

## Course Summary and Expectations

Welcome to Writers at Work Online Work Areas.

**This contract summarizes the Acceptable Use Policy and Wiki/Online Etiquette expectations and denotes that you have 1) read these documents in class, 2) shared them with your family, and 3) agree to their content and application of their intent by you. You will obtain and return the signatures of your guardian for all required permission slips for your online participation.**

- These places are for you and your team to type your work for our class.
- Here we will practice the Writing Process and the Six Traits of Writing, which are the essence of state requirements.
- Save everything. Date everything (prewriting, drafts, revisions, final publication).
- Use your student code, not your name. Never use personally identifying information for anyone.
- Show your prewriting, drafts, and revisions by not erasing or deleting pages or work.
- Type your current work at the top of your page. (Use copy and paste). This shows your revision and learning.
- Share your work with your family.
- Write to express your mind movie, the "glint of light on broken glass."

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"Don't tell me the moon is shining; show me the glint of light on broken glass." ~ Anton Chekhov

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Remember the work process – here's a summary:

- Work only on assigned tasks using public language (language that is kind, respectful, safe, productive).
  - Work only on your pages.
  - Work only on your team pages with your team, as your team decides according to the assignment/project.
  - Keep all pages and work; do not erase or delete work or files --- show revisions!
  - Save everything.
  - Date everything (prewriting, drafts, revisions, final publication).
  - Use your student number, not your name. Or use the name code your teacher has given you. Never use personally identifying information for any one.
  - Cooperation with each other and with the rules results in further access and retention of our online class pages and your online pages.
  - Violations result in immediate loss of the privilege to work on our online class pages and the loss of your online pages.
  - Please notify the teacher of any links and any work that is not kind, respectful, safe, and productive.
- [ms\\_edwards@mac.com](mailto:ms_edwards@mac.com)
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*Your signature indicates that you:*

- Know the course summary and expectations.
  - Remember and apply the 5Bs as you work on these pages so you keep your privileges and your pages:
    - Be here. Be kind. Be respectful. Be safe. Be productive.
  - Agree to Acceptable Use Policy.
  - Learn Wiki/Online Etiquette For Students.
  - Understand the work process summary.
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Student signature:

Date:

Guardian Signature:

Date: