

CLA Online Education Agreement

The following are a list of expectations and procedures that must be followed while doing classes online.

- I understand that I must call the school office in advance or no later than 7:30 am the day of, if the student will not be in school and will be online instead.
- I understand that if I do not attend in school or online, that I will be counted as absent and need an excuse.
- I understand that I must have a device adequate to do school online that preferably has parental controls/protection, but not required. The device must have a working camera and microphone. Also, I need to have good internet and a printer/scanner. I will not Hot Spot unless that is my only option. Good Wi-Fi or hardwire is the best option.
- I understand that if I have computer issues that I will communicate with the school immediately to try to get the issue resolved.
- I understand that I am expected to behave as I would in class. I need to stay at the computer just like I would stay at my desk. My face must always be visible to the teacher on the camera.
- I understand that I am not permitted to change any backgrounds, have inappropriate profile icons, mute anyone or change any other settings and I must always leave the camera on.
- I understand that I will stay online in class until the teacher dismisses me.
- I understand that if I must leave class for any reason that I will communicate with the teacher.
- I understand that I will not eat during class unless the teacher gives permission to do so.
- I understand that I need to be dressed as if I would be coming to school and sitting at a desk or table in a quiet place. Ex: No lounging in bed or on the couch and no pajamas!
- I understand that my pets are not class participants!
- I understand that I will take any tests at the school upon my return unless otherwise directed by the teacher. If I am a full time online student, I will make my parent aware of when my tests are to be taken so I can be monitored. If a parent is not available at the time of the test, the test can be taken when an adult is available. I agree to not using any books, study notes, or online resources during a test unless directed to do so by a teacher.
- I understand that doing online education is a privilege and in order to continue this privilege I must keep my homework turned in and maintain good grades. (Accommodations will be made for prolonged illness)

Student Signature
(Signature required for 3rd and up)

Parent Signature

Date

Date

*****NOTE:** Please make sure you share these expectations with any grandparents or caregivers that would be watching over your child during the school day.