

Teacher Agreement

National Online Youth Summit

I understand that because of the collaborative nature of this educational project, I am required to meet the following responsibilities and complete them in accordance with specific timelines to ensure its success for my students, as well as for the students in other participating schools. As a teacher supervising a class participating in the 2003 National Online Youth Summit, I agree to the following participation terms.

By **January 9, 2003**, I will log into the Teacher Only Web Conference/Message Board in *WebBoard* for the first time. I understand that if I do not log into Teachers Only Web Conference/Message Board by January 9, 2003, the ABA may suspend the participation of my school in the project.

By **January 9, 2003** I will provide my school/district Technology personnel with a copy of the **“Guide for Technology Personnel”** and the **“Orientation Materials.”**

By **January 9, 2003**, I will have worked with my school/district Technology personnel to ensure that I have access to the WebBoard Teachers Only Conference/Message Board.

By **January 10, 2003**, I will return this agreement to the address listed below.

By **January 17, 2003**, I will provide ABA staff with a copy of my class roster as specified in the **“Directions for Submitting Class Rosters.”**

By **January 20, 2003**, I will have worked with my school/district Technology personnel to ensure that our students will be able to access *WebBoard* through the computers that they will use to participate in the Summit.

I will visit the Teachers Only Web Conference/Message Board and complete all the required activities for Teachers during the Teachers Online Orientation period (**Jan. 6, 2003-Jan. 31, 2003**) by the specified deadlines.

By **January 31, 2003**, I will learn to use the summit conferencing software, *WebBoard*.

I will communicate with ABA staff through the Teachers Only Web Conference/Message Board.

I will post my questions about Summit Administration, Classroom Management, and Content Support to the Teachers Only Web Conference/Message Board so that all may benefit from the answers.

My school/district Technology Personnel and myself will post our questions about *WebBoard* to the **Technology Managers** Conference/Message Board so that all may benefit from the answers.

If I have the answer to a question posted by another teacher to the Teachers Only Web Conference/Message Board, I will post an answer. I will encourage my school/district Technology personnel to post answers about *WebBoard* or technology in the Technology Managers Conference.

I will conduct a Student Orientation with my class (1) covering all the points outlined in the “**Guide to Student Activities**” and (2) in accordance with the “**Timeline of Student Activities.**” (See “**Guide to Student Activities**” and “**Timeline of Student Activities.**”)

I will establish ground rules for the conduct of my students in their assigned Student Web Conference/Message Board. (See “**Guide to Student Web Conference Conduct**” and “**Student Conduct Agreement.**”)

I will collect “**Student Conduct Agreements**” from my students before they log into their assigned Web Conference/Message Board for the first time. (See **Student Activities Timeline**).

I will distribute passwords to my students no earlier than **January 28, 2003**.

I will keep a Master Log of all student *WebBoard* passwords.

I will visit my class's assigned Web conference at least **2 times per week** during the project period to *prompt student discussion with questions*, encourage students to stay on topic, and monitor inappropriate behavior. [This is a team teaching effort. You may prompt students from other schools.]

I will be present during any real-time Web chat that may occur between my students and students in another school.

I will not distribute my own individual password to any student or any other adult.

I agree to perform work expeditiously, except as subject to delays beyond my control, and communicate such delays to ABA staff in a timely manner.

I will appropriately manage my students' time during the project.

I will submit my students' Pretest and Posttest results online by the stated deadline.

I will submit a Final Report and Evaluation by **May 1, 2003**.

I understand that this **Agreement** may be changed by mutual agreement of myself and the Summit Manager, Michelle Parrini.

I have read and understood the terms of the Agreement.

Teacher Signature

Printed Name:

Date

By January 10, 2003 return to:

Michelle Parrini

Summit Program Manager

American Bar Association

Division for Public Education

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