



MELVILLE HIGH SCHOOL

Application Form for Distance Education 2017

Section A – Personal Information

Student Name:

Male Female Date of birth: Year Level in 2017:

What is your first language: Current School:

Section B – Student Profile

List the subject(s) you are considering taking through Distance Education Courses.

Subject	Level	Studied previously? If Yes, provide details

Section C – Determining Self Motivation

Please gain the endorsement of **two subject teachers** who will attest to your suitability for Distance Education Courses and can work independently and with a minimum of supervision.

Only those applicants who have these endorsements will be considered.

1. Name: Endorsement signature:

2. Name: Endorsement signature:

Other evidence/comments to support your application, e.g. record of academic achievement, extra-curricular activities, etc.

.....
.....
.....

I have viewed the responsibilities for students who wish to undertake distance education and agree to comply with them.

Signed: Date:

N.B: If you are selected for Distance Learning this will be one of your options and you will only be able to take one other option if you are in Year 9 or Year 10.

THIS FORM IS TO BE FORWARDED SEPERATELY TO THE PRINCIPALS P.A. MRS CAUGHLEY

Distance Education Student Responsibilities

Commitment to Learning:

- Regularly attend weekly online sessions – be on time.
- Notify your eTeacher and your eDean of any known absences, before the VC (video-conference) lesson.
- Obtain the stationery and workbooks required for the subject and pay any subject fees.
- Organise a school email address.
- Follow the instructions of your eDean. They are there to help make your learning experience more effective.
- Complete the confidential surveys when requested.
- Meet course deadlines and submit work at a standard suited to the course level.
- Seek help from the eDean or eTeacher if problems arise in meeting course requirements.
- Leave the VC room tidy.
- When the opportunities are provided, get to know the other students in your online class.
- Use your allocated study time on your timetable for your “distance” subject.

Communicating:

- Use your eTeacher and eDean for course advice and help.
- VC is only one tool that you will use. Use email, texting and the Moodle, Google Docs or any online learning environment to communicate with your eTeacher.
- Inform your eDean of any problems associated with your online learning at an early stage – do not leave it until you find that you are way behind.
- Be sure your eDean (or supervising teacher) knows of any technical malfunctions when they occur.

Your Timetable:

- Obtain your VC online time from your eDean - Week 2 of Term 1 will probably be your first VC online time.
- Let your class teacher/s know your VC online time. VC classes start on the hour so this will affect their classes because you will need to leave or arrive during their lesson.
- Your VC lesson may run over an interval or lunchtime.

Course Material:

- Course material may be in the form of hard or soft copy
- It is your responsibility to collect/view all course materials.
- Seek an arrangement with your eDean for sending all material to your eTeacher. Emailing and sharing your work with your eTeacher is your responsibility. Your eTeacher will guide you about that.

If you have any queries or questions, please contact Mr Hamill, Principal.