

## ASD Guidelines for a Successful Online Student

Students who elect to participate in online courses need to examine their personal skills and aptitudes for taking a class online. The following attributes will greatly contribute to a student's success:

- ♣ **Self-motivation** - Students are responsible for directing their own learning, completing coursework in a steady and timely manner, and communicating frequently with their online instructors.
- ♣ **Computer literacy** - Although it is not necessary to have advanced computer skills, students should possess a working knowledge of e-mail, the Internet, and basic keyboarding skills.
- ♣ **Time management** - Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but choosing the time wisely—and making the time—are key to successful online learning.
- ♣ **Effective written communication skills** - Students must use e-mail and discussion forums to communicate with their peers and their instructors. The ability to write clearly is essential for communicating ideas and completing assignments. Written communication with the teacher provides the learner with rapid feedback as well as a means to inform instructors of any concerns or problems that may come up.
- ♣ **Personal commitment** - Students must have a strong desire to achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a personal decision and requires a strong commitment from the student.

Students must have a signed ASD Internet User Agreement form on file. This signed form includes, but is not limited to, the student's acknowledgement of the following:

- ♣ Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.
- ♣ Individual users of the District computer networks are responsible for their behavior and communications over those networks.
- ♣ Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on District servers will always be private.
- ♣ These guidelines apply not only to information accessed and transmitted on District servers using District computers, but also to information made available via the District, even if it is accessed on other servers from hardware outside of school.