



# Virtual Academy Contract & Online Enrollment Instructions

## Instructions for Virtual Academy enrollment and contract completion:

1. Carefully read and review **ALL** portions and pages of the following contract for the CRSD Virtual Academy. **PRINT a copy of this document for later reference. Note that this is a binding contract that covers ALL e-learning courses offered by the CRSD.**
2. Go to <http://bit.ly/14htrA2> and complete all required information on the form. **Student AND parent/guardian must verify agreement with terms of the contract by typing their full name and contact information in the spaces provided.**
3. **Your course will be activated on the requested start date or as soon as the enrollment request and contract have been e-signed and submitted via the online form.**
4. **Questions? Please contact Mrs. Van Wyhe at [tvanwyhe@crsd.us](mailto:tvanwyhe@crsd.us) / 822-8533 or Mr. Lorence at [jlorenc@crsd.us](mailto:jlorenc@crsd.us) / 5286.**

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## We (student and parent/guardian) understand and agree to the following terms for enrollment in CRSD Virtual Academy coursework:

- The student commits to spending each assigned class period at school and/or several hours each day (for summer term) on Virtual Academy coursework. During the **regular school year**, the assigned e-learning class period may not be used as a study hall for other school work. Courses taken during the **summer term** include a FULL SEMESTER'S WORTH OF WORK. Thus, students must plan to spend 3-5 hours per day on coursework, 4 to 5 days per week for the duration of the eight-week course.
- For **Summer Term** courses: The parent assumes responsibility for ensuring daily access to a reliable computer and Internet connection either at home or at a public use computer in the student's community. Each family is responsible for providing or securing the computer equipment and Internet connection necessary for virtual academy coursework during the summer term. The final exam for Virtual Academy courses must be proctored. It is the responsibility of the student to coordinate proctoring of the final exam. Contact Mrs. Van Wyhe ([tvanwyhe@crsd.us](mailto:tvanwyhe@crsd.us) / 822-8533) for more information on proctoring of final exams.
- The student and parent understand that some coursework taken during the school year may require additional time and computer access outside of the school day and commit to ensuring the student has access to computer resources before or after school, if needed.
- The student agrees to immediately contact his/her **Virtual Academy teacher** via email whenever a problem arises.
- The student and parent understand that it is the student's responsibility to follow due dates and deadlines established by the Virtual Academy teacher, and to contact the teacher directly with questions about assignments, due dates, and deadlines.
- The student and parent understand that the established deadline for course completion may not necessarily coincide with the end of a school semester, depending on a student's start date. They further understand that **summer courses** must be completed with EIGHT (8) WEEKS of the start date.
- During the **regular school year**, the student has **TEN SCHOOL DAYS** from the course activation date to drop the course without penalty. **Drop requests after TEN SCHOOL DAYS** from start date will not be granted and the student will be issued a Withdraw Fail grade on his/her transcript, per board policy. **Drop Requests must be made in writing and submitted via the online Drop Request form.**
- During the **summer term**, the student has **FIVE CALENDAR DAYS** from the course activation date to drop the course without penalty. **Drop requests after FIVE CALENDAR DAYS** from the start date will not be granted and the student will be issued a Withdraw Fail grade on his/her transcript, per board policy. **Drop Requests must be made in writing and submitted via the online Drop Request form.**
- For ALL courses (summer term and regular school year): There is no cost to students/parents for Virtual Academy participation. **However, if a student does not complete a course (including failing to drop a course within the stated Drop Request period) and/or fails a course (earns a failing grade of 'F'), the student/parent will be required for pay for any/all future e-learning enrollments.** The CRSD provides tuition-free e-learning courses for ORIGINAL CREDIT only. Fees associated with any and all credit recovery classes are the responsibility of the student and his/her parent/guardian.

***We have read, understand, and agree to the above terms for participation in the CRSD e-Learning Virtual Academy. IN ADDITION, we have read, understand, and agree to the Virtual Academy Student Code of Conduct, found on the following pages. We will verify our understanding of and agreement with contract terms by providing an e-signature and complete contact information on the online Virtual Academy Contract and Enrollment Form, found at <http://bit.ly/14htrA2>.***



## Student Code of Conduct for All Virtual Academy Enrollments

**Directions:** All students must read and e-sign this Code of Conduct policy (hereinafter referred to as the “Policy”) in advance of proceeding with taking an e-learning course. Contract agreement e-signature form may be accessed on the CRSD’s e-Learning Resources webpage or through this direct link:

<http://bit.ly/14htrA2>. Our e-learning academy providers leverage this Policy to maintain the academic integrity of the e-learning courses, curriculum, students, and staff, and to address the consequences of noncompliance. By signing this Policy, you agree to adhere to the Policy and the other standards and requirements of the various e-learning providers.

**Academic Misconduct:** Academic misconduct, in any form, is not tolerated. Academic misconduct includes, but is not limited to, cheating, plagiarism, copying another student’s work, or allowing another student to copy your work. If academic misconduct is found, the following consequences will result:

- First offense: Zero on assignment, written warning, and a note added to the records of the students involved
- Second offense: Zero on assignment and referral to the administration for possible withdrawal

**Defiance of Authority/Insubordination:** Disobedience or noncompliance toward any staff member of the e-learning provider Virtual Academy is considered insubordination. This includes refusal to maintain communication with e-learning staff. An act of insubordination may occur in any situation or communication, including, but not limited to, in an email, during a phone conversation, or in person. If defiance of authority or insubordination is found, the following consequences will result:

- First offense: Referral to a guidance counselor
- Second offense: Referral to the administration for possible withdrawal

**Computer Misuse:** Any student who attempts to access the secure information of any e-learning provider’s virtual academy platform or its affiliates in an improper manner, uses another student’s or staff member’s log-in information to gain access to information, intentionally attempts to obtain access to areas or information not open to normal access, or engages in any act similar to the above, has committed a computer misuse. If computer misuse is found, the following consequences will result:

- First offense: Depending on the nature of the offense, the consequences can include a written warning, referral to a guidance counselor, suspended access to e-learning courseware, or administrative referral for possible withdrawal.
- Second offense: Referral to the administration for possible withdrawal

**Anti-Bullying Policy:** Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in e-learning classes. Any student found to be involved in these activities will immediately be withdrawn from the Virtual Academy.

**The CRSD and its Virtual Academy content providers use this definition of cyber bullying:**

Cyber bullying, or bullying in any form, is not acceptable behavior for any student enrolled in e-learning classes or on-campus classes using digital curriculum. Any student found to be involved in these activities will immediately be withdrawn from e-learning courses.

**Deviation from the above consequences:** Notwithstanding anything in this Policy to the contrary, the district and its e-learning providers reserve the right to modify the consequences or actions taken against a student who violates this Policy at district or e-learning provider’s sole discretion for reasons including, but not limited to, the severity of or damages caused by the violation or to ensure compliance with applicable law.

### **Internet Terms and Conditions of Use**

1. Users will not be abusive in e-learning communication and/or messages to others. They will not use offensive, obscene, or harassing language when using any e-learning systems or software.
2. Users will not reveal personal addresses or phone numbers of other users.
3. Users will not post information if it violates the policy of others, jeopardizes the health and safety of students, plagiarizes the work of others, is a commercial advertisement, or is not approved by the teacher or school administrator. Users will accept responsibility for all materials they link to or upload.
4. Users will promptly report any inappropriate material they receive.
5. Users will not attempt to log in to the network using any other user's name and password.
6. Users accept and acknowledge that additional documents and paperwork may be required, including but not limited to documents requiring agreement and signature upon the request of the CRSD or e-learning provider's administration.
7. Any and all student-produced Web pages will be subject to approval by the teacher or school administrator.
8. Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, agency, district, or e-learning provider. That includes, but is not limited to, the uploading or creation of computer viruses.
9. In the event of a virtual field trip, all users will conduct themselves in accordance to Policy or agreement applicable to such field trip.

### **Academic Integrity Policy**

1. I will do my own work.
2. I will not copy another person's work, in whole or in part, and turn it in as my own.
3. I will not consult unauthorized material or information during tests unless my teacher gives me permission.
4. I will not plagiarize.
5. I will not copy text, graphics, mathematics solutions, artistic layouts or presentations, or any ideas in any form from another source without proper citation.
6. I will not communicate exam information or answers during or following an exam.
7. I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
8. I will not turn in an original paper or project more than once for different classes or assignments.
9. I will not, in laboratory situations, falsify or fabricate data or observations, including computer output.

**By e-signing the Contract Agreement Form (found at <http://bit.ly/14htrA2> ), both student and parent/guardian agree to adhere to this Policy and refrain from committing any of the violations identified in the Policy. Further, both student and parent/guardian understand that any violation of this Policy could result in the loss of credit and revocation of access to all instructional materials provided by any e-learning provider's Virtual Academy coursework, in addition to the other consequences identified herein.**