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
3. Respect and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
 - Use electronic communication devices appropriately to assure academic integrity.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Use electronic communication devices for schoolwork only.
 - Florence School District Five email should only be used for school-related email and projects.
 - Report threatening or offensive materials to a teacher or administrator.

Middle and High School Terms and Conditions for Device Usage

A prepaid technology fee of \$20 is required for all middle school and high school students for the current school year. The premium must be paid in full before October 1 in order to qualify for protection. It may be preferable to pay for it out of pocket rather than using up the one no-cost first incident. The first incident can certainly be used toward replacement of the adapter if the student chooses, but it may be more beneficial to reserve

Repair and Replacement Cost Schedule

Full Replacement Cost

For loss, theft or in cases where damage is so severe that repair is not cost effective.

\$350

Major Repair

For damage to the screen, system board and/or multiple damages reported in the same instance.

\$150

Minor Repair

For damage to all other components.

\$75

Cosmetic

For minor cosmetic damage which in no way affects the operation of the device, and will not be repaired.

\$25

Swappable Items

Power Adapter and Cable

\$25

Replacement Tags

Removal or damage of asset or other informational tags or markings.

\$5

**Virtual Learning Requirements/Responsible Use Procedures
Acknowledgement and Understanding
Florence School District Five
2020-2021**

My child and I have read, discussed and agree to the **Florence School District Five Responsible Use Procedures (RUP), Terms and Conditions for Device Usage & the Learner/Parent Acknowledgement and Understanding**

**If you do not agree to the RUP and Terms and Conditions for Device Usage, your child will not be able to use any district or personal electronic communication device in any school in Florence Five.*

Learner (RUP) Signature: _____

Date: _____

Parent/Guardian (RUP) Signature: _____

Date: _____

Learner Acknowledgment and Understanding

As a student enrolled in a Virtual Learning Program, I am aware that I am expected to adhere to the highest codes of conduct and integrity. I have read, understand, and acknowledge all the expectations and requirements as set forth in the student handbook and in this document. I agree to abide by the guidelines as stated.

Learner Signature: _____

Date: _____

Parent/Guardian Acknowledgment and Understanding

I have read and understand the policies and stated expectations and requirements for my child and I agree to support the virtual learning program expectations. I understand that participation in my child's education will help determine his/her likelihood of success in the program. Therefore, I will monitor and support my learner in his or her studies. I agree to be accessible and readily available to the teachers to discuss my child's progress and development. I understand time management and attendance is vital to the learner's success. I also understand that I am financially responsible for borrowed devices and technology from FSD5.

Parent/Guardian Signature: _____

Date: _____