



VHS REGISTRATION

STUDENT INFORMATION

Name: _____ Phone: _____

DOB: ____ / ____ / ____ Gender: M F

Student Email Address: _____

CONTACT INFORMATION

Parent/Mentor Name: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Parent Email Address: _____

SCHOOL INFORMATION

AASD School Attending: _____ Current Grade: _____

Counselor: _____ Graduation Year: _____

COURSE REQUEST

VHS Course Name: _____ Term: Fall Spring Full Year

VHS Course Name: _____ Term: Fall Spring Full Year

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APPROVALS

Student Signature: _____ Date: _____

Parent Signatuare: _____ Date: _____

Guidance Signature: _____ Date: _____

Please return completed form & signed student contract to:
Appleton eSchool, 2121 Emmers Drive, Appleton WI 54915
Fax: 920-832-1741 Phone: 920-832-1744

Student Contract for VHS Courses

Appleton students have the opportunity to over 200 course electives through a partnership that our district has with the Virtual High School (VHS). Seats are limited and are filled as a first come first serve. Students need to register on the Appleton HomePage- <http://www.appletonschool.org> and locate the VHS registration link.

Access to the technology utilized by VHS 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 individuals' 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 websites. Please refer any questions to the local district contacts.

Acceptable Use Policy

1. I will use resources provided for VHS courses for authorized purposes only.
2. I will use only legal versions of copyrighted software in compliance with licensing agreements.
3. I will use appropriate and respectful language in all communications. Inappropriate language or messages will not be tolerated. VHS and Appleton eSchool staff will determine whether language and/or messages are inappropriate. The following minimum disciplinary guidelines will be used when determining consequences: first offense, a warning to the student and notice to parent; second offense, a conference with the student, parent and administrator; third offense, removal from the course with a failing grade. In the case of a grievous offense a student could be removed from the course even if it is a first offense.
4. I and/or my parents are liable for any improper use of the Internet and/or email. I understand that anything done on the computer can be retrieved and printed at any time. My email, chat, whiteboard and discussion privileges may be restricted or removed. My course email accounts should be used for class purposes only. I am expected to protect the privacy of students and staff and not publish or distribute email 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.
5. I and/or my parents are liable for any Media materials that are specific for my VHS course. Materials must be picked up by me and/or my parents at the eSchool office and brought back to the eSchool office at the conclusion of my course. Exception will be given to out of district students in which case media items will be mailed to their home. Out of district student's will be required to mail the items back to the eSchool office. Items must be returned in the week following the end of the semester or a late fee or replacement materials fee will be given.

Academic Honor Policy

1. I understand and agree that all work submitted must represent my original ideas and/or I will appropriately 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 possibly for 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 I may be assigned proctored assessments: oral quizzes in person or on the phone or be asked to discuss the process used in research for a project or paper. These are standard assessment tools in online courses. It is my responsibility to contact the eSchool office and give advance notice of proctored assessments or tests to set up an appointment.

Drop Window and Trial Period

1. I understand that online courses may not be a good fit for everyone. I may drop the course on or before three weeks from the beginning of my VHS course. If I choose to drop the course after that date, I will receive a W/F for the course.

2. I understand that I am taking a place in a VHS course that is valuable and that I am going to do my best to complete all assessments on time and communicate with my teacher. Each Network school be charged \$100 per student to cover the VHS annual membership. The only time the \$100 per student fee would be waived is when someone on the waitlist replaces their enrollment.

Course Progress Expectations

1. Attendance for my VHS course is measured by successfully completed assignments and activities, communication with my teacher, participation in discussion threads, and any other teacher directed activities and interaction with the online lessons. Discussions are main component of VHS courses and most courses require a MINIMUM of 4-5 days on the discussion board. VHS weeks run from Wednesday through Tuesday so that VHS students can best utilize their time even over the weekends.
2. I understand that all assigned work needs to be completed each week. Every week a new LESSON item will be revealed. Students must work on that lesson within the given week to earn credit for assessments and discussions. All students start together and work through the course at the same pace.
3. I may need to work during times when the VHS calendar and my school calendar do not match. I realize that VHS involves students from around the world and I will need to work even during vacation time for AASD students and staff.
4. I understand that I am expected to communicate with my teacher on a regular basis through the Private Thread or Student Messaging system. VHS teachers will respond within 24 hours on school days.

Technical Support – Submit a Ticket

- For technical assistance go into your VHS course and select Submit a Ticket on your Home Page in the upper right hand corner. You will need to be as specific as possible as to what the tech issue is. VHS tech support people will respond to you in the form of what ever email you provide on the ticket.
- You can email Ms.Sunke in the eSchool office if you need to have your teacher emailed directly at sunkeamy@aad.k12.wi.us or call the eSchool office at (920)832-1744.

I have read and understand the VHS expectations and consequences listed above and agree to abide by them. Failure to do so may upon investigation result in consequences up to and including being terminated from VHS.

Student _____ Date _____

Parent /Guardian _____ Date _____

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