**Course Expectations Contract**

1. Online discussion posts

Discussion posts are a critical part of the communication system of the course. Students should respect the opinions and comments of their fellow students and follow all district policies involving student interaction. Students should use the following specific guidelines:

1. Student should respond to classmates constructively and within the guidelines of the assignment.
2. Students should read all posts before choosing a post to respond to.
3. Students should post to a discussion question within the timeframe listed in the prompt.
4. Students are forbidden to send, promote or print hate mail, threats, harassing information, derogatory remarks, material of a sexual nature, and other antisocial communications.
5. Students are forbidden to impersonate or misrepresent other users on the network.
6. Interacting with the instructor

Communication with the instructor should be done in an academic manor. Students should act with integrity in tone and content. Student should be well informed of all timelines and schedules of the course. Students should use the following specific guidelines:

1. Students should only submit work and posts to the instructor that are representative of the student’s own efforts.
2. Students should cite all external sources in any submitted work or post.
3. Students should respond to instructor messages within 24 hours and instructor will respond to student messages within the same timeframe.
4. Students should contact the instructor if there are any issues with completing an assignment on schedule otherwise all work should be turned in by the due date.
5. Students should respect the posted virtual office hours and only send messages to the instructor through the course management system or district email address.
6. Live Sessions

A live session may take the form of a video conference, screen share, voice conference, or group chat. Students should behave respectfully to the instructor and all members of the session. Students should use the following specific guidelines:

1. Students should refrain from multitasking during a live session. No other windows should be open unless directed by the instructor.
2. Students should behave as if the instructor was in the room with them.
3. Students should participate in the chat window and only post about the topic of discussion.
4. Students should never “mute” any member of a live session
5. Students should send all messages to everyone in the session and except in the case of asking the session facilitator a private question.
6. Students are expected to attend all live sessions unless previously arranged with the instructor.
7. Role of the Instructor

The role of the instructor is essential in guiding students in the progress of the course. The instructor’s responsibility lies in finding the resources to help students do the work, to think metacognitively about the work, to determine the accuracy of the work, and to make sure the student does a quality job on their work. Students should use the following specific guidelines:

1. The Instructor will set up the learning environment by providing clear instruction of what is to be accomplished and a guide for achieving the goal. This includes course content, timelines, technology training, and evaluation standards.
2. The instructor will support the work of each student or student group by guiding them to their goals using timely feedback on their work and set standards of quality.
3. The instructor will suggest resources (websites, contact persons, organizations etc. ) that a student can use when working towards achieving the course goal.
4. The instructor will help students develop ideas and concepts by providing graphic organizers, note taking tools, and technology resources.
5. The instructor will help the student to think metacognitively by encouraging the student to reflect on the learning process and how the student may improve their quality of work.

(Stanley, 2007)

1. Internet Safety

The internet can be a valuable resource but it is also an open resource. Communication must be done with care and caution. Students should use the following specific guidelines:

* 1. Students should not enter any information about themselves, anyone else, or school on any website outside the course management system. This includes name, address, telephone number, email address, or any other information.
  2. Students should not post any pictures of themselves or any other student unless permission is received from parents and instructor.
  3. Students should never give out their password to anyone other than their parent or guardian.
  4. Students should be aware that nothing is ever private online and deleting a post or a page does not mean it is truly deleted.
  5. Students should know the proper response if a person writes something that is mean or makes them feel uncomfortable is to not respond, log off and tell the instructor, parent or guardian.

Stanley, Thomas E. "Student-to-Teacher." Member forum posting. *INACOL Member Forum*. INACOL, 28 June 2007. Web. 29 Oct. 2013. <http://forum.inacol.org/index.php?showtopic=655&st=0&#;>.