

**HERMITAGE SCHOOL DISTRICT**  
**Hermitage Virtual Learning Handbook**  
**2020-2021 School Year**

**Hermitage Virtual Learning Application**

Hermitage School District will be offering the opportunity to learn virtually for the 2020-2021 school year. Virtual learning will be available for students in grades K-12 who will not be able to attend or choose to not attend school on-site this year. The above [application](#) must be completed and submitted by August 3, 2020. The applications will be used to help school personnel plan resources and schedule pick up information for those who will participate in virtual learning. This option is available for those who live in the Hermitage School District or meet the residency or school choice requirements for the 2020-2021 school year.

**Benefits of virtual learning will include:**

- Chromebooks/Tablets
- HSD curriculum, teachers, intervention, and support
- HSD parent/student resources
- HSD diploma and transcript

**Characteristics of a successful virtual learner:**

- Self-motivated
- Computer literate
- Academically ready
- Willingness to devote 3-5 hours daily to the content

There will be no cost to participate in the virtual learning option.

Please submit one application per student. There will be mandatory parent and student training regarding the use of the Chromebook, introduction to Google Classroom/Canvas, and information regarding the use of Google Apps and extensions. The school administrator will send out information with the date(s) and times.

**Grades**

Parents may access student grades in the Home Access Center (HAC). Grades are based on completion of work and mastery of student learning goals. Grades are weighted based on HSD policy as stated in the Student Handbook. Grades earned for courses for graduation credit are included in the student's GPA, class rank, and honor status. Secondary virtual courses are weighted in the same manner as traditional courses.

**Use of Technology**

Although hot spot areas will be provided within the district, internet service will be the responsibility of the parents. You are always welcome to visit the hot spot locations and download or upload information and lessons without leaving your car. However, the workload for HSD Virtual Learning is expected to be

3-5 hours per day. This time may include live Zoom meetings and viewing videos provided by the teacher. By signing up for virtual learning, the parent is agreeing to ensure that the student has internet access and capabilities to complete these tasks and the coursework provided.

The district will provide all students a Chromebook.

### **Working On- or Off-Campus**

Students in grades K-12 enrolled in HSD Virtual Learning will complete their courses off-campus. Instructional materials and pre-recorded lessons are available to facilitate learning and to ensure that the best and most effective practices are utilized to promote student learning and growth.

Students will be completing grade-level work and will interact with a teacher through Google Classroom, Google Meet, Canvas, Zoom, email, telephone, etc.

All HSD Virtual Learning students must complete assessments mandated by the Arkansas Division of Elementary and Secondary Education (DESE) and/or the district and must come onto campus under the direction of the school administrator as needed for other educational purposes.

### **Attendance**

Attendance for the virtual student is based on utilization of the learning platform and completion of assignments. HSD staff makes every effort to ensure all students make appropriate progress towards successful completion. Teachers take multiple actions when dealing with students who perpetually do not submit assignments or regularly communicate with their online instructor.

- When the student does not submit the expected number of assignments within a period of three (3) consecutive days, the student and parent receive a phone call from school staff. During the call, the students, parents, and teacher work to resolve issues preventing the student from submitting assignments.
- When the student does not respond to the phone call by submitting assignments within three (3) days or does not continue to submit assignments, the teacher sends an email to the student and parent to remind them of the importance of submitting work and detailing that further action will be taken by building administrators if the student does not begin completing assignments.
- When the student does not respond by submitting assignments within two weeks (10 days) of the initial phone call, HSD staff assume that the student does not intend to complete coursework, and the student will be reported to the building administration for further disciplinary action.

Students enrolling in the Hermitage Virtual Academy are expected to make at least a semester commitment.

### **HSD Technology Acceptable Use Code of Conduct**

Students are responsible for their behaviors and are expected to comply with the HSD Technology Acceptable Use Code of Conduct. A copy of this policy is included in the Student Handbook.

- Communication will follow professional standards. Offensive messages or pictures will not be sent, displayed, or downloaded. HSD harassment policies apply.
- Users of technology resources will respect the rights and privacy of others.
- Each student will only use his/her assigned password/ID and will not trespass into the files, folders, or work of other users.

- Teachers have the right to access the work of students in their classes as it pertains to the class.
- Students will not allow other students to access the computers or networks using their password/ID.
- Copyright laws will be respected. All quotations, references, graphics, video clips, digital music, and other information will be cited to give credit to the originator.

All students participating in HSD are subject to all HSD rules and regulations established by the school board and the individual school. The following are useful tips for communicating in an online classroom:

### **Do's and Don'ts of Online Student Communication**

Source: Caitlin Tucker- [www.CollaborizeClassroom.com](http://www.CollaborizeClassroom.com)

To be effective, an online classroom must be a safe space where students feel their voices will be respected, supported and heard. The following strategies will help create and maintain a safe space for online learning.

- Use each other's names. Using a person's name when you respond to his/her postings creates a friendly online tone.
- Read questions and conversational postings carefully to avoid unnecessary confusion.
- Compliment your peers when they post strong responses or contribute original ideas to the conversation.
- Ask questions. If anything is unclear or you want further information or insight on a topic, just ask. If you have a question, there are probably other members of the group who are confused and need further clarification as well.
- Be considerate. Remember that your peers cannot see your body language or hear your tone of voice, so you need to keep your language direct and respectful.
- Avoid slang, jargon, and sarcasm.
- Listen to all the ideas presented. Remember there is no right or wrong in a discussion. A variety of perspectives adds depth.
- Stay open-minded.
- Respond instead of reacting. Do not write a response if you are angry or upset. Instead, wait until you have had time to calm down and collect your thoughts.
- *Really* read your peers responses. Avoid skimming. Respect the time your peers have spent articulating their thoughts by reading carefully and thoughtfully.
- Reread your messages before sending them to ensure that your ideas are clearly communicated and supported.
- Critique the content, not the person.
- Do not present your personal opinions as fact. Back up your ideas with information to strengthen your statements.
- Courteously answer all questions addressed directly to you.
- Make "I" statements when respectfully disagreeing. Sharing an opposing opinion or idea is an important part of discussion, but it needs to be presented in a constructive manner that encourages further discussion
- Do not use all caps when writing. It is interpreted as yelling.
- Avoid emotional punctuation, like exclamation points, unless you are complimenting an idea shared.

### **Student Handbook**

Students enrolled in Hermitage Virtual Learning are subject to all HSD rules and regulations established by the school board and abide by the policies set forth in the Student/Parent Handbook.

If you need a copy of the student handbook, it is found on the HSD website ([www.hermitageschools.org](http://www.hermitageschools.org)) under the State Required Information tab.

### **General Use**

HSD fully expects all members of the school community to use technology in a responsible, appropriate, and legal manner. Use the following regulations as a guide:

- Follow the HSD Acceptable Use Policy when using the internet at home or at school.
- Any inappropriate or careless use of a device should be reported immediately to HSD staff.
- Students must immediately report theft or damage to HSD staff.
- For hardware and software problems, students must take their laptop to their building.
- Do not load software unless you have permission from HSD staff.
- Do not remove programs or files from any device.
- Do not give personal information when using the internet.
- Use District internet connection for research or information gathering directly related to academic assignments or extracurricular projects supervised by HSD staff.
- Game playing on computers is not allowed unless the game is directly related to a school assignment or activity.
- E-mail and other computer communication should be used only for legitimate and responsible communication between students, staff, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students should access only those files that belong to them or which they are certain they have permission to use.
- Students are expected to follow all copyright laws.
- Students will not download copyrighted material to a school owned device unless it is part of a class project and under the supervision of the teacher.
- Files stored on the District computer systems (both laptop and file servers) shall be limited to those relating to formal HSD courses or activities.
- Games, commercial software, or graphic files that are not for an HSD project or formal activity should not be stored on the school computer systems.
- Students are expected to only access HSD authorized sites at the appropriate times.
- Students shall notify their teacher immediately if they accidentally access an inappropriate site.
- Students shall only use their assigned student Gmail accounts and Google Drive to store school related files.
- Students shall always protect their user accounts by logging off when not at their computer.
- Each device is coded and assigned to an individual student. Students shall never “swap” or “share” their device with another student. Devices should be in a student’s possession or secured at all times.
- Students shall never share their passwords with other students. Passwords should always be kept confidential.
- Students are responsible for saving or backing up their documents to their assigned Google Drive accounts. Anything that is saved directly on to the desktop or hard drive of the laptop will not be saved if the computer must be reset.
- Students shall never attempt to “hack” into any computer system or engage in unauthorized use of the network.
- Students must never maliciously damage or steal HSD technology equipment or electronic data.
- Students must never change the settings of HSD devices or software.

- If the device is stolen while at home, parents/guardians should immediately report the theft to the local police and HSD staff at the first opportunity available. A copy of the police report is to be given to HSD staff within 48 hours of the occurrence.
- The use of chat rooms or instant messaging systems or free email on the internet is prohibited. Students may only use the email account and chat software that is set up by HSD.
- Students shall keep the device in its case at all times.
- **Defacing the device is not allowed and will result in loss of privileges and disciplinary consequences.** Defacing includes, but is not limited to, stickers, writing, drawing, engraving, etc.

### **Using the Computer for Internet and E-mail**

Students and parents/guardians understand that HSD does not have control over information found on the internet. While every attempt is made to block access from inappropriate material on District-provided internet, the District is not able to monitor student usage of the computer at all times, especially when at home. Students enrolled in HSD will spend many hours each week on the internet. It is the parent/guardian's responsibility to supervise the information a student is accessing from the internet.

Students should be aware that internet access, e-mail, and other media accessed, created or stored on their devices are the sole property of the HSD. The HSD has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

### **Internet Safety:**

As a part of the HSD curriculum, students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms. Lessons will also be provided to create an environment free of cyberbullying in compliance with Arkansas State Law.

#### Students Must:

- Report immediately unauthorized activity on the network or internet.
- Notify HSD staff immediately if an inappropriate site is accessed.
- Never read someone else's email or open their files or folders without permission.
- Never use or transmit anything with racist, abusive, threatening, demeaning, slanderous, objectionable, sexually explicit or inflammatory content.
- Never meet in person someone they meet on the internet.
- Observe copyright laws, not claim authorship of work copied from a website, or from any other source, and accurately cite sources of information.
- Protect user accounts by keeping passwords secure and logging off or locking the device when it is not in use.
- Protect all personal information. Never give full name, address, phone number, passwords and/or Social Security Numbers for yourself or others. Use a "code name" that does not identify you personally to online viewers and/or organizations you do not know.
- Avoid online sites and materials that do not support the curriculum or are otherwise inappropriate for educational use.

### **Consequences of Inappropriate Use**

All email, network and internet activity are the responsibility of the individual whose account is logged in at the time of the activity. If your account is logged in, you are responsible. Keep your passwords a secret! The use of District technology is a privilege and not a right. Students are expected to use District technology in accordance with HSD policies and procedures, HERMITAGE SCHOOL DISTRICT NETWORK/WIRELESS SYSTEM AND INTERNET USE POLICY, Student Handbook, and any

applicable laws. Failure to use District technology in an appropriate manner will result in consequences, as determined by HSD staff.

In addition to any disciplinary consequences the following consequences shall apply to violations of this Agreement:

- Compromising the security of any District-owned device, District network, or District-provided internet will result in the loss of the use of District devices, network, and/or internet.
- Deliberately damaging any District-owned device, District network, or District-provided internet will result in the loss of their use.
- Violating the HSD Acceptable Computer Use Policy and/or this Agreement may result in the loss of technology privileges.

### **Academic Honesty**

Cheating is defined as dishonesty on any kind of test (including having a cell phone out during a test), examination, written assignment, project, illegal possession of a test or examination question. The possession of unauthorized notes during a test or examination, taking notes from or giving notes to another student, assisting others to cheat, plagiarizing or altering grade records are instances of cheating that will result in a “Zero” recorded for that grade.

***Consequences for plagiarism or cheating are the student(s) will receive no credit on the assignment and the teacher will notify the parent /guardians.***

If you have questions regarding virtual learning, you may contact the school principals or superintendent.

Hermitage Central Office	870-463-2246	Dr. Tracy Tucker
Hermitage High School	870-463-2235	Mistie McGhee
Hermitage Elementary School	870-463-8500	Rosalynnda Ellis

HSD does not discriminate against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, learning disability or handicap in its education programs. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

**CONTRACT SIGNATURE PAGE**  
**FOR HERMITAGE VIRTUAL LEARNING**

I have received a copy of the Hermitage School District Virtual Learning Handbook. I have been provided the web address of the location of the electronic copy of the handbook.

([www.hermitageschools.org](http://www.hermitageschools.org); click on *administration*; click on *forms and handbook*; find *Hermitage Virtual Learning Handbook*)

The signatures below indicate that the policies listed in the Hermitage Virtual Learning Handbook have been read and reviewed by the parent/guardian and the student and the parent and student agree to abide by the handbook.

<b>Student's Printed Name and Grade</b>	<b>Student's Signature</b>
<b>Parent's/Guardian's Printed Name</b>	<b>Parent's/Guardian's Signature</b>
<b>Street Address</b>	<b>Home Phone Number</b>
<b>City, State, Zip Code</b>	<b>Parent's/Guardian's Work Phone Number</b>