

## Shenandoah Valley Jr./Sr. High School Back To Basics Alternative Education Program

The Shenandoah Valley Back To Basics (SVBTB) Alternative Education Program is designed for students in grades 7 through 12 who are disruptive and are unable to cope or to succeed in the regular classroom setting.

Students assigned to the SVBTB Alternative Education Program will be provided with due process in the form of an informal hearing in accordance with 22 Pa. Code Section 12.8 (c). This informal hearing should precede placement. However, when a student's presence in the regular classroom poses a danger to persons or provides a disruption of the academic process, immediate placement in the Alternative Education Program (AEP) for disruptive youth may occur with the informal hearing to follow as soon as possible.

### **PROGRAM GOALS**

1. To prepare the student to re-enter the regular education program.
2. To establish, increase and enhance the student's academic skills.
3. To complete the student's academic requirements that will enable the student to graduate from high school.

### **STUDENT TO BE SERVICED**

The SVBTB Alternative Education Program will be available to students who are expelled from the regular education program, or have reached the expulsion level as a result of failure to abide by the rules of In-School Suspension, or any other offense that warrants expulsion as outlined by the Shenandoah Valley Parent-Student-Teacher Handbook.

A disruptive student is a student who poses a clear threat to the safety and welfare of other students or the school staff, who creates an unsafe school environment or whose behavior materially interferes with the learning of other students or disrupts the overall education process. As defined under 24 P.S. Section 19-1901 - C (5), eligible students exhibit to a marked degree any or all of the following conditions:

- (1) Disregard for school authority, including persistent violation of school policy and rules;
- (2) Display of or use of controlled substances on school property or during school-affiliated activities;
- (3) Violent or threatening behavior on school property or during school-related activities;
- (4) Possession of a weapon on school property, as defined under 18 Pa. C.S. Section 912 (relating to possession of weapon on school property);
- (5) Commission of a criminal act on school property;
- (6) Misconduct that would merit suspension or expulsion under school policy; and
- (7) Habitual truancy.

## **SPECIAL EDUCATION STUDENTS**

The following is the criteria that applies to special education students:

1. Special education students can be placed in the program based on the recommendation of an IEP team and the issuance of a Notice of Recommended Educational Placement (NOREP).
2. Special education students can be placed in the program for 45 school days in response to a disciplinary infraction involving firearms or drugs. Should this occur, a multi-disciplinary team must convene within the 45 school days, in order to conduct a re-evaluation of the student and make recommendations to the IEP team. The IEP team will develop an appropriate educational program for the student.
3. Special education students can remain in the program based on the students' IEP.

## **BELIEFS AND VALUES OF ALTERNATIVE EDUCATION**

The beliefs and values of the SVBTB Alternative Education Program include:

1. All children have a right to an uninterrupted education.
2. No student has the right to hinder the learning process of themselves or others by misbehavior.
3. There is a need to teach ethics and values for students to conduct their lives in terms of these values.
4. Hard work and perseverance are necessary to accomplish life goals.
5. Structure and a safe environment are necessary for effective learning to occur.

## **Community Service**

SVBTB participates in a Community Service grant. The purpose of the grant is to involve our students in their school and community as a supplemental enhancement to the regular curriculum. The main objectives of the grant are to (1.) create a positive connection between the students and their community and (2.) to provide another strategy for academic achievement and career planning in a realistic environment using hand-on strategies of pedagogy and critical thinking and (3.) to nurture self esteem through positive experiences while working in a team environment.

Community Service is Good for our Students because:

- It can increase a student's self-confidence and esteem.
- It can provide opportunities for positive role models and mentors.
- It can allow students to achieve trust and a caring relationship with others.
- It can make students feel that they can make a difference in other people's lives.
- It can serve as an opportunity to explore or be exposed to new careers.
- It is usually a hands-on experience.
- It can foster students taking a more involved role in activities in their community, including their education.
- It can promote their acquiring skills in problem solving.
- It will close the gap between academic learning and what is happening in real life.

## PROGRAM STRUCTURE

Number of students - approximately 12-15 students

Location - Shenandoah Valley High School

Hours of Operation: 3:00 p.m. - 7:00 p.m., Monday through Friday

Sample Class Schedule: (Subject to change @ instructor's discretion)

Monday and Wednesday 3:00 - 5:00 p.m. - Math\*

5:00 - 7:00 p.m. - Science\*

Tuesday and Thursday 3:00 - 5:00 p.m. - Social Studies\*

5:00 - 7:00 p.m. - Language Arts\*

Friday 3:00 - 5:00 p.m. - P.E./Health\*/Community Service

5:00 - 7:00 p.m. - Counseling/Behavior

\*Snack Break 5:00 - 5:15

Restroom break 6 P.M. - Restroom breaks are limited to one per evening unless doctor's

note is provided.

School-To-Work\*

\*curriculum areas to be determined by the coordinator

Total instructional hours will be 20 hours per week

## **CURRICULUM/INSTRUCTION**

Curriculum offerings will focus on the basic skills and be integrated where possible in:

1. Communication/Language Arts
2. Math
3. Science
4. Social Studies
5. Physical Ed./Health/Community Service
6. Behavior Management/Counseling

All Instruction will follow the planned courses for that curriculum area.

## **ATTENDANCE**

- ◆ Students arriving after 3:00 p.m. are tardy.
- ◆ A student will be considered ½ day absent when the student arrives between 3:11 p.m. and 4:00 p.m. An excuse will be required.
- ◆ A student will be considered absent for the day if they arrive after 4:00 p.m., unless previous arrangements have been made and authorities have been notified.
- ◆ Any student who fails to attend school will need the proper excuse.
- ◆ The district's attendance policy will be followed for any attendance problems
- ◆ Alternative Education class phone 462-9412 to be used between hours of 3:00 to 7:00 P.M. only.
- ◆ Notify the coordinator with any attendance problems and provide proper documentation.
- ◆ The coordinator will notify the proper administrator of the students who are truant and require notification.
- ◆ A 90% or better attendance record is required to re-enter the regular education program.

## **SEARCHES**

AEP students and their belongings may be subject to unannounced weapon and tobacco searches by school personnel and police officers. These searches may include but not be limited to electronic devices.

Students may be subjected to “pat down” searches by police if probable cause exists. Any weapon violations will result in the student being removed from the program and subject to the provisions of the District's Weapons Policy in accordance with Act 26 of the Pennsylvania School Code.

Items deemed inappropriate to the school setting by school personnel will be confiscated.

Consult the District's Discipline Policy to determine the appropriate punishment.

AEP student lockers may be subjected to unannounced searches by school personnel and, drug sniffing dogs. Lockers may be searched with probable cause.

## **DRUG AND ALCOHOL POLICY**

For any drug or alcohol policy problems, refer to the District's Drug and Alcohol Policy.

## **INCIDENT REPORTS**

An Incident Report should be filed when:

- ◆ Student leaves program without permission.
- ◆ Student is sent home.
- ◆ Police Officer is called to intervene in a situation.
- ◆ Drug or Alcohol violation occurs.
- ◆ Vandalism of school property occurs
- ◆ Student exhibits a behavior that warrants it in the opinion of the staff.

A copy of the incident will be retained by the program coordinator and the original will be given to the high school principal.

## **PHONE CONTACT**

Phone contact will be made to the student's home when:

- ◆ The student is absent (call should be made as close to 4:00 p.m. as possible);
- ◆ If a student is ill and is to be sent home;
- ◆ When the student's behavior warrants that the student be sent home;
- ◆ The student consistently exhibits unacceptable behaviors (e.g., tardy, disruptive).

All phone contact must be logged - both incoming and outgoing calls. Notations should include caller, party spoken to, time, and purpose of call.

## **GRADING AND ATTENDANCE**

It is the responsibility of each AEP staff member to participate in the assigning of student goals.

The regular teachers should be notified of the student's placement in AEP and course work should be sent for the student.

Staff members should be aware of the student's course work requirements and progress.

Grades will be required for only the core area courses, math, science, language arts, and social studies. Grades for other courses may be assigned if the staffing allows teaching in those areas.

All work the student completes in AEP should be graded and returned for examination by the regular classroom teacher as the student completes the assignments. A copy of each student's work will be kept in a separate AEP file folder.

## **STUDENT SUPERVISION**

All students in the Shenandoah Valley Alternative Education Program **MUST BE SUPERVISED AT ALL TIMES**. No student should be allowed to go the lav, locker, or other classrooms without a staff member.

Any student on school property unsupervised may be charged with defiant trespassing.

## **BEHAVIORAL MANAGEMENT CHECKLIST AND POINTS**

The behavioral points given at the end of the night are a reflection of a student's overall performance in the program. The total points are not incident specific.

Anecdotal notes supporting daily point totals should be recorded on the behavioral checklist. A primary goal of the program is behavior modification.

## **BEHAVIOR RULES**

1. All students will remain absolutely silent and remain in their assigned seats, unless instructed otherwise by the instructor.
2. The student must raise their hand to speak in class. Do not speak until called upon by the instructor.
3. If the need arises to get out of the assigned seat, the student will raise his/her hand and wait to be called on in order to ask permission.
4. Use or possession of tobacco, alcohol, drugs or related paraphernalia including lighting devices and tobacco papers is prohibited.
5. No fighting, physical or verbal.
6. Weapons are prohibited.
7. No stealing of school and/or personal property of others.
8. No forging signatures on any documents, including but not limited to:
  - A. Doctor's excuses
  - B. Parent/guardian forms
9. No harassing others, including but not limited to:
  - A. Name calling
  - B. Teasing

- C. Touching
- D. Other inappropriate gestures or contact
- 10. No swearing.
- 11. No defacing or damaging school property or other individual's property.
- 12. No sleeping. Students are expected to be productive during class time.
- 13. All other rules of the Shenandoah Valley School District that are not listed are still in effect and will be strictly enforced. (See Student Handbook)

## **OTHER RULE INFRACTIONS**

- 1. Failure to complete homework assignments.
- 2. Failure to follow directions given by staff members.
- 3. Failure to bring required materials to class, including but not limited to:
  - A. Pencil
  - B. Books
  - C. Journal
  - D. Assignment book
- 4. Failure to clean the cafeteria and classrooms after use.
- 5. Failure to stay on task with class assignments during class time.

Any violation of the rules will be reported to the administrator in writing for further disciplinary action. Such disciplinary action may include, but not be limited to:

- ◆ Saturday In-School Suspensions
- ◆ Appropriate charges being filed with the magistrate.

## **DRESS CODE**

Students are expected to dress responsibly for school. The school insists upon decency, cleanliness, and appropriateness of dress at all times.

When a student's dress presents a danger to his/her health and safety or creates a distraction to the learning process, the student will be requested to make changes.

The following clothes are prohibited:

- 1. Hats, caps, bandannas, and sunglasses worn in the building;
- 2. Jeans with holes without patches on them;
- 3. Articles of clothing that reference drugs, alcohol, or tobacco products;
- 4. Coats or jackets during the school day;
- 5. Torn clothing;
- 6. Low riding baggy jeans and shorts;
- 7. Chains hanging from pants, heavy chains, dog chains, choker collars and excessive beads;

8. Messages with implication of a sexual nature, obscenities, suggestive remarks, negative comments about another' culture, or reference to illegal substances;
9. Clothing depicting violence;
10. Clothing or insignia related to gangs, racist or hate groups;
11. Tank tops, halter-tops, tube tops, cutoff shirts, crop shirts, sheer tops, mesh tops, bare midriffs, or muscle shirts;
12. Shorts, skirts, dresses must exceed the length of your hand hanging naturally at your side. The fingertips shall serve as the dividing line;
13. Articles of clothing made of Spandex.

Footwear must be worn at all times.

Garments worn in such a manner as to expose underwear will be in defiance of the dress code. Undergarments must not be seen. Pants are to be pulled up to the waist and fastened so they will remain in that position.

Earrings and body rings worn at a location other than the ears are not allowed. Specifically those worn in the nose, eyebrow, tongue, cheek, or any other visible location that is not concealed is not acceptable.

Tattoos displaying messages with implication of a sexual nature, obscenities, suggestive remarks, negative comments about another' culture, or reference to illegal substances may not be visibly displayed and must remain under appropriate clothing. Violations will result in two (2) days OSS.

Students who violate the dress code will be asked to phone home or be sent home for a change of clothes. Refusal to change clothes will result in two (2) days ISS (Saturday). A second violation of the dress code will result in further suspension and a mandatory parent conference.

## **EXTRA CURRICULAR ACTIVITIES**

Any student assigned to the Shenandoah Valley Alternative Education Program will not be permitted to participate in any extra curricular activities nor attend any events held and/or sponsored by the Shenandoah Valley School District.

## **PLACEMENT BACK INTO THE REGULAR PROGRAM**

A student can only regain placement in the regular classroom by meeting all of the following criteria:

1. Minimum of 45 days in the program with at least a 90% attendance
2. Passing all subjects
3. Exit review with administrator (Including AEP Student Exit Letter)
4. Recommendation of alternative education instructor

***AEP students may obtain a waiver of requirements due to outstanding progress***

Students can only re-enter the regular classroom at the beginning of a grading period. The maximum stay in the alternative education program is one year. It is the belief of the Shenandoah Valley School District that if a student is unable to re-enter the regular classroom after one year, then other avenues of rehabilitation should be pursued.

## **TERMINATION FROM ALTERNATIVE EDUCATION**

Students can be terminated from the alternative education program for non-compliance of established rules and regulations.

## **DISCLAIMER**

ANY SITUATION NOT SPECIFICALLY COVERED IN THIS POLICY GUIDE SHALL BE GOVERNED BY THE POLICIES AND GENERAL OPERATING PROCEDURES OF THE SHENANDOAH VALLEY SCHOOL DISTRICT.

## SHENANDOAH VALLEY ALTERNATIVE EDUCATION RULES AND REGULATIONS

1. Regular attendance is required for compulsory school age students. All attendance regulations not specified will be subject to the attendance policy found in the student handbook. The only legal excuses will be in accordance with The School Code such as: a death in the immediate family; a court subpoena, or a written doctor's excuse.
2. Classes will start at 3:00 p.m. and conclude at 7:00 p.m. I WILL BE ON TIME FOR ALL ALTERNATIVE EDUCATION CLASSES. IF I AM GOING TO BE LATE, IT IS MY RESPONSIBILITY TO CALL PRIOR TO 2:30 P.M. AND LET THE INSTRUCTOR KNOW. IF I AM GOING TO BE ABSENT, IT IS MY RESPONSIBILITY TO NOTIFY THE HIGH SCHOOL OFFICE BY 10:30 A.M. The school phone number is 462-1957.
3. I am responsible for all the work assigned for the classes and I will have the work done on time.
4. Failure to complete the assigned work will result in a failing grade for the marking period.
5. I am responsible for all transportation to and from my alternative education classes.
6. If there is a field trip this year, all alternative education students are required to attend.
7. This form must be completed and returned or else I can be removed from the alternative education program and the cost and burden of my education will be borne by parents and my legal guardians and/or myself.
8. I understand that my rating on the Behavioral Composite will be affected by my behavior in class.
9. Lunch - Since the program runs from 3:00 p.m. until 7:00 p.m., you may bring a snack with you to be eaten during 15-minute break time.
10. Be polite and be cordial.
11. Sleeping will not be tolerated.

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

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Alternative Education Coordinator  
\_\_\_\_\_ Date \_\_\_\_\_  
Student

The answers to three questions will determine your success or failure:

1. **Can people trust you to DO RIGHT?**
2. **Am I committed to being the best I can be?**
3. **Do I care about other people and show it?**

If the answer to these questions is yes, then there is no way you can fail!

## SHENANDOAH VALLEY ALTERNATIVE EDUCATION RULES

1. Your attendance for the Alternative Education Program must be 90% or better in order to re-enter the regular education program. If you are absent more than 10% of the time, you will remain in the Alternative Education Program. All attendance regulations not specified will be subject to the attendance policy found in the student handbook.
2. For each assignment not turned in on time, your letter grade will be reduced accordingly.

3. Be on time. Three tardy days will be considered an illegal and/or unexcused absence and will be referred to the magistrate, and you and your parents/guardians will be subject to any fines/costs associated with the responsibility of your education.
4. You are responsible for your own ride to and from the school. Your ride should be waiting for you precisely at 7:00 p.m.
5. The Alternative Education Program will run for two hours per session. The hours will begin promptly at 3:00 p.m. and run until 7:00 p.m.
6. You will receive a calendar stating dates, times, instructors and subjects to be covered at the evening sessions. You are responsible for bringing and maintaining the proper materials.
7. Lunch will be set for a 15-minute period as designated by the Coordinator.
8. In addition, the Alternative Education Program is subject to any and all provisions of the Shenandoah Valley School District Handbook and School Code (Tobacco Policy, Searches etc.)

\_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_  
Student

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**SHENANDOAH VALLEY SCHOOL DISTRICT  
ALTERNATIVE EDUCATION NOTICE**

Your son/daughter \_\_\_\_\_ was placed in the Shenandoah Valley Alternative Education Program. \_\_\_\_\_ will be given approximately twenty hours of in class instruction time per week. There will also be approximately five hours of out of class work (homework) per week.

The first day of the Alternative Education is \_\_\_\_\_ starting promptly at 3:00 p.m. in room \_\_\_\_\_. You are responsible for any and all transportation to and from the program. The program will last for AT LEAST ONE NINE WEEK MARKING PERIOD. If your child enters after a marking period has begun, then he/she must remain in the program until the end of the NEXT marking period. At this first class \_\_\_\_\_ will review the rules governing the program and will be given a copy of the rules to take home and have signed. \_\_\_\_\_ will also be given a two-week schedule of his/her classes.

The Alternative Education Program will be every day Monday through Friday. It will begin promptly at 3:00 p.m. and end at 7:00 p.m. During each day, the student will study two different core courses. These courses include math, science, social studies, English, physical education/health and a counseling period.

Sincerely,

Alternative Education Coordinator

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**Alternative Education Emergency Form**

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Student Name: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone: \_\_\_\_\_

Please list emergency contact persons to be called if you are unable to be Reached in the event of an emergency. These persons should be available during evening school hours and have transportation.

1. Name \_\_\_\_\_ relationship \_\_\_\_\_ phone \_\_\_\_\_

2. Name \_\_\_\_\_ relationship \_\_\_\_\_ phone \_\_\_\_\_

Additional parental requests or concerns:

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Signature of parent/guardian \_\_\_\_\_ date \_\_\_\_\_

## **SHENANDOAH VALLEY ALTERNATIVE EDUCATION PROGRAM**

### **FIRST DRAFT**

Dear Alternative Education Staff,

Paragraph #1 - INTRODUCTION

Explain why you were placed in this program.

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Paragraph #2 - WHY YOU FEEL YOU SHOULD BE MOVED TO THE NEXT LEVEL

Write about your progress and behavior in Alternative Education so far. What goals have you accomplished?

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Paragraph #3 - GOAL SETTING

What goals do you feel you still need to work on in this next level?

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Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_  
Print Your Name

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Sign Your Name in Cursive

THIS LETTER SHOULD BE PROOFREAD AND CHECKED BY A STAFF MEMBER  
BEFORE REWRITING ON LINED PAPER!

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**SHENANDOAH VALLEY ALTERNATIVE EDUCATION PROGRAM**

EXIT LETTER  
FIRST DRAFT

Dear \_\_\_\_\_  
Write Principal's Name

Paragraph #1 - INTRODUCTION

Explain why you were placed in this program.

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Paragraph #2 - ACCOMPLISHMENTS

Write about your progress and behavior in Alternative Education. What goals have you accomplished? This could deal with: attendance, tardies, attitudes, behavior, respect for teachers and other students. How has the Alternative Education staff helped you?

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Paragraph #3 - RETURN TO SCHOOL

Explain why you should return to school. Write about the behavior you will exhibit, respect to teachers, etc.

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Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_

Print Your Name

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Sign Your Name in Cursive

THIS LETTER SHOULD BE PROOFREAD AND CHECKED BY A STAFF MEMBER  
BEFORE REWRITING ON LINED PAPER!

SHENANDOAH VALLEY ALTERNATIVE EDUCATION PROGRAM

INCIDENT REPORT

Student's Name \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name(s) of other students involved: \_\_\_\_\_

Name(s) of other staff involved: \_\_\_\_\_

Details of Incident: \_\_\_\_\_

Interventions: \_\_\_\_\_

Outcome:

- \_\_\_\_\_ Called Parent/Guardian
- \_\_\_\_\_ Sent home
- \_\_\_\_\_ Police notified
- \_\_\_\_\_ Called Program Manager
- \_\_\_\_\_ Medical attention sought
- \_\_\_\_\_ Other \_\_\_\_\_

Report Filed By: \_\_\_\_\_

SHENANDOAH VALLEY ALTERNATIVE EDUCATION PROGRAM  
DISCHARGE FORM

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Homeroom: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Grade: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Date Entered AEP: \_\_\_\_\_ Tentative Discharge Date: \_\_\_\_\_

Length of Stay: \_\_\_\_\_ Return to 6<sup>th</sup> & 7<sup>th</sup> Periods: \_\_\_\_\_

Return to Regular classes: \_\_\_\_\_ # of Days absence: \_\_\_\_\_

NORA/IEP Addendum: \_\_\_\_\_

Date of Principal notification: \_\_\_\_\_ G.P.A. Prior to Placement: \_\_\_\_\_

Date of Teacher notification: \_\_\_\_\_ Date of counselor notification: \_\_\_\_\_

Attendance Prior to placement: \_\_\_\_\_ days out of \_\_\_\_\_ days.

Reason for AEP referral: \_\_\_\_\_

Interventions/Programs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Behavior now exhibited: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re-entry strategy(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Period	Subject	Grade	Teacher	Comments!
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Shenandoah Valley School District

## SHENANDOAH VALLEY ALTERNATIVE EDUCATION PROGRAM BEHAVIORAL COMPOSITE CHECKLIST

Name: \_\_\_\_\_ Mentor: \_\_\_\_\_  
 Student ID# \_\_\_\_\_ Start Date \_\_\_\_\_ Week of: \_\_\_\_\_

	Mon	Tues	Wed	Thurs	Fri	
Dates:						
<b>BEHAVIOR</b>						<b>COMMENTS</b>
Complies with rules (2)						
Shows respect for staff (2)						
Reports on time (1)						
Is non-confrontational (1)						
Displays no attention getting behavior (2)						
Does not have outbursts (1)						
Maintains Positive Attitude (2)						
<b>TOTAL (11)</b>						
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	
Dates:						
<b>SOCIAL</b>						<b>COMMENTS</b>
Shows respect to peers (2)						
Does not disturb others (1)						
Practices self control (2)						
<b>TOTAL (5)</b>						
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	
Dates:						
<b>ACADEMIC</b>						<b>COMMENTS</b>
Participates in class discussions and group work (1)						

Prepared for class (1)						
Completes class assignments (2)						
Maintains a journal (2)						
<b>TOTAL (6)</b>						
	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	
Dates:						
<b>INDIVIDUAL TARGET BEHAVIOR</b>						<b>COMMENTS</b>
(1)						
(1)						
(1)						
<b>TOTAL (3)</b>						
<b>TOTAL DAILY POINTS (25)</b>						

# SHENANDOAH VALLEY SCHOOL DISTRICT

## ACCEPTABLE USE OF THE COMPUTERS, NETWORKS, INTERNET, ELECTRONIC COMMUNICATIONS SYSTEMS AND INFORMATION POLICY

### Purpose

Shenandoah Valley School District (“School District”) provides employees, students and guests (“users”) with access to the School District’s electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

Computers, network, Internet, electronic communications and information systems (collectively “CIS systems”) provide vast, diverse and unique resources. The Board will provide access to the School District’s CIS systems in order to access information, research, to facilitate learning and teaching, and to foster the educational purpose and mission of the School District.

For users, the School District’s CIS systems must be used primarily for education-related purposes and performance of School District job duties. *Incidental personal use* of school computers is permitted for employees so long as such use does not interfere with the employee’s job duties and performance, with system operations, or with other system users. Personal use must comply with this policy and all other applicable School District policies, procedures and rules contained in this policy, as well as Internet service provider (“ISP”) terms, local, state and federal laws and must not damage the School District’s CIS systems. Students may only use the CIS systems for educational purposes. At the same time, employees’ and students’ personal technology devices brought onto the School District’s property or suspected to contain School District information may be legally accessed to insure compliance with this Policy and other School District Policies to protect the School District’s resources, and to comply with the law. Users may not use their personal computers to access the School District’s Intranet, Internet or any other CIS Systems unless approved by the Technology Coordinator.

The School District intends to strictly protect its CIS systems against numerous outside and internal risks and vulnerabilities. Users are important and critical players in protecting these School District assets and in lessening the risks that can destroy these important and critical assets. Consequently, employees and students are required to fully comply with this policy, and to immediately

report any violations or suspicious activities to the school district . Conduct otherwise will result in actions further described in Section 12 - Consequences for Inappropriate, Unauthorized and Illegal Use, found as the last section of this Policy, and provided in relevant School District policies.

## Definitions

1. Access to the Internet – A computer shall be considered to have access to the Internet if the computer is equipped with a modem or is connected to a network that has access to the Internet, whether by wire, wireless, cable, or any other means.

2. Child Pornography – Any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

b. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or

c. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

3. Computer – Includes any School District owned, leased or licensed or employee, student and guest owned personal hardware, software, or other technology used on School District premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer. Computer includes, but is not limited to, School District, employee, students and guest: desktop, notebook, powerbook, tablet PC or laptop computers, printers, cables, modems, and other peripherals; specialized electronic equipment used for students' special educational purposes; global position system (GPS) equipment; personal digital assistants (PDAs); cell phones, with or without Internet access and/or recording and/or camera and other capabilities, mobile phones, or wireless

devices; beepers; paging devices, laser pointers and attachments, and any other such technology developed.

4. Electronic Communications Systems - Any messaging, collaboration, publishing, broadcast, or distribution system that depends on electronic communications resources to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print electronic records for purposes of communication across electronic communications network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic communications or is implicitly used for such purposes. Further, an electronic communications system means any wire, radio, electromagnetic, photooptical or photoelectronic facilities for the transmission of wire or electronic communications, and any computer facilities or related electronic equipment for the electronic storage of such communications. Examples include, but are not limited to, the Internet, intranet, electronic mail services, Global Positioning Systems, Personal Digital Assistants, facsimile machines, cell phones with or without Internet access and/or electronic mail and/or recording devices, cameras, and other capabilities.

5. Educational Purpose - Includes use of the CIS systems for classroom activities, professional or career development, and to support the School District's curriculum, policy and mission statement.

6. Harmful to Minors - Any picture, image, graphic image file or other visual depictions that:

a. Taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion;

b. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals, and

c. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

7. Incidental Personal Use - Use of School District CIS systems by an individual employee for occasional personal communications. Personal use must comply with this policy and all other School District policies, procedures and rules, as well as ISP, local, state and federal laws and may not interfere

with the employee's job duties and performance, with system operations, or with other system users, and must not damage the School District's CIS systems. Under no circumstances should the employee believe their use is private. The School District reserves the right to monitor, track, access, and log the use of its CIS systems at any time.

8. Minor – For purposes of compliance with the Children's Internet Protection Act ("CIPA"), an individual who has not yet attained the age of seventeen. For other purposes, minor shall mean the age of minority as defined in the relevant law.

9. Network – A system that links two or more computer systems, including all components necessary to effect the operation, including, but not limited to: computers, copper and fiber cabling, wireless communications and links, equipment closets and enclosures, network electronics, telephone lines, printers and other peripherals, storage media, software, and other computers and/or networks to which the network may be connected, such as the Internet or those of other institutions.

10. Obscene – Analysis of the material meets the following elements:

a. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest;

b. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene; and

c. Whether the work taken as a whole lacks serious literary, artistic, political, or scientific value.

11. Sexual Act and Sexual Contact – As defined at 18 U.S.C. § 2246(2), and at 18 U.S.C. § 2246(3), 18 Pa.C.S.A. § 5903.

12. Technology Protection Measure(s) – A specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

13. Visual Depictions – Undeveloped film and videotape and data stored on computer disk or by electronic means which

is capable of conversion into a visual image but does not include mere words.

### Authority

1. Access to the School District's CIS systems through school resources is a privilege, not a right. These, as well as the user accounts and information, are the property of the School District, which reserves the right to deny access to prevent further unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The School District will cooperate to the extent legally required with the ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems.

2. It is often necessary to access user accounts in order to perform routine maintenance and security tasks; system administrators have the right to access by interception, and the stored communication of user accounts for any reason in order to uphold this policy and to maintain the system. Users have no privacy expectation in the contents of their personal files or any of their use of the School District's CIS systems. The School District reserves the right to monitor, track, log and access CIS systems use and to monitor and allocate fileserver space.

3. The School District reserves the right to restrict access to any Internet sites or functions it may deem inappropriate through software blocking or general policy. Specifically, the School District operates and enforces technology protection measure(s) that block or filter online activities of minors on its computers used and accessible to adults and students so as to filter or block inappropriate matter on the Internet. *Inappropriate matter* includes, but is not limited to, visual, graphic, text and any other form of obscene, sexually explicit, child pornographic, or other material that is harmful to minors, hateful, illegal, defamatory, lewd, vulgar, profane, rude, inflammatory, threatening, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, bullying, terroristic, and advocates the destruction of property. Measures designed to restrict adults' and minors' access to material harmful to minors may be disabled to enable an adult to access *bona fide* research or for another lawful purpose.

4. The School District has the right, but not the duty, to monitor, track, log, access and report all aspects of its computer information technology and related systems of all users and of any employee's, student's and guest's personal computers, network, Internet, electronic communication systems, and media brought on to School District premises or at School District events, connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.

5. The School District reserves the right to restrict or limit usage of lower priority CIS systems and computer uses when network and computing requirements exceed available capacity according to the following priorities:

a. Highest – uses that directly supports the education of the students.

b. Medium – uses that indirectly benefit the education of the student.

c. Lowest – uses that include reasonable and limited educationally related interpersonal communications and incidental personnel communications.

d. Forbidden – all activities in violation of this policy.

6. The School District additionally reserves the right to:

a. Determine which CIS systems services will be provided through School District resources.

b. View and monitor network traffic, file server space, processor, and system utilization, and all applications provided through the network and communications systems, including e-mail.

c. Remove excess e-mail or files taking up an inordinate amount of fileserver disk space after a reasonable time.

d. Revoke user privileges, remove user accounts, or refer to legal authorities when violation of this and any other applicable School District policies occur or state or federal law is violated, including, but not

limited to, those governing network use, copyright, security, privacy, employment, and destruction of School District resources and equipment.

### Responsibility

1. Due to the nature of the Internet as a global network connecting thousands of computers around the world, inappropriate materials, including those which may be defamatory, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), inaccurate, obscene, sexually explicit, lewd, vulgar, rude, harassing, violent, inflammatory, threatening, terroristic, hateful, bullying, profane, pornographic, offensive, and illegal, can be accessed through the network and electronic communications systems. Because of the nature of the technology that allows the Internet to operate, the School District cannot completely block access to these resources. Accessing these and similar types of resources may be considered an unacceptable use of school resources and will result in actions explained further in Section 12 Consequences for Inappropriate, Unauthorized and Illegal Use, found in the last section of this policy and as provided in relevant School District policies.

2. Employees must become proficient in the use of the School District's CIS systems, and software relevant to the employee's responsibilities and practice proper etiquette, School District ethical behavior, and agree to the requirements of this policy.

### Delegation of Responsibility

1. The Technology Coordinator and/or designee will serve as the coordinator to oversee the School District's CIS systems and will work with other regional or state organizations as necessary, to educate employees, approve activities, provide leadership for proper training for all users in the use of the CIS systems and the requirements of this policy, establish a system to insure adequate supervision of the CIS systems, maintain executed user agreements, and interpret and enforce this policy.

2. The Technology Coordinator and/or designee will establish a process for setting-up individual and class accounts, set quotas for disk

usage on the system, establish a retention schedule, and establish the School District virus protection process.

Unless otherwise denied for cause, student access to the CIS systems resources shall be through supervision by the professional staff.

Administrators, teachers and staff have the responsibility to work together to help students develop the skills and judgment required to make effective and appropriate use of the resources. All users have the responsibility to respect the rights of all other users within the School District and School District CIS systems, and to abide by the rules established by the School District, its ISP, local, state and federal laws.

## Guidelines

### 1. Access to the CIS Systems

a. CIS systems user accounts will be used only by authorized owners of the accounts for authorized purposes.

b. An account will be made available according to a procedure developed by appropriate School District authorities.

c. CIS System. The School District's Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy, as well as other relevant School District policies, will govern use of the School District's CIS systems for students, employees and guests. Use of the CIS systems will also be governed by the other relevant School District policies.

d. Types of Services included, but not limited to:

(1) World Wide Web. School District employees, students, and guests will have access to the Web through the School District's CIS systems as needed.

(2) E-Mail. School District employees may be provided assigned individual e-mail accounts for work related, and incidental personal use, as needed. Students will not be assigned individual e-mail accounts, unless authorized by the School District and a teacher supervises the students' use of the e-mail service.

(3) Guest Accounts. Guests, which include but are not limited to, volunteers, independent contractors and adult education instructors, may receive an individual account with the approval of the Technology Coordinator and/or designee if there is a specific, School District-related purpose requiring such access. Use of the CIS systems by a guest must be specifically limited to the School District-related purpose. An agreement will be required and parental signature will be required if the guest is a minor.

e. Access to all data on, taken from, or compiled using School District computers is subject to inspection and discipline. Users have no right to expect that School District information placed on users' personal computers, networks, Internet, and electronic communications systems is beyond the access of the School District. The School District reserves the right to legally access users' personal equipment for School District information.

### 2. Parental Notification and Responsibility

The School District will notify the parents about the School District CIS systems and the policies governing their use. This policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. It is not practically possible for the School District to monitor and enforce a wide range of social values in student use of the Internet. Further, the School District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The School District will encourage parents to specify to their

child(ren) what material is and is not acceptable for their child(ren) to access through the School's District's CIS system. Parents are responsible for monitoring their children's use of the School District's CIS systems when they are accessing the systems.

### 3. School District Limitation of Liability

The School District makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through the School District's CIS systems will be error-free or without defect. The School District does not warrant the effectiveness of Internet filtering. The electronic information available to users does not imply endorsement of the content by the School District, nor is the School District responsible for the accuracy or quality of the information obtained through or stored on the CIS systems. The School District shall not be responsible for any damage users may suffer, including but not limited to, information that may be lost, damaged, delayed, misdelivered, or unavailable when using the computers, network and electronic communications systems. The School District will not be responsible for stolen, damaged or lost personal devices of students, employees, contractors and guests. The School District shall not be responsible for material that is retrieved through the Internet, or the consequences that may result from them. The School District shall not be responsible for any unauthorized financial obligations, charges or fees resulting from access to the School District's CIS systems. In no event shall the School District be liable to the user for any damages whether direct, indirect, special or consequential, arising out the use of the CIS systems.

### 4. Prohibitions

The use of the School District's CIS systems for illegal, inappropriate, unacceptable, or unethical purposes by users is prohibited. Such activities engaged in by users are strictly prohibited and illustrated below. The School District reserves the right to determine if any activity not appearing in the list below constitutes an acceptable or unacceptable use of the CIS systems.

These prohibitions are in effect any time School District resources are accessed whether on School District property, when using mobile commuting equipment, telecommunication facilities in unprotected areas or environments, directly from home, or indirectly through another ISP, and if relevant, when an employee, student or guest uses their own equipment.

Students are prohibited from possessing and using their personal computers, as defined in this policy, on School District premises and property (including but not limited to, buses and other vehicles), at School District events, or through connection to the School District CIS systems, unless expressed permission has been granted by a teacher or administrator, who will then assume the responsibility to supervise the student in its use, or unless an IEP team determines such use is necessary, in which case, an employee will supervise the student and its use. Students who are performing volunteer fire company, ambulance or rescue squad functions, or need such a computer due to their medical condition, or the medical condition of a member of their family, with notice and the approval of the school administrator may qualify for an exemption of this prohibition.

#### a. General Prohibitions

## Users are prohibited from using School District CIS systems

### to:

(1) Communicate about non-work or non-school related communications unless the employees' use comports with this policy's definition of incidental personal use.

(2) Access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.

(3) Access or transmit material likely to be offensive or objectionable to recipients including, but not limited to, that which may be defamatory, inaccurate, obscene, sexually explicit, lewd, hateful, harassing, discriminatory (as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability), violent, vulgar, rude, inflammatory, threatening, profane, pornographic, offensive, terroristic and/or illegal.

(4) Cyberbullying another individual.

(5) Access or transmit gambling, pools for money, including but not limited to, basketball and football, or any other betting or games of chance.

(6) Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.

(7) Send terroristic threats, hateful mail, harassing communications, discriminatory remarks, and offensive or inflammatory communications.

(8) Participate in unauthorized Internet Relay Chats, instant messaging communications and Internet voice communications (on-line; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.

(9) Facilitate any illegal activity.

(10) Communicate through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or non-work related information is expressly prohibited (for example, the use of the "everyone distribution list, building level distribution lists, or other e-mail distributions lists to offer personal items for sale is prohibited).

(11) Engage in commercial, for-profit, or any business purposes (except where such activities are otherwise permitted or authorized under applicable School District policies); conduct unauthorized fund raising or advertising on behalf of the School District and non-school School District organizations; resell of School District computer resources to individuals or organizations who are not related to the School District; or use the School District's name in any unauthorized manner that would reflect negatively on the School District, its employees, or students. *Commercial purposes* is defined as offering or providing goods or services or purchasing goods or services for personal use. School District acquisition policies will be followed for School District purchase of goods or supplies through the School District system.

(12) Political lobbying.

(13) Install, distribute, reproduce or use copyrighted software on School District computers, or copy School District software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright. See Section 8 Copyright Infringement in this Policy and the School District's Copyright Policy for additional information.

(14) Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on School District computers is restricted to the Technology Coordinator or designee.

(15) Encrypt messages using encryption software that is not authorized by the School District from any access point on School District equipment or School District property. Employees and students must use School District approved encryption to protect the confidentiality of sensitive or critical information in the School District's approved manner.

(16) Access, interfere, possess, or distribute confidential or private information without permission of School District administration. An example includes accessing other students' accounts to obtain their grades.

(17) Violate the privacy or security of electronic information.

(18) Use the systems to send any School District information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the School District's business, or educational interest.

(19) Sending unsolicited commercial electronic mail messages, also known as spam.

(20) Posting personal or professional web pages without administrative approval.

(21) Posting anonymous messages.

b. Access and Security Prohibitions

**Users must immediately notify the Technology Coordinator and/or designee if they have identified a possible security problem. Students, employees, and guests must read, understand, provide signed acknowledgment form, and comply with this policy that includes network, Internet usage, electronic communications, telecommunications, non-disclosure and physical information security policies. The following activities related to access to the School District's CIS systems, and information are prohibited:**

(1) Misrepresentation (including forgery) of the identity of a sender or source of communication.

(2) Acquiring or attempting to acquire passwords of others or giving your password to another. Users will be held responsible for the result of any misuse of the users' user name or password while the users' systems access were left unattended and accessible to others, whether intentional or through negligence.

(3) Using or attempting to use computer accounts of others, these actions are illegal, even with consent, or if only for the purpose of "browsing".

(4) Altering a communication originally received from another person or computer with the intent to deceive.

(5) Using School District resources to engage in any illegal act, which may threaten the health, safety or welfare of any person or persons, such as arranging for the promotion of or the sale of drugs, weapons and alcohol, engaging in criminal activity, or being involved in a terroristic threat against any person or property.

(6) Disabling or circumventing any School District security, program or device, for example, but not limited to, anti-spyware, anti-spam software, and virus protection software or procedures.

(7) Transmitting electronic communications anonymously or under an alias unless authorized by the School District.

c. Operational Prohibitions

**The following operational activities and behaviors are prohibited:**

(1) Interference with or disruption of the CIS systems, network accounts, services or equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", Trojan Horse and trapdoor program code, the sending of electronic chain mail, distasteful jokes, and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts. The user may not hack or crack the network or others' computers, whether by parasiteware or spyware designed to steal information, or viruses and worms or other hardware or software designed to damage the CIS systems, or any component of the network, or strip or harvest information, or completely take over a person's computer, or to "looking around".

(2) Altering or attempting to alter files, system security software or the systems without authorization.

(3) Unauthorized scanning of the CIS systems for security vulnerabilities.

(4) Attempting to alter any School District computing or networking components (including, but not limited to file servers, bridges, routers, or hubs) without authorization or beyond one's level of authorization.

(5) Unauthorized wiring, including attempts to create unauthorized network connections, or any unauthorized extension or re-transmission of any computer, electronic communications systems, or network services, whether wired, wireless, cable, or by other means.

(6) Connecting unauthorized hardware and devices to the CIS systems.

(7) Loading, downloading, or use of unauthorized games, programs, files, or other electronic media, including, but is not limited to, downloading music files.

(8) Intentionally damaging or destroying the integrity of the School District's electronic information.

(9) Intentionally destroying the School District's computer hardware or software.

(10) Intentionally disrupting the use of the CIS systems.

(11) Damaging the School District's CIS systems, networking equipment through the users' negligence or deliberate act.

(12) Failing to comply with requests from appropriate teachers or School District administrators to discontinue activities that threaten the operation or integrity of the CIS systems.

5. Content Guidelines

**Information electronically published on the School District's CIS systems shall be subject to the following guidelines:**

a. Published documents including but not limited to audio and video clips or conferences, may not include a child's phone number, street address, or box number, name (other than first name) or the names of other family members without parent consent.

b. Documents, web pages, electronic communications, or videoconferences may not include personally identifiable information that indicates the physical location of a student at a given time without parent consent.

c. Documents, web pages, electronic communications, or videoconferences may not contain objectionable materials or point directly or indirectly to objectionable materials.

d. Documents, web pages and electronic communications, must conform to all School District policies and guidelines, including the copyright policy.

e. Documents to be published on the Internet must be edited and approved according to School District procedures before publication.

6. Due Process

a. The School District will cooperate with the School District's ISP, local, state, and federal officials to the extent legally required in investigations concerning or relating to any illegal activities conducted through the School District's CIS systems.

b. If students or employees possess due process rights for discipline resulting from the violation of this policy, they will be provided such rights.

c. The School District may terminate the account privileges by providing notice to the user.

#### Search and Seizure

d. Users' violations of this Policy, any other School District policy, or the law may be discovered by routine maintenance and monitoring of the School District system, or any method stated in this policy, or pursuant to any legal means.

e. The School District reserves the right to monitor, track, log and access any electronic communications, including but not limited to, Internet access and e-mails at any time for any reason. Users should not have the expectation of privacy in their use of the School District's CIS systems, and other School District technology, even when used for personal reasons. Further, the School District reserves the right, but not the obligation, to access any personal technology device of users brought onto the School District's premises or at School District events, or connected to the School District network, containing School District programs or School District or student data (including images, files, and other information) to insure compliance with this policy and other School District policies, to protect the School District's resources, and to comply with the law.

f. Everything that users place in their personal files should be written as if a third party will review it.

### 7. Copyright Infringement and Plagiarism

a. Federal laws, cases, and guidelines pertaining to copyright will govern the use of material accessed through the School District resources. Users will make a standard practice of requesting permission from the holder of the work and complying with license agreements. Employees will instruct students to respect copyrights, request permission when appropriate, and comply with license agreements and employees will respect and comply as well.

b. Violations of copyright law can be a felony and the law allows a court to hold individuals personally responsible for infringing the law. The School District does not permit illegal acts pertaining to the copyright law. Therefore, any user violating the copyright law does so at their own risk and assumes all liability.

c. Violations of copyright law include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio and video recording), distributing copyrighted materials over computer networks, and deep-linking and framing into the content of others' web sites. Further, the illegal installation of copyrighted software or files for use on the School District's computers is expressly prohibited. This

includes all forms of licensed software – shrink-wrap, clickwrap, browsewrap, and electronic software downloaded from the Internet.

d. School District guidelines on plagiarism will govern use of material accessed through the School District’s CIS systems. Users will not plagiarize works that they find. Teachers will instruct students in appropriate research and citation practices.

8. Selection of Material

a. Board policies on the selection of materials will govern use of the School District’s CIS systems.

b. When using the Internet for class activities, teachers will select material that is appropriate in light of the age of the students and that is relevant to the course objectives. Teachers will preview the materials and web sites they require or recommend students access to determine the appropriateness of the material contained on or accessed through the web site. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the critical thinking skills necessary to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

9. School District Web Site

The School District will establish and maintain a Web Site and will develop and modify its Web pages that will present information about the School District under the direction of the Technology Coordinator.

10. Safety and Privacy

a. To the extent legally required, users of the School District’s CIS systems will be protected from harassment or commercially unsolicited electronic communication. Any user who receives threatening or unwelcome communications must immediately take them to the Technology Coordinator and/or designee.

b. Users will not post personal contact information about themselves or other people on the CIS systems. The user may not steal another’s identity in any way, may not use spyware, parasiteware, cookies, or use School District or personnel employee technology or resources in any way to invade one’s privacy. Additionally, the user may not disclose, use or disseminate confidential and personal information about students or employees (examples include, but are not limited to, using a cell phone with camera and Internet access to take pictures of anything, including but not limited to, persons, places, and documents relevant to the School District, saving, storing and sending the image with or without text or disclosing them by any means, including but not limited to, print and electronic matter; revealing student grades, social security numbers, home addresses, telephone numbers, school addresses, work addresses, credit card numbers, health and financial information, evaluations, psychological reports, educational records, reports, and resumes or other information relevant to seeking employment at the School District unless legitimately authorized to do so).

c. Student users will agree not to meet with someone they have met online unless they have parent consent.

11. Consequences for Inappropriate, Unauthorized and Illegal Use

a. General rules for behavior, ethics, and communications apply when using the CIS systems and information, in addition to the stipulations of this policy. Users must be aware that violations of this policy or other policies, or for unlawful use of the CIS systems may result in loss of CIS access and a variety of other disciplinary actions, including but not limited to, warnings, usage restrictions, loss of privileges, position reassignment, oral or written reprimands, suspensions (with or without pay for employees), dismissal, expulsions, and/or legal proceedings on a case-by-case basis. This policy incorporates all other relevant School District policies, such as, but not limited to, the student and professional employee discipline policies, copyright policy, property policy, curriculum policies, terroristic threat policy, and harassment policies.

b. The user is responsible for damages to the network, equipment, electronic communications systems, and software resulting from deliberate and willful acts. The user will also be responsible for incidental or unintended damage resulting from willful or deliberate violations of this policy.

c. Violations as described in this policy may be reported to the School District, appropriate legal authorities, whether the ISP, local, state, or federal law enforcement. The School District will cooperate to the extent legally required with authorities in all such investigations.

d. Vandalism will result in cancellation of access to the School District's CIS systems and resources and is subject to discipline.

**SHENANDOAH VALLEY SCHOOL DISTRICT**  
**805 West Centre Street**  
Shenandoah, PA 17976

**CIS Acknowledgment and Consent Form**

**Students**

I have received, read, and understand this policy and will comply with it. Someone from the School District has also reviewed this policy with me and my parents have reviewed it with me. In addition, I have been given the opportunity to obtain information from the School District and my parent(s) about anything I do not understand, and I have received the information I requested. Additionally, I understand that if I violate the policy, I am subject to the School District's discipline and could be subject to ISP, as well as local, state and federal legal recourse.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date of Signature

**Parent(s)**

As the parent of a student of the School District, I have received, read, and understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. In addition, I reviewed this policy with my child and answered questions he or she asked. I agree to have my child abide by the rules of the policy.

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date of Signature

**SHENANDOAH VALLEY SCHOOL DISTRICT**  
**805 West Centre Street**  
Shenandoah, PA 17976

CIS Acknowledgment and Consent Form

Employees

As an employee of the School District, I have received, read, and understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. In addition, I reviewed this policy with my students and answered questions they asked. I agree to abide by the rules of the policy.

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Name of Employee

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Signature of Employee

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Date of Signature

**SHENANDOAH VALLEY SCHOOL DISTRICT**  
**805 West Centre Street**  
Shenandoah, PA 17976

CIS Acknowledgment and Consent Form

Guests

As a guest of the School District, I have received, read, and understand the Acceptable Use of the Computers, Network, Internet, Electronic Communications, and Information Policy. I agree to abide by the rules of the policy.

\_\_\_\_\_  
Name of Guest

\_\_\_\_\_  
Signature of Guest

\_\_\_\_\_  
Date of Signature

