



**Technology/Online Collaborative
Learning Policy and Procedure
Handbook**

Table of Contents

Mission and Vision	1
Student Expectations.....	2
Parent Expectations.....	3
Teacher Expectations.....	4
Technology Requirements... ..	5
Devices and Internet Code of Ethic.....	6-7
Signatures	8

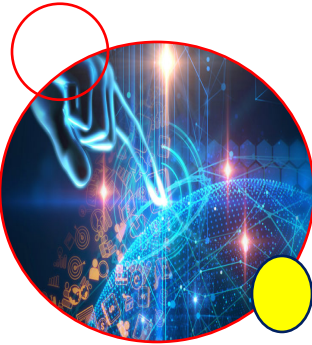
Mission and Philosophy

Mission and Purpose



The purpose of this manual is to present in a concise and orderly manner the vision, policies, and procedures for online collaboration learning of Martin Luther School, Joplin, MO.

Mission Statement



Lighting the flame of learning with God's word as the foundation and demonstrating a Christian life within our school, family, and community.

Mission Philosophy

We believe a child's life is influenced most effectively when the church, home, and school work together. We believe each has an immediate and direct influence on the development of a child. Martin Luther School is an important ministry of Immanuel Lutheran Church in nurturing children in the Christian faith and enabling them, with the help of the Holy Spirit, to reach out and share their faith. We also consider our school to be an extension of the home and a partner with parents in raising their children.

Student Expectations

- All activities and assignments will be due by the date identified by your teachers.
- Students are required to attend **ALL** classes throughout the school day.
- During the school day, students may only access websites designated by the teacher.
- Students must be logged-in by 8:00 a.m. or will be considered tardy.
- Must be dressed in school uniforms.
- No food or drinks during class unless it is a refillable water bottle.
- Establish an appropriate **stationary** work area:
 - Separate from others with no distractions
 - Organized and clean
 - Ready with school tools and items needed for class
- The following are examples of **inappropriate** work areas:
 - Bed
 - Vehicle
 - Outside
 - Restaurant
- Assignments must be completed and submitted electronically by the format designated by the teacher.
(DO NOT TEXT ASSIGNMENTS)
- Do not turn off video or sound to computer. Teacher must be able to see student's face while working.
- If you are using a school owned computer, you are responsible for any cost repairs or replacement costs of computer.
- Students must notify the school office immediately if they are experiencing technical difficulties.
- Students must reply to teacher's email or other forms of communication designated by the teacher.
- Please do not contact your teacher after 8 p.m.
- Martin Luther School is not responsible for loss, damaged, or theft of personal technology devices.

Parent Expectations

- Online learning days count as a regular school days. Students must attend every school day.
- It is your responsibility to contact the school if your child is unable to attend school via online.
- If your child will be on a trip, please let your child's teacher know a head of time.
- Students must be wearing school uniforms.
- Assignments and activities will be counted as grades.
- Briefly check to make sure you child is on task but **do not** interrupt the class.
- Keep siblings, friends, pets, and other distractions away from your child.
- Help monitor student's work.
- Online students and fifth through 8th grade students must have Chromebooks. If you are unable to purchase a Google Chromebook, we will do our best to provide one for you. You are responsible for any damages, repairs, or replacement costs to the school's computers.
- Monitor teacher and student communications to help keep your child on task.
- All questions and concerns must be addressed by the teacher's preferred communication mode. Teachers will do their best to reply in a timely fashion. **Do not interrupt class time to address questions or concerns.**
- Parents will be responsible for student physical activity. We recommend an hour of exercise per day.
- Please do not try contacting your child's teacher after 8 p.m.
- Parents/guardians are required to pickup necessary supplies from the school.
- Do not call teachers on weekends
- Please check computer history of your student to make sure they are staying on task.
- Parents are responsible for replacing charges on laptops.

Teacher Expectations

- Create a Christian environment for online learning.
- Develop online collaboration age/grade appropriate lessons, assignments, and activities.
- Communicate and collaborate with students and parents during school days.
- Provide timely feedback on student assignments, activities, and other student work.
- Notify students and parents of preferred format or mode for communication.
- Notify parents and school principal if a student is not actively participating in online collaboration classes, activities, assignments, and other student required work.
- Monitor student stress and anxiety levels.
- Be sure all students have the necessary tools and supplies for success.

Technology Requirements

- Chromebooks are preferred
- If you are unable to afford a Chromebook, Martin Luther School will do their best to provide a device for you.
- 4th-6th grade must have an external mouse
- Must have earbuds or headphones
- Recommend having an extra computer charger

ACKNOWLEDGEMENT

As a student at Martin Luther School, I have read and understand the *Technology/Online Collaborative Learning Policy and Procedure Handbook*. I understand Internet access and email are privileges which may be revoked, temporarily, or permanently, at any time if I do not follow the given rules. I hereby agree to comply with all designated rule and guidelines.

Date: _____

Student Signature: _____ Grade: _____

As a parent or legal guardian of the student signing above, I grant permission for my child to access computer services, such as internet access and e-mail, at Martin Luther School. I have read the *Technology/Online Collaborative Learning Policy and Procedure Handbook*. I understand it is impossible for Martin Luther School staff to monitor or restrict all controversial materials because, if found, they will most likely occur during normal research or communication. Should I become concerned about what my child is accessing on the internet, I understand that I can terminate this approval by contacting the principal of Martin Luther School.

Date: _____

Parent/guardian Signature _____