St John Fisher College - Online Education
School Based Student Application Form

Student Details

First Name		Last Name	
DOB		Gender	
Student Email			
Student LUI (QCE)			

Parent Details

Parent 1 First Name		Parent 1 Last Name	
Parent 1 Phone		Parent 1 Email	
Primary Contact	Yes / No	Progress / Report	Yes / No
Parent 2 First Name		Parent 2 Last Name	
Parent 2 Phone		Parent 2 Email	
Primary Contact	Yes / No	Progress / Report	Yes / No

School Details

School Name			
ABN			
School Address			
Suburb		Post Code	State
Postal Address			
Suburb		Post Code	State

Online Learning Supervisor (Primary Contact at Base School)

First Name	Last Name
Position/Title	
Phone	Email

Subject Choice

☐	Ancient History	Yr 11 (Unit 1 and Unit 2)
☐	Business	Yr 11 (Unit 1 and Unit 2)
☐	Design	Yr 11 (Unit 1 and Unit 2)
☐	Digital Solutions	Yr 11 (Unit 1 and Unit 2)
☐	Japanese	Yr 11 (Unit 1 and Unit 2)
☐	Modern History	Yr 11 (Unit 1 and Unit 2)
☐	Physics	Yr 11 (Unit 1 and Unit 2)

Online Learning Self-Assessment (to be completed by the student)

Studying via online education does not suit all students. While the course content will be interesting and the Course Instructor will be there to guide you, most of your learning will be managed on your own. Please complete this **self-assessment questionnaire** to gain insights into what it takes to be successful in an online learning environment.

Rate yourself out of 4 points. Score of 1 is lowest. Score of 4 is highest.

Ability to work independently.				
All students have to remain mindful of deadlines, but in order to be successful in an online education program, students must be able to keep up with their school schedule, homework and assignments without the benefit of the on-site reminders of teachers or classmates. Online education students may be set a schedule of work to be completed without external monitoring. They will have contact with their teacher, but they need patience as the communication with the teacher may not always be immediate.				
Student Assessment				
Are you able to manage your time for learning?	1	2	3	4
Can you remain focused for individual learning tasks?	1	2	3	4
Do you require teacher management and supervision to stay on task?	1	2	3	4

Strong time management and organizational skills.				
Students need to be able to be able to balance their on-site and off-site workloads and prioritize tasks to maintain their course pace. Teachers will help students gain a realistic understanding of how long it might take to complete a task, but the student is responsible for managing their progress through coursework. This can mean attending to the scheduled course timeline and assessment calendar as well as maintaining a personal management structure that organizes their online learning resources.				
Student Assessment				
Are you organized and ready for classes?	1	2	3	4
Are you able to manage your time and timetable effectively?	1	2	3	4
How prepared are you (resources, materials, homework, assignments) for your current classes?	1	2	3	4

Willingness to ask questions.				
Online education uses techniques different from face-to-face instruction. Students have to identify and quickly manage any questions they may have about content, assignments, or class procedures or expectations. Teachers may not ask questions as they do in face-to-face learning, so students have to be willing to interact with the teacher to clarify their learning tasks.				
Student Assessment				
Are you proactive and engaged in your classes?	1	2	3	4
Do you ask questions in class and add to class conversations?	1	2	3	4

Ability to self-reflect.				
Online education requires students to be able to reflect on the feedback and suggestions of their teacher and to make personal adjustments accordingly. Online education teachers provide a scaffold for successful learning and students who follow the suggestions and guidance of teachers are far more likely to achieve positive results.				
Student Assessment				
How well are you able to self-correct based on teacher feedback?	1	2	3	4

Being a thorough and comprehensive reader.				
Much of the online education curriculum, communication, and resources are provided in a written format. It is essential that students have a high capacity in written communication (reading and writing) as well as some basic competencies in multimedia editing and publishing.				
Student Assessment				
How would you rate your reading and writing skills?	1	2	3	4
Are you able to read for understanding independently and effectively?	1	2	3	4

Commitment.				
Senior subjects are a commitment from both the student and the teacher. It is a time commitment that extends (in most cases) over Year 11 and Year 12. With goals of personal satisfaction in learning the content, and achievement that supports senior graduation, students should recognize that selecting a course is an irreversible time commitment. Selecting an online education course is a commitment of time and of focused personal endeavour.				
Student Assessment				
Do you have genuine interest in the course content?	1	2	3	4

Student Comment

School Supervisor Comment
Name: …………………………………………………………………………….   Position/Role: …………………………………………………………………

Enrolment in SJFC-OE is not automatic. It requires an application and approval of the Base School Principal, agreement of terms and conditions by the student and their guardian, and acceptance of the application from SJFC-OE.

Student Rights and Responsibilities

By becoming part of the SJFC-OE family, you agree to the BCE and SJFC policies that are in place to support your learning. Additional SJFC-OE policies are outlined in the student handbook and have been written specifically for our online education program and apply to all SJFC-OE courses and learning situations.

Specifically, these are:

ICT Agreement	The ICT Agreement determines appropriate access to BCE systems, appropriate behaviour when using the systems, and the guidelines directing the access and sharing of appropriate content via these systems.
Link: https://www.bne.catholic.edu.au/aboutus/legals/Pages/Acceptable-Use-Policy.aspx	
Bullying and Etiquette	SJFC-OE has a "zero tolerance" policy on bullying. Online etiquette rules are clearly defined and instances of inappropriate conduct will not be tolerated. Please keep your conversations and comments focused on the content of the course.
Link: http://www.stjohnfishercollege.qld.edu.au/bce-policies/Policy%20Documents/Child%20and%20Youth%20Risk%20Management%20Strategy.pdf#search=bullying	
Assessment Policy **Academic Honesty**	The assessment policy and assessment calendar exist to support your workflow and success in your course. Your assignments will be checked through an online originality service to determine plagiarised material. Our policies determine next steps in cases of dishonesty (including cheating and plagiarism).
See Student Handbook	
Communication and Engagement	SJFC-OE Course Instructors will only contact you through your school registered email, however you will have access to additional communication features inside the course. These are the official ways to communicate with your Course Instructor. You will be given a schedule of contact times that you are **required to attend**. The most common of these are Orientation Day, Curriculum Days, and Online class.
Complaints Procedure (including the right for review)	You have the right to be heard, especially if you feel dissatisfaction or confusion about some part of your course. The first contact should be with your teacher and parent. If the matter is not resolved, then follow the guidance in our policy to meet administrators who can help get things back on track. Likewise, the Course Instructor has a process for checking that you are coping with your assessments and class work. We are in this together.
Link: http://www.bne.catholic.edu.au/students-parents/student-protection/Pages/Student-Protection-Complaints-External-Procedures.aspx	

Base School Agreement

General Agreement

St John Fisher College – Online Education

Students enrolled in SJFC-OE require a level of support and supervision that is different from regular class expectations. The Base School will identify a Base School Administrator (official contact person in charge of student learning) and a Base School Supervisor (contact person for student learner). In some schools, this may be the same person.

In-class supervision: Students require a Base School Supervisor who is the main contact person for the student's on-site learning needs. This person will:

- Supervise the student in class at the Base School
- Facilitate and direct the student learning
- Be the Base School point of contact

Attendance at Orientation Day and Curriculum Days: All SJFC-OE students are required to attend the Orientation Day. This date will be advertised as early as possible to allow for travel arrangements to be made. Students should be accompanied by the Base School Supervisor, who will attend professional development to assist them to work with students studying in SJFC-OE. All students are required to attend the Orientation Day. The base school is responsible for determining an appropriate form of transportation to the Orientation Day. Some subjects may also require Curriculum Days where practical components may be undertaken.

Communication with the base school: On confirmation of student enrolment in SJFC-OE, the Base School will schedule an appropriate student timetable that allows for adequate teacher supervision. The base school will provide the details of the student timetable and the student supervisor (contact person responsible for student supervision). Fisher ONE and the relevant Course Instructor will communicate directly with the Supervisor. If a single student has multiple supervisors, SJFC-OE and the Course Instructor will funnel communication through the Base School Administrator.

Student learning systems: SJFC-OE uses an online learning portal. Students must have access to a suitable learning space that gives uninterrupted internet access. Students will be enrolled in the Fisher ONE learning systems. Students will be given login information and self-paced support to get started. Supervisors will be given login information and self-paced tutorials to help them assist students to get started. Supervisors need to be able to provide guidance and support but not technical assistance. Any support other than logging in and navigating the system should directed to the SJFC-OE support team.

Resources and Materials: As much as is practical, SJFC-OE will provide content and online learning resources through the Learning Management System. In cases where subject specific materials (e.g. textbooks) are required, they will be provided by SJFC to the student through the base school. Students are responsible providing their own notebook, general learning tools (e.g. pens, highlighters, calculator, compass set, etc) and digital devices (e.g. laptop, headphones).

On behalf of the student applicant, I acknowledge the expectations of the base school and am supportive of this learning arrangement.

Principal Name: ....   *Date:* ....

Principal Signature: ....

Student Learning Agreement

SJFC-OE is a blended learning environment. You will be required to engage in face-to-face learning as well as self-paced activities and study. Electing to participate in online learning means that you agree to:

- Attend the Orientation Day (before school begins)
- Attend Curriculum Days (a maximum of one curriculum day for each unit)
- Complete learning tasks and activities as scheduled by your Course Instructor
- Attend weekly video conference lessons (as determined by course instructor)
- Respond promptly to direct messages or emails from the Course Instructor or the SJFC-OE administration team

This agreement is important to your success.

Your SJFC-OE Course Instructor relies on you to keep up with the pace of the class. The Course Instructor is here to help you and will provide individualised guidance – but you must ask for their help.

- Ask questions to get clarification about content and/or assessments.
- Be open to feedback and advice.
- Commit to a timetable of study.

Orientation Day, Curriculum Days, and Video Classes are considered to be your prime contact times. Failure to attend these may result in exclusion from the course.

Parent/Guardian Agreement:

I have discussed the outcomes of this course with my student and am convinced that it meets my interests and capabilities, and that the course is aligned with their graduation requirements.

Parent/Guardian Name

Parent/Guardian Signature

Parent/Guardian Communication Permission:

I give my permission for SJFC- OE staff to contact me for issues related to the online learning being undertaken by my child.

Parent/Guardian Name

Parent/Guardian Signature

School Supervisor Agreement:

I have discussed online education with the applicant and I believe they can be successful in a online education learning space.

Advisor Name

Advisor Signature

Student Agreement:

I have completed the self-assessment questionnaire and believe I can be successful in a online learning course. I agree to adhere to the expectations of the SJFC policies outlined in this application and in the student handbook.

Student Name

Student Signature