

# **Sidney Community School District**



## **Sidney Academic Connections (SAC Virtual School)**

### **Student Handbook 2022-2023**

# Sidney Community Schools- Academic Connections

2754 Knox Road  
Sidney, IA 51652  
Phone: 712-374-2141

## Administration

Tim Hood.....Superintendent  
Kimberly Payne .....7-12 Principal  
Shannon Wehling.....PK3-6  
Principal

## Staff

Jessica Athen .....Guidance Counselor  
Luke Buttry.....Program Liaison  
Steve Thatcher.....Program Liaison  
Aaron Lang.....Technology Support

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## **MISSION STATEMENT**

*Sidney Academic Connections mission is to provide a safe environment which promotes respect and motivates our students to learn and act responsibly. We are dedicated to the individual development of attitudes, skills, knowledge, and responsibility essential to successful achievement in school and society.*

## **BELIEFS**

1. All students have value and worth.
2. All students can learn. Despite challenges, all students can be successful.
3. All students can change their behavior. The probability increases if they are treated with dignity and respect.
4. The school will strive to teach the students to accept responsibility for the choices they make.
5. The school will strive to teach all students to learn and apply their knowledge.

6. The school will strive to teach all students to learn and apply appropriate social skills.
7. All students have the right to learn in a safe, caring, and positive environment.
8. The school has the responsibility to provide a safe, caring, and positive environment.
9. Education is a lifelong event. The school will strive to teach all students how to think critically and solve problems.
10. The school will strive to recognize all students as equally important individuals with high regard given to respect and dignity.
11. Education occurs in the community as well as the school.
12. The school will seek to develop cooperative partnerships with the community.
13. The school will be a place where a member of the community can belong through involvement.
14. Curriculum will be relevant and teaching methods varied to meet different learning styles.
15. The school will strive to facilitate the growth of all students into fulfilled, productive citizens, workers, and contributing family members.
16. Students, parents, and staff will share in the planning and implementation of a cooperative learning experience.

### **Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Sidney Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status (for programs), socioeconomic status (for programs), sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Tim Hood, Superintendent of Schools, who can be reached at 374-2141; or Mrs. Jessica Athen – Compliance Officer, who can be reached at 374-2141. Mrs. Jessica Athen has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should

contact Jessica Athen, Guidance Counselor at 712-374-2141.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

### **Jurisdictional Statement**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration, and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, guests, and others with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

### **Definitions**

In this handbook the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school-owned or school-operated buses or vehicles, and chartered buses. The term “school facilities” includes school district buildings. The term “school activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## **WHAT IS THE SIDNEY ACADEMIC CONNECTIONS PROGRAM?**

The Sidney Academic Connections program is operated by the Sidney Community School District. Students enrolled in the Sidney Academic Connections program can earn a high school diploma upon successful completion of the Sidney High School graduation requirements. Students will be enrolled in online classes with a hybrid of attending classes onsite as well if the student chooses. The program requires a semester commitment from students/families.

## **SCHOOL CALENDAR**

The Sidney Academic Connections program will follow the Sidney Community School District calendar. Students will be required to actively participate in classes they are enrolled in when school is in session in Sidney. If school would be canceled for an extended period of time, students in the SAC program will need to complete the classes they are enrolled in to receive credit for the classes.

## **Roles and Responsibilities**

### **Parent/Guardian**

- Maintain contact with teachers and school support staff to ensure student success.
- Maintain accuracy of home address, phone number(s), and email address(es).
- Ensure student participation in state testing and provide transportation for students when needed.
- Help your student establish an acceptable environment and/or workspace for them to be successful in an online modality.
- Assist students in making proper contacts for any technology needs and/or issues.
- Monitor student progress and pacing to ensure course completion.

### **Student**

- Academic Honesty – SAC requires the original work of all students and in so doing, prohibits plagiarism of the work of others and cheating. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarism. Consequences for plagiarism will follow the respective building handbook guidelines.
- Self-Motivation – Students can direct their own learning environment and procedures to fulfill course requirements enabling them to achieve individual academic success.
- Independent Learning Style – Online courses give students the opportunity to set their own pace (within quarter/semester timeframes) for learning, eliminating the stress of feeling rushed or pressured during the learning process.
- Computer Literacy – Students should know basic computer skills such as utilizing electronic email, maneuvering through the Internet, as well as basic keyboarding skills.
- Time Management Skills – Students must be capable of organizing and planning their “time frame for learning.” Students can do their coursework whenever it is best for them, but they must set aside an adequate and realistic amount of time to complete course requirements.
- Pace – All courses have a pacing guide for modules as well as individual assignments. These guides assist the student to manage time realistically and effectively.
- Reading Competency – All coursework is delivered in written format, online, requiring students to read at or near grade level in order to be successful in understanding the material presented.

- Effective Written Communication Skills – Students will use email, discussion boards, and essay type questions to communicate with their instructors and peers. The ability to write clearly and communicate ideas and assignments is essential.
- Some assignments require group participation, such as a directed discussion group. Students will follow the modifications for group participation as set by their SAC liaison.
- Completion of science activities is an important component for virtual learners. Science activities requiring specialized equipment, such as a microscope, will be omitted. Students will be expected to complete activities that require common household items.
- Personal Commitment – Because this learning environment has no bells to begin and end classes, students must have a personal desire to learn and achieve knowledge and skills via online courses. Successful online students are those who decide for themselves that online learning is a choice they have made.

When concerns arise relating to a student’s school experiences, parents and students are encouraged to follow the chain of command. Typically, the chain of command follows this order:

- \*SAC Liaison
- \*Building Principal
- \*Superintendent
- \*School Board

## **ACADEMIC REQUIREMENTS**

The Sidney Academic Connections will be using Edgenuity (E2020), a leading provider of one-on-one online instruction in core and elective courses for students in grades 9-12. Students in grades K-8 will be using Calvert or Courseware through Edmentum, depending upon their grade level. All programs are approved by the Iowa Department of Education for virtual learning and are aligned with Common Core Standards.

The online program is led by highly qualified master teachers delivering content rich lessons and supported by online activities. Students are able to learn at their own pace and make meaningful academic gains. The Sidney Academic Connections will also be using teacher led online instruction from our certified faculty at the secondary level.

### **Earning Credits**

High school credits will be issued upon the completion of all required assignments, projects, and tests for each course. A percentage will be converted to a letter grade for

student transcripts. Courses for grades K-5 are set up on a yearly basis, not quarterly or by semester.)

**High School Grading Scale**

A	100-97	C	83-81
A-	96-93	C-	80-78
B+	92-91	D+	77-76
B	90-88	D	75-73
B-	87-86	D-	72-70
C+	85-84	F	69 and below

**Grades 6-8 Grading Scale**

A	100-92	Excellent	A	100-94
			A-	93-92
B	91-83	Above Average	B+	91-90
			B	89-85
			B-	84-83
C	82-74	Average	C+	82-81
			C	80-76
			C-	75-74
D	73-65	Below Average	D+	73-72
			D	71-67
			D-	66-65
F	64 & below	Failing	F	64 & Below

**Grades 4-5 Grading Scale**

A	100-90	Excellent	A	100-93
			A-	92-90
B	89-80	Above Average	B+	89-87
			B	86-83

			B-	82-80
C	79-70	Average	C+	79-77
			C	76-73
			C-	72-70
D	69-60	Below Average	D+	69-67
			D	66-63
			D-	62-60
F	59 & Below	Failing	F	59 & Below

The above percentage ranks will be combined with the following:

A = Consistently produces work of high quality/applies learned skills.

B= Frequently produces work of high quality/usually applies learned skills.

C= Produces work of satisfactory quality/usually applies learned skills.

D= Produces work of inconsistent quality/demonstrates lack of effort.

#### Grades K-3 Grading Scale

EX	Excellent	90-100
S	Satisfactory	80-89
P	Progressing	70-79
N	Needs Improvement	69 & Below

Local SAC advisors will convert Edgenuity and Edmentum percentage grades to SAC letter grades for quarterly report cards. They will also provide midterm reports of progress and grades to students and parents.

### EVALUATION

Secondary students are expected to complete 3 courses per quarter or 1 course every 3 weeks in order to remain in the program and on pace for the credits needed for graduation.

Elementary students are expected to follow and complete the grade level learning path. Progress goals will be established at the beginning of the school year.

K-8th grade students are expected to complete virtual assignments in accordance with the pacing guide for their classes. If a student falls more than one month behind their pacing guide for a class, a meeting with the student, parent(s), and SAC liaison will be held to discuss barriers to student progress and create a plan to help the student maintain proper pacing.

**Failure to complete course assignments by the last day of the semester (Gr. 6-12) or year (Gr. K-5) will result in a score of “zero” being entered for each assignment that was not completed.**

### **EXTRACURRICULAR ACTIVITY ELIGIBILITY (7th-12th Grades)**

Sidney Secondary Faculty believes one of its primary missions is to provide a sound academic education for its students. To emphasize the importance of academics in Sidney, the following criteria will determine eligibility for students:

Eligibility is determined weekly -- from Monday morning to Monday morning. Cumulative, failing grades will be turned in to the front office by Wednesday 3:30 each week or the end of the school week. Students with one F are placed on the Concerned List but are still eligible for participation, unless that F is occurring for a second consecutive week in the same subject area. If the F meets that criteria, the student is ineligible. Students who have two or more Fs are ineligible for 1 week of participation.

Students need to complete their 6 courses per semester following the district academic calendar to remain eligible to participate in sports and extracurricular activities.

Activities include all sports and extracurricular activities. This includes, but is not limited to, games, scrimmages, out-of-district contests, class trips, dances, Iowa Model Session, Prom, and like activities. If a student's grade is contingent to the activity, eligibility is not an issue. Examples would include, but are not limited to, photography or biology field work, home concerts, community service projects, or like activities.

The Eligibility policy will be in place at the end of the third week of each new semester and will continue weekly until the end of the school year. Students who wish to participate in extracurricular activities but are geographically distanced from Sidney may make arrangements with their district of residence.

Students who are ineligible will attend all practices and will attend and dress for events, but will not participate.

## ENROLLMENT PROCEDURES

### **Enrolling New Students**

We are always happy to receive new students into our district. In order for us to be able to prepare and make sure that we have proper supplies and facilities for your student, we ask that the school be given prior notice and that the student not attend school the day of enrollment.

### **Open Enrollment. Code No. 501.14**

Iowa's open enrollment law allows students residing in one school district to request admission to another school district upon the parents' request. Parents wishing to enroll their children in another school district must apply for open enrollment by March 1, 2020 for the 2020-2021 school year. Exceptions: September 1, 2020 is the last date for open enrollment requests for entering Kindergarten students and those students falling under the "good cause" definition for the 2020-2021 school year. Contact the Office of the Superintendent for further details. Parents of open enrolled students whose income falls below 16% of the Federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of direct payment. Parents should be aware that open enrollment may result in the loss of athletic eligibility.

### **Dual Enrollment Students**

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the Office of the Superintendent.

### **Fees and Expenses**

To assist you with your planning to meet the expenses that are a part of your participation in school classes and activities, you will find listed below the items you need to consider.

**Instructional Supply Fee:** \$30.00 per student. This fee will need to be paid at registration at the start of each school year.

### **WITHDRAWAL/DROP (9th-12th Grades)**

- Drop allowable during the first 10 days of course with no penalty.
- Day 11 through Day 15 of course would result in a withdrawal (W) with a documented end date.
- Extenuating circumstances would be allowable up to and including Day 18 of course.
- Withdrawal after Day 15 of course would be recorded as a failure.

## **GRADUATION REQUIREMENTS**

### **Code No. 505.5**

Students must successfully complete the courses and time required by the Board of Directors and Iowa Department of Education in order to graduate. Students must successfully complete each grade level, one through twelve, and complete all the required courses of study prior to graduation as determined by the Iowa Department of Education and Sidney Community School Board of Directors.

Only those students who have completed the required classes, credits and time for graduation will participate in graduation exercises and be recognized as Sidney School graduates. Students will have the right to petition the school board in person to have days absent waived due to extenuating circumstances. Those students who do not meet graduation requirements will be encouraged to complete their education at Sidney or at an appropriate secondary site in order to receive a high school diploma.

In order to give Sidney students the rigorous and competitive education they deserve, the Sidney Faculty and Board of Directors have adopted graduation requirements that will impact class choices and the number of credits needed for graduation. It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete the required number of credits and required classes as stated in this handbook. The required course of study will be reviewed by the board annually.

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in the Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 49 credits prior to graduation. The following credits will be required:

Language Arts	8 credits	Science	6 credits
Mathematics	6 credits	Humanities	2 credits
Social Studies	5 credits	Physical Education	4 credits
Health	1 credit	Career and Technical	1 credit
Computer	1 credit	Personal Finance	1 credit
Government	1 credit	Electives	13 credits

## **GRADE LEVEL PROMOTION**

Sophomore - Need 12.5 credits

Junior - Need 24.5 credits

Senior - Need 36.5 credits

The retention of a student in grades K-8 will be determined based upon the judgment of the SAC liaison and the principal. When it becomes evident that a student in grades kindergarten through eight may be retained in a grade level for an additional year, the parents will be informed. It shall be within the sole discretion of the board to retain students in their current grade level.

### **Educational Records. Refer to Code No. 506.1**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to, and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administrative office.

### **Student Record Policy. Code No. 506.1**

A student's parents may access the student's educational records. Other than parents, only authorized certified personnel, the student, authorized government officials from the US Comptroller General, the Secretary of Health, Education and Welfare, the Commissioner and Director of the National Institute of Education, the Assistant Secretary for Education and State Education Department, and appropriate authorities in a health or safety emergency may access the student's education records without approval or the notification of the student's parents. Records of a student who has reached the age of majority or who is attending a post-secondary educational institution may be accessed by the student's parents or others only with the student's permission.

Information from a student's education records, designated as directory information by the school district in compliance with board policy "Student Directory Information" may be released without the consent of parents. Parents will have an opportunity to deny the release of directory information without their consent. It shall be the responsibility of the Superintendent to provide parents with notice annually informing them of their rights under this policy and allowing them to deny the release of directory information. It shall be within the discretion of the Superintendent to determine the method of notice that will inform parents.

It shall be the responsibility of the principal under the direction of the board secretary to approve requests for access to other records.

Student's educational records may be accessed during the regular business hours of

the school district. If copies of documents are requested, a fee for such copying may be charged.

School district personnel shall be informed annually about their rights and about parents' rights to access student records and the procedure for doing so under this policy.

It shall be the responsibility of the Superintendent to develop administrative regulations regarding this policy. The administrative regulations shall include, but not be limited to, the location and types of education records maintained by the school district, an explanation of the process for amendment of the records, the name of the contact person for access to the records, a procedure for recording disclosures of the records, the amount of a fee to be charged for copies of the records, and the name of the contact person for clarification of the records.

### **STANDARDIZED STATE TESTING**

Each student in grades 3rd and up will be required to complete the state required standardized testing each school year in the building. A time will be coordinated between the program liaison, principal, student, and students' parents during the testing window.

Students in grades K-8 will also complete literacy and math benchmark screening in the fall, winter, and spring through the FAST system. Students who score below benchmark goals may be progress monitored weekly throughout the year, which can be done online.

### **POLICIES AND PROCEDURES**

The Sidney Academic Connections is designed to teach students personal and social skills, explore career opportunities, and work toward the completion of their high school education. It is designed for you, the student, to have a realization of the value of school. It is also designed to teach self-discipline; therefore, the following policies and consequences, in addition to those in the Sidney Community Schools District Student Handbook, have been developed specifically for the Sidney Academic Connections students.

*Policy No. 1*                      Students attend class regularly (login to their class regularly). Edmentum recommends about 50 minutes per day per class for Courseware and Calvert students. Courseware students take science, social studies, math, and ELA. That means about 17 hours/week. Calvert students take reading, math, science, social studies, art or health, and PE. Students in Edgenuity should plan

on 20 hours per week of work on their classes.

*Consequence* Students who do not meet their weekly login hour goals will conference with the program liaison to determine a plan for meeting academic progress goals. If students do not meet the Academic progress goal for the quarter then a meeting with the program liaison, student's parent, principal and the student will take place and the student might be deemed ineligible.

*Policy No. 2* Secondary students will finish 3 courses per quarter, or one course every 3 weeks in order to remain on pace to complete the number of credits needed to graduate.

*Consequence:* If students do not meet the Academic progress goal for the quarter then a meeting with the program liaison, student's parent, principal and the student will take place and the student will be placed on deemed ineligible. Failure to make up missed work and meet academic goals for a second quarter will result in a second meeting with the liaison, student, student's parent, and principal at which time options will be discussed on continued placement in the program.

*Policy No. 3* Secondary students attending in the building for classes should park in the student parking lot. Students should enter through the front door and exit through the front door once their class is done.

*Consequence:* If secondary students fail to follow this policy they may have their driving privileges removed. A meeting with the principal may be necessary if the student does not adhere to the policy.

### **DUE PROCESS**

Prior to being removed from the program, the liaison shall hold a meeting with the student. At that meeting the student will be given oral and written notice of what the student is accused of doing. During the meeting the student shall be told the basis for the accusation and shall be confronted with the evidence relied upon by the liaison. The student may give their side of the story at the meeting, and may have a parent or guardian present at this meeting if he or she desires.

### **GRIEVANCE PROCEDURE**

A grievance is a claim by a student questioning the application of a policy to the student. Any student wishing to file a grievance must deliver the grievance in written form to the liaison within three school days of the event that constitutes the basis of the grievance. The liaison shall hold a conference with the student within a reasonable time after filing of the written grievance. At this conference, the school may hear from any staff member who has knowledge of the incident, shall allow the student to be present and be heard. Following the conference, the administration shall uphold, modify, or reverse the action without unnecessary delay.

### **EXTRA-CURRICULAR POLICY**

Secondary students from the Sidney Academic Connections who wish to be involved in extracurricular activities must apply with the head coach/sponsor of the activity. The student must meet Sidney Jr. High/High School eligibility requirements to participate (see student Handbook.)

## **Technology Acceptable Use Policy for Students Code No. 605.6**

### **INTERNET ACCESS - APPROPRIATE USE**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;

- Student safety with regard to:
- safety on the Internet;
- appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children’s Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

**INTERNET ACCESS- APPROPRIATE USE**

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children’s Internet Protection Act (CIPA) or E-rate.

Any parent who wishes to deny having his/her child’s personal works or photos published on the Web is to contact the building principal for the student.

**PROJECT *STRIVE***  
**STUDENT TECHNOLOGY-RELEVANT, INTELLECTUAL,  
VIGOROUS, & ENGAGING**

**LAPTOP ACCEPTABLE USE POLICY FOR STUDENTS  
 GRADES 7 - 12**

The Apple laptops and any accessories that have been issued to students are the property of the Sidney Community School District.

**The laptop is on loan to the student** and must be used in accordance with the following policies & procedures as well as those outlined in the Technology Acceptable Use Policy for Students:

- \* The student’s parent/guardian must have signed prior to the student receiving a laptop.
- \* All previous years’ technology assessments and/or charges for damage to the laptop or charger must be paid prior to the student receiving a laptop.
- \* Parent/guardians may be given the child’s login name and password so that they can supervise the student’s use of the computer.
- \* Parents, guardians and students should have no expectation of privacy for any use of the laptop computers or district network.
- \* The District has the right to randomly inspect any laptop, application, or peripheral device on any or all laptops on a regular basis. This includes but is not limited to browser history, email, media that has been accessed, downloaded or created, documents, pictures, and all files. The District has the right to review these items for appropriateness and to limit or revoke a student’s access to them.
- \* Each laptop is assigned to an individual student and names should be visible on each laptop. Students should never “swap” or “share” their laptop with another student, friend, or sibling.
- \* Keep your login and password private; use by anyone other than yourself creates a security risk to your files and the network. If you forget your password or wish to change it, see the Technology Coordinator.
- \* Students must have their laptops and chargers with them at school. Students should bring the laptop to school fully charged.
- \* Use of the computer for anything other than teacher directed or approved activity

- is prohibited during instructional time (8:30 a.m.-3:30 p.m.) This includes but is not limited to internet or computer games and other entertainment activities, email, instant messaging, chat, and use of the internet for anything other than school-related research.
- \* Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screen savers, backgrounds, and or pictures are prohibited. District policy will be followed.
  - \* Installation of file sharing programs (i.e. Limewire) is forbidden. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be followed at all times.
  - \* Students are not allowed to download or install any software or other materials. District technology staff will perform all approved software installations.
  - \* Computers are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop computer must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher.
  - \* Computers are not to be used to take pictures without the consent of all persons being photographed. Cameras are to be turned off at all times except when being used as part of a class.
  - \* Students will not use the laptop for illegal purposes. Students will not deliberately use the laptop to personally attack, annoy, harass, or bully others. Any such activities will be reported to the appropriate local, state, or federal authorities; and appropriate consequences will be followed as outlined in the Technology Acceptable Use Policy for Students and other district policies.
  - \* Students should be aware of personal safety when online and take appropriate measures to ensure their safety (see Technology AUP). In an effort to help ensure student safety while online, students in Grades 6, 7, & 8 may have limited access to social networking sites while using the school laptop.
  - \* Student files will automatically “sync” with the server at login and logoff as well as periodically throughout the day. However, it is the student’s ultimate responsibility to make sure files are “synced” with the server in order to back up files. Music and picture files will not be backed up to the server. These files should be backed up to other sources such as a jump drive or CD. The District will limit the amount of storage space available to each student on the server, so only school-related files should be on the laptop and server and all files should be deleted when they are no longer needed. When you exceed your assigned storage limit, new files will not be saved to the server until older files are removed.
  - \* The use of the Laptop is a privilege, not a right, and inappropriate use will result in loss of those privileges. Appropriate and responsible use is expected of all users. Violation of any policies or procedures outlined in the Technology Acceptable Use Policy or the Laptop Acceptable Use Policy will be subject to the appropriate disciplinary action as outlined in the AUP’s, in district policy, and at the discretion of the building principal.

## **GENERAL USE AND CARE OF THE LAPTOP**

- \* During the school day, students must have the laptop with them or stored in their locked school locker or designated storage cart. Laptops must never be left unattended. Laptops should not be left in classrooms or locker rooms. Unattended laptops will be picked up by faculty and given to the principal or technology coordinator.
- \* Students should take their laptop home with them or store it in their locked school locker.
- \* It is the responsibility of the students who take their laptops home to bring them to school every day. Failure to do this may result in losing the privilege of taking the laptop home.
- \* Never walk with the laptop lid open. This puts stress on the laptop and the screen.
- \* When transporting laptops between classes or to and from school, the laptop should always be placed in the carrying case with the case zipped. The laptop should be carried by the handle on the carrying case only—no shoulder straps or other straps may be used.
- \* Students should not use their laptop while walking or on the bus or other form of transportation. Laptops should be used on a flat, stable surface. Laptops should not be taken on school sponsored activity trips unless expressly needed for the activity.
- \* Laptops should be protected from extreme heat or cold. Laptops should never be left in a vehicle even if it is locked.
- \* Laptops should be protected from the weather, water, liquids, and pets. Eating or drinking near the laptops

is strictly forbidden. Laptops cannot be used in the Commons during mealtimes.

- \* The student is responsible for care of the charger and extender cord. Do not let the cord “dangle” or pull or stretch the cord. Keep pets from chewing on the cords. Cords should be LOOSELY wrapped correctly using the “ears” provided on the charger to prevent damage to the cord when being stored.
- \* The LCD screen is the most sensitive part of the laptop. Avoid touching the LCD screen. Heavy objects should never be placed on top of the laptop. This includes books, musical instruments, sports equipment, etc. Laptops should never be placed in a backpack or book bag. The laptop should always be placed in the provided protective laptop case and carried by the handle of the case.
- \* Each student’s laptop and carrying case has his/her name displayed. This name should remain in place unaltered and clearly visible. Students who remove all or part of their name will be charged \$10 for a replacement.
- \* Students may not deface the laptop or carrying case in any way with stickers, tape, whiteout, markers, pens, engravings or any other items or marks.
- \* The laptop should be brought to the technology coordinator for cleaning. Never use sprays of any kind on the laptop.

### **DAMAGE COSTS**

- \* All appropriate acceptable use policies must also be signed by students and parents/guardians.
- \* Lost or damaged power adapters and/or batteries are not covered. These are the responsibility of the student.
- \* Any laptop that sustains accidental damage will be charged to the student for the cost of repair.
- \* Any laptop left in an unsecured school locker or classroom, or any other unsecured location, that is stolen or damaged will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
- \* Any attempt to repair the laptop or intentional damage or malicious mischief to the laptop will result in the student being responsible for replacing or repairing the laptop at 100% of the district cost.
- \* All damage fees must be paid by the end of the current school year. Students with unpaid damage fees will not be issued a laptop or charger the following year until all fees are paid.

### **LAPTOP AUP CONSEQUENCES**

- \* Students who do not bring their laptops to school consistently or do not bring them charged, may be required to leave the laptop at school so it is available for educational use.
- \* Students who have excessive absences will be required to leave the laptop at school so it is available for educational use and may use the laptop when they are present.
- \* Students who are habitually neglectful of their laptop may be required to leave the laptop at school and use it only at teacher request.
- \* Students in Out-of School-Suspension (OSS) will have restricted program access during that time.
- \* Students in In-School Suspension (ISS) may use the laptop only for required school work and will have restricted program access.
- \* Students who have a cracked LCD screen will lose the laptop for five (5) school days. At the end of five (5) school days, the student will be issued a loaner laptop until repairs are completed on the student’s laptop.
- \* Consequences for not complying with the use and care guidelines will result in the following consequences and a letter will be sent home to parents/guardians. In addition, other district policies may also be enforced and all other appropriate consequences as outlined in the Student Handbook may be applied.
  - 1<sup>st</sup> Offense: Confiscate 1 school day
  - 2<sup>nd</sup> Offense: Confiscate 1 school day/5 more school days with restricted programs
  - 3<sup>rd</sup> Offense: Confiscate 1 school day/20 more school days with restricted programs
  - 4<sup>th</sup> Offense: Confiscate 1 school day/restricted programs remainder of school year

- \* Students who allow another student whose laptop privileges have been revoked or restricted to use his/her laptop will also receive appropriate consequences as outlined above or as stated in the Technology Acceptable Use policy.

**Sidney Community Schools  
Project *STRIVE* Laptop Agreement  
Grades 7 - 12**

This Agreement represents an outline of the Laptop Policies & Procedures. By signing this Agreement, students and parents/guardians agree to follow the Policies & Procedures. Students and parents/guardians are encouraged to read and understand these Policies & Procedures prior to signing this Agreement.

<u>Parent Responsibilities</u>	<u>Student Responsibilities</u>
I will discuss with my student the acceptable use policies and make sure he/she understands them and the consequences of not following them.	I agree to abide by the technology use and laptop use Policies & Procedures in the student handbook and abide by all local, state, and federal laws.
I will supervise my student's use of the laptop at home and understand that it should be used only by the student and not other family members.	I agree that my use of District technology is for educational purposes only.
I will discuss my family's values and expectations regarding the use of the Internet and email at home and will supervise my student's use of the Internet and email at home.	I agree that use of District technology is a privilege, and that I am responsible for the proper care of the laptop that is assigned to me, as well as any other District technology equipment I am allowed to use.
I will not attempt to repair the laptop nor will I attempt to clean it with anything other than a soft cloth.	I agree to keep all accounts and passwords assigned to me secure and will not share these with any other students.
I will report to the school any problems with the laptop.	I agree that I will never share personal information over the Internet . In addition, if I am asked for personal information or harassed in any way, I agree to report it immediately to my parents, teacher, and/or staff member.
I will not load or delete any software form the laptop.	I agree that I will not install, download, or otherwise utilize any software that is not authorized by the District Technology Department.
I will make sure my student brings the laptop to school fully charged every day.	I will not remove programs or files from the laptop.
I understand that if my student comes to school without his/her laptop there may be disciplinary actions or my student might lose the privilege of taking the laptop home.	I will honor my family's values when using the laptop.
I understand that damage to the laptop not covered by warranty will result in a \$150 charge per occurrence.	I will treat the laptop with care by not dropping it, leaving it outdoors, subjecting it to extreme heat or cold, leaving it where pets can damage it, or using it with food or drink nearby.
I agree to make sure that the laptop is returned to the school when requested and upon my student's withdrawal from Sidney Community Schools.	I will bring my fully charged laptop to school every day.
	I agree that any computer communication programs should be used only for appropriate, legitimate, and responsible communication. In addition, I will not use the laptop to harass or bully anyone.
	I will not leave my laptop in an unsecured location such as an unlocked locker or car. If I do, I understand repair or replacement is my responsibility.

	<b>I will comply with all copyright laws.</b>
	<b>I will place the laptop in its protective bag and zip the bag when the laptop is not in use and when it is being moved. I will not put my laptop in a book bag or backpack.</b>
	<b>I understand only desktop and document files will sync with the server. Movie, music, and picture files will not be backed up to the server. I understand these files should be backed up to other sources, such as a CD or jump drive.</b>
	<b>I will return the laptop when requested and upon my withdrawal from Sidney Community Schools.</b>

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My signature, and that of my parent or guardian, acknowledges receipt of and agreement to abide by the terms of the Student Laptop Acceptable Use Policy and Student Technology Acceptable Use Policy. **Only one student per form.**

Grade Level	Student Signature	Date
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Grade Level	Parent Signature	Date
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