

## **Internet-Based Instruction Policy**

1. Internet-based programs for high school credit shall be supervised by certified Buffalo Valley Public Schools employees and approved by the Buffalo Valley Board of Education. Students/parents must agree to the policy listed below in order to be enrolled in Internet-based courses.
2. Only Buffalo Valley Public Schools' students shall be permitted to enroll in Internet-based courses for credit. Course fees and the equipment required for successful completion of the course are the responsibility of the student/parent.
3. All student enrollment requests for Internet-based courses shall be evaluated and approved/disapproved by the principal or designee. Only students with pre-approved enrollment shall be eligible for credit for Internet-based courses in the Buffalo Valley School District.
4. The principal or designee shall appoint a certified staff member as the building level contact to assist students enrolling in Internet-based courses and to serve as a liaison to the on-line teachers and provider(s). A list of providers can be obtained upon request.
5. Approved Internet-based courses offered for credit shall be aligned with the Priority Academic Student Skills (P.A.S.S.). First-time credit is authorized for approved Internet-based courses; however, first-time credit is not authorized for courses with End-of-Instruction (EOI) tests.
6. A student must complete the approved Internet-based course within the semester/year they are enrolled. To qualify for high school credit, a student must present to the school registrar, within 10 days upon completion of the course, an official transcript from the college, university, or technology center where the course was successfully completed. The grade will be calculated into the student's high school G.P.A.
7. Students earning credit by means of Internet-based courses shall be required to participate in all assessments required by the Buffalo Valley Public School District and/or Oklahoma School Testing Program. Students shall be required to participate in these assessments at the school site where they are enrolled.
8. A staff member approved by the Buffalo Valley School District must proctor tests required by the Internet-based course.
9. Only students classified in grades 9-12 are eligible for Internet-based courses. Students in grades nine or ten may take one (1) Internet-based course at a time. Students in the eleventh or twelfth grades may take up to two (2) Internet-based courses at a time. It shall be the sole responsibility of the student enrolled in the Internet-based course to provide verification of their enrollment and final grades. Students who elect to withdraw from an Internet course prior to completion of that course must wait until a new semester begins at the school before adding additional high school courses to their schedule.
10. Students who withdraw from an Internet-based course will not receive credit for the course and will be required to submit a "letter of explanation," signed by both the student and parent/guardian which will go into their cumulative files. These letters may be used to evaluate the student's approval to enroll in future Internet-based courses.

11. Internet-based course instructors shall be (a) certified in the course content area offered, or (b) a faculty member at an accredited institution of higher education, possessing the specific content expertise necessary to teach the course.

12. The Buffalo Valley School District shall adhere to all state and federal laws as it pertains to student data and record maintenance. Student data obtained through Internet-based courses will be used to support the instruction of the individual student.

13. Data obtained and aggregated by the Buffalo Valley School District through participation in Internet-based courses shall be used for education purposes only.

14. In order that a student may participate in Internet-based courses the parent(s) or legal guardian must sign a "Contractual Agreement" including the provisions outlined above.