A drawing of a cartoon character

Description automatically generated

**STUDENT ONLINE TRAINING POLICY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree to abide by the following. I will:

* Participate in online, live classes during the set course dates and times.
* Complete all assigned off-line coursework between each online session.
* Consent to the photographing of myself and the recording of my voice and the use of these photographs and/or recordings singularly or in conjunction with other photographs and/or records for a Fellow-in-Training’s application to the Academy of Orton-Gillingham or for sharing with other registrants in the class only with the Logic of OGA’s permission. I understand that the term “photograph” as used herein encompasses both still photographs and video picture footage.
* By registering for this training class, initialing each page of this agreement, and signing the policy on the last page, I have agreed to the terms and policies set forth under the Logic of OGA training policy.

**UNAUTHORIZED DISTRIBUTION**

The Logic of OGA restricts unauthorized distribution of our online training recordings. The Logic of OGA does not normally provide access to online training recordings, nor will they be provided to registrants who fail to show up for online training presentation. The Logic of OGA administrator will decide if there are any extenuating circumstances. Attendee’s may not under any circumstances record any synchronous or asynchronous sessions or videos. Purchases at the individual rate are for the individual’s use only and no materials may be shared or stored in libraries, or shared as part of educator resources in any school. All material presented is copyrighted.

**ATTENDANCE MONITORING**

To receive a certificate of hours and/or University of Colorado Boulder graduate continuing education (GCE) credit for an online training, attendees are required to attend all online training sessions for the entire duration. Online training attendees cannot walk away, minimize their screen, work on other projects, or otherwise fail to participate. Their first and last name must be visible on their Zoom video box. You must participate in all interactive activities requested of you by the Instructors, including the evaluation at the end of the program. Only registered attendees may attend the training.

**NO SHOWS**

The Logic of OGA reserves the right to retain all fees for all “No Shows,” which is defined as a person who registers for a program, but who does not cancel registration and does not attend the program.

**DISMISSALS**

Should the Logic of OGA determine that a participant must be removed from the class for violations including attendance policy, inappropriate or illegal conduct, no refunds will be given.

**THE LOGIC OF OGA CANCELLATION**

We apologize in advance for any inconvenience that might occur if an online training or in-person event is cancelled. If the training cannot be rescheduled on the “cancellation" or "weather day” scheduled, full refunds in the amount of the original training class for that day will be refunded to registered attendees only. The Logic of OGA instructors will promptly contact participants should a training event cancellation occur.

**All student must agree to THE STUDENT ONLINE TRAINING POLICY prior to participation.** By registering for a Logic of OGA sponsored training, you agree to the terms and policies set forth under this Logic of OGA policy. You also certify that you are the person enrolled as identified in the registration data and that you will personally complete all assigned hours of instruction and all interactive activities. You understand and agree that if you misrepresent your identity or arrange for someone else to represent you at any time during Logic of OGA training, you will be immediately removed from the online training and you will not be entitled to any refund. Logic of OGA reserves the right to make contacts as necessary to verify the integrity of the participation of the person enrolled in this online training. This contact may be made by phone or computer. You also agree that: 1) Your participation and communication may be monitored or recorded at any time during a presentation, 2) the Logic of OGA Instructors and/or Academy Fellow will be allowed to contact you to discuss the subject matter presented in a training for varied purposes, including attendance monitoring, remediation, and professionalism of responses.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_