



## **DISTANCE LEARNING AGREEMENT FOR LEARNERS**

Please read carefully, and sign the agreement below. This agreement is meant for the completion of your TGH course through distance learning.

### **During the program**

- I agree to connect to class on time and stay engaged.
- I agree to minimize distractions as much as possible during class time.
- If I will be late or absent from class, I agree to send prior notice to my instructor(s).
- If absent, I will arrange a make-up class with my instructor(s).
- I agree to comply with all class expectations set by my instructor(s).
- I agree to communicate any concerns, feedback, and questions to my instructor(s).
- I agree to complete all required assignments, classwork, and other class materials
- I agree to follow the guidelines of your TGH program site. Tech Goes Home runs through many organizations and each organization will have different policies, rules, and guidelines. If you have any questions or concerns, speak to your TGH instructor(s).

### **Program completion requirements**

- I agree to complete a minimum of 15 hours of Tech Goes Home training.
- I agree to set up a Gmail account (except for TGH Early Childhood)
- I agree to complete a final project (except for TGH Early Childhood)
- I agree to complete this learner enrollment form and participant post-training survey at the end of the course.

### **Devices**

- I agree to work with the distance learning TGH instructor(s) if I have trouble setting up my device.
- If I am unable to complete all the above requirements, I will contact my instructor(s) to make arrangements to return all Tech Goes Home devices received. Any transportation or shipping costs associated with the return will be my responsibility.

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*Learner's Full Name (print)*

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*Signature*

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*Date*