

SAINT VINCENT COLLEGE

STEP-UP ENRICHMENT PROGRAM VIRTUAL LEARNING AGREEMENT

This agreement is designed to make virtual learning available through the Saint Vincent College Step-Up Enrichment Program (“Program”) and promote a responsible and safe learning environment for all participants. Cooperation and adherence to this agreement is a condition participation. Violation of this agreement may result in removal of the participant from the Program.

Student Information	
Student Name:	Telephone:
Grade:	Email:
Parent/Legal Guardian Name:	
Home Address:	

Students will observe the following practices and precautions during virtual learning and online live classroom meetings to help ensure that the use of technology is a safe, productive, and educationally rewarding experience:

- Students are expected to be on time, appropriately dressed and seated in an appropriate manner for learning. A quiet environment, without distracting backgrounds, is best suited for virtual learning. Avoid having any music, television or other distracting noises that could be heard in the background.
- Students should have their microphones on MUTE until called upon by the teacher.
- Students are expected to be respectful when interacting with the teacher and other students.
- Students will NOT use profanity, vulgar language, slang, inappropriate terms, or any derogatory/offensive language/terms when interacting with the teacher or other students. This applies regardless of whether the student is speaking or using the chat feature of the virtual delivery system.
- Student’s screen name should be the student’s actual name.
- Students should login to the classroom at least 5 minutes prior to the start of the class. Becoming familiar with the features of the learning delivery system prior to class is recommended (e.g., learning how to mute/unmute, using the virtual “raise your hand” button, using the chat feature).

- Students are encouraged to remain active and engaged by asking and answering questions. Use the “raise hand button” or physically raise your hand. Wait to be acknowledged by the teacher before unmuting your microphone.
- Students are encouraged to have their camera on throughout the class; however, it is recognized that this is not always possible. Please contact the teacher prior to the class start regarding this should the student not be able to be visible throughout the meeting time. If the student needs to briefly turn off the camera during class time, the student should send a message to the teacher via the chat feature.
- Students should not share login credentials or class links. Sharing of login information violates other students’ and teachers’ rights to confidentiality and could result in participation by unauthorized person and/or lead to disruptive behaviors that detract from a productive and positive learning environment.
- Students will present their own work and not plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as their own.

Saint Vincent College, its employees, and its Step-Up personnel will not be held responsible for the actions of a user who is in violation of any of the terms of this agreement. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the parishes system, or any liability, damages, or financial obligations arising through the unauthorized use of the Step-Up and/or personal technology resources.

Copyright and intellectual propriety rights to the content of the classroom meetings as broadcast remain with and belong to Saint Vincent College. Nothing contained therein may be re-broadcast, recorded or reproduced without the express, written approval of Saint Vincent College.

PARENT/GUARDIAN ACKNOWLEDGEMENT

I have read the Virtual Learning Agreement and have discussed it with my child. I understand that access to the Internet, technology and communications systems are designed for educational, security, and safety purposes and that my child has agreed to abide by the usage rules. I understand that my child has responsibility for his or her actions regarding the use of technology resources and recognize my responsibility for governing and guiding access during virtual learning. I also understand that the consequences, as stated in the policy, for inappropriate actions or conduct. I recognize that it is impossible for the Program to restrict access to all controversial materials and I will not hold Saint Vincent College or the Program or their personnel responsible for material acquired or viewed through technology resources.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
---	--------------

ATTENDEES IN THE STEP-UP VIRTUAL CLASSES

I understand that live virtual class meetings will be attended by the Saint Vincent College student teacher and Step-Up students registered for the class. On occasion, the Step-Up Staff may attend for the purpose of observing the Saint Vincent College student teacher's performance.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
---	--------------

RECORDING OF VIRTUAL CLASSROOM MEETINGS

I understand that Classroom meetings will not be recorded by the Program, and I agree that neither I nor my child will record, share, or alter the content of the classroom meeting.

Parent/Legal Guardian Signature: (Student must also sign, if student is over 18)	Date Signed:
---	--------------