

Online Learning Agreement

Illinois Virtual School (IVS) recognizes the transition to the traditional online learning environment can be different and new for some of our parents and students. Therefore, the purpose of this online learning agreement is to help inform our IVS students and parents with tips about how to be successful online. We encourage parents to review this agreement together with their student and use it as a way to develop a shared understanding of the roles and expectations required for virtual success.

Student Tips

Learning online is different and takes some additional skills, but virtual courses are just as important as any other course. Your online course grades are part of your permanent school record. To help prepare students for online learning, IVS encourages students to review these tips:

Use this one-page rubric created by *Illinois Virtual* to help you understand what is required of a successful online learner, [Online Learner Readiness Rubric](#). (*TIP: Be honest and identify those areas you think you should improve*).

Which area did you select as developing or beginning? How might you improve that?

I agree to maintain a consistent study schedule and devote adequate time to my course(s).
(TIP: IVS suggests students spend at least four hours per week per course).

How many hours per week will you devote to your IVS courses?

I will complete any orientation to online learning prior to beginning my online course(s).

I understand that IVS's calendar may not match my local school calendar and I will submit assignments as required by the IVS calendar.

I recognize the options available for me to seek out support:

How to contact my teacher.

How to contact the IVS [tech support help desk](#) where I may submit technical questions.

How to view on-demand IVS [help guides](#).

How to get answers to general [IVS questions](#).

I will make my workspace quiet and clutter-free, and have a comfortable chair to sit in (but not so comfortable that you'll want to nap in it!).

I agree to keep up with all my assignments, tests, and quizzes. I understand that I can work ahead in my IVS course but that if I fall behind, my course might have grading penalties. *(Tip: Exit out of any social media applications on your computer and phone before you sit down to begin your online work. Regardless of where you choose to work, consider turning your cell phone off to avoid losing focus every time a text message or notification pops up).*

I will identify strategies for managing time, for managing distractions, and for combating procrastination. I might consider using a calendar. *(TIP: If you use an app, it can be very helpful to create events for when to work on your course and set up alerts to remind you when to study).* And don't forget the importance of scheduling breaks!

I agree to communicate with my teacher regularly and whenever I have a question, feel lost, or am confused. *(TIP: IVS teachers love hearing from their students; reach out and start a conversation with them).*

I will ensure the teacher is aware when I have scheduling conflicts that prevent me from maintaining pace.

I will participate and engage in course discussions as assigned and exhibit appropriate netiquette while communicating with my peers and online teacher respectfully.

I will submit my own original work.

I will check my email and the course home page regularly for messages and announcements from my teacher.

I will be patient. When you ask a question or seek help with an assignment, you might have to wait for a reply from your instructor. *(TIP: When you are able, we suggest you continue with a reading or writing assignment before you receive a reply. If the instructor is online at scheduled times for direct contact, take advantage of those times for immediate feedback and answers).*

I understand that I have the ability to be a successful online learner.

Parent Tips

IVS values the partnership with parents and appreciates the active role you play in the educational experience of your student. To help prepare parents for online learning, IVS encourages you to review these tips:

Discuss your student's progress regularly including tracking their progress inside the IVS [student information system](#).

Encourage and help your student find an organized and comfortable space to work free from distractions.

Help evaluate your student time management strategies. All IVS courses come with a course pacing guide that may be used to assist with time management.

Have your student teach you something they learned in their course.

Invite your student to show you their work.

Support your student to become their own learning advocate.

Ask your student questions such as

- What did you accomplish today?
- Did you find anything challenging today? If so, how did you overcome the challenge?
- How can you apply what you learned, and/or what personal connections can you make to your learning?

Review your student's semi-monthly progress reports. Teachers will email these two times per month to both you and your student. This information will be helpful to remain informed of your student's progress.

For all learners—especially middle school students—we recommend frequent monitoring and hands-on assistance as needed from those providing the at-home support. IVS is here to support you and wants to assure you that even though your students may not be going into school every day, they will still receive a high-quality and engaging education that moves them forward in their learning.

We acknowledge that we have reviewed this agreement together and understand our responsibilities.

Student Signature -

Parent Signature -