



## TECHNOLOGY EDUCATION

### SKYLINE MIDDLE SCHOOL

470 Linda Lane, Harrisonburg, VA 22802

Phone: (540) 434-6862 \* Facsimile: (540) 434-6453

Website: <http://staff.harrisonburg.k12.va.us/~hherlan>

E-Mail: [hherlan@harrisonburg.k12.va.us](mailto:hherlan@harrisonburg.k12.va.us)

# Acceptable Computer Use Explained...

When we refer to acceptable computer use, we are stating the following:

Students are not to attempt to go to websites that contain **ANY** material not acceptable to the already established school guidelines... sites that contain threatening, offensive, or abusive language, nudity, drugs, violence, alcohol, guns, knives, gang related materials, blood, or any other content deemed unacceptable to established rules already set forth in **LAB SAFETY & PROCEDURES, COURSE OUTLINE & POLICIES, ACCEPTABLE COMPUTER USE GUIDELINES, on LAB OVERHEADS, WORKLOGS, NOTEBOOKS, LAB COMPUTERS, TECHNOLOGY EDUCATION INTRANET PAGE, SKMS STUDENT HANDBOOK,** and so on.

For example, if you visit a website that is not already directly linked from the Technology Education Website, then the content of that site has not been verified, and should not be accessed. If a site is accessed during a web search that is not appropriate, then that should be reported immediately.

Simulations involving inappropriate content should not be accessed... such as from internet web pages. Simulations already accessible from the Technology Intranet site, or individual lab computers are already approved as long as the specific programs are accessed in a responsible manner. Assuming that continuing the link to other outside links is ok is not acceptable since those links have not been directly linked, checked, or verified as appropriate.

**IF** permission is granted on an individual basis for a site to be accessed, this is a one time occurrence. Permission is **NOT** always going to be allowed, and it will need to be obtained again the next time. Internet links are dynamic, and they change often. **DO NOT ASSUME** that once permission is granted, that permission is always granted. **GET PERMISSION EACH TIME** an outside site is accessed. Sensor yourself when possible... you know right from wrong.

- **IF** a website that you have accessed gives you the feeling of being "scared", "threatened", or "uneasy", then it is probably not appropriate and should be reported immediately. For example, you are on a song website, and while viewing the video you see something similar to a scary movie with visions that make you flinch, then you are probably not watching approved content.
- **IF** you are watching a lab safety video with adult supervision, then this is a different situation all together. You should be able to recognize the difference. If you cannot see the difference, then do not risk accessing that information.
- **IF** song titles contain curse words or offensive language, or videos contain clothing not acceptable in school, then do not continue.
- **IF** you see the school systems "Content Blocked" page, then **DO NOT** continue to search for those (or any other similar) search terms... continuing means you are intentionally trying to work around the school systems internet security measures.

**IF YOUR TEACHER TELLS YOU THAT THE CONTENT YOU ARE VIEWING IS NOT APPROPRIATE...** Then get off of that website immediately without question **PERIOD. DO NOT GO THERE AGAIN!** If you challenge the legality of content on the site as being acceptable, then be willing to show that content to an administrator, and be ready to spend time in the office for not obeying a teachers direct instructions. Acceptable computer use is a privilege, not a right. Alternate assignments that do not utilize the lab computers will be assigned in these instances.

**IF AN EVENT OCCURS** where you have accessed an inappropriate website or computer location whether accidentally or on purpose... ask yourself the following:

1. **What is the problem?**

"I accessed a website that contained violence (or any other unacceptable topic) not allowed here at school".

2. **What are some solutions to the problem?**  
"I need to report this, and I need to apologize for this, and make sure that it does not happen again."
3. **What is the best solution?**  
"Report it, apologize, and not attempt to go there again."

## **Don't Forget... Internet Access is a privilege, and that privilege shall be taken away if not used properly!**

Below are some other guidelines to obey and follow...

### **10 Integrity**

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Students are expected to perform honestly through the production of their own work and the demonstration of respect for the belongings of others.

The following acts are prohibited:

- A. **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.
- B. **Plagiarism** includes the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.
- C. **Falsification** includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.
- D. **Stealing** includes acquiring another's possessions without right or permission. The possession of stolen property is considered theft.
- E. **Attempts** toward completion of any act described above would constitute a violation and may be punishable to the same extent as if the attempted act had been completed.
- F. **Unauthorized use of technology** and information gained through its use without permission is prohibited, as specified in *Acceptable Use Agreement (School Board Policy 412R, 752, 752R)*.
- G. **Forgery**. A student shall not forge another person's name on any note, excuse, pass, paper or any written or electronic document.
- H. **Student Identification**. Students shall appropriately display student identification cards when required to do so by individual schools. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity.

#### **PAGERS/CELL PHONES/AND OTHER ELECTRONIC DEVICES**

##### **Policy 446**

The use by students of any personal radio, compact disc player, MP3 player, or other electronic device is not permitted at school during the school day. Use at school events will be governed by guidelines specified by each school principal. The school will not, in any way, be responsible for the loss, theft, or damage of any personal electronic listening or communication device.

Students are encouraged NOT to bring cell phones to school. The use of cell phones and other communication devices is strictly prohibited from the time the student arrives on school property until the end-of-school dismissal bell. Students may have cell phones in their possession, but they must be turned off and concealed (out of sight) at all times. Students may use their cell phones after school and only outside of the building. The student use of cell phones or other electronic devices on field/athletic trips is determined by the principal, teacher, or coach. In the event of an emergency or school crisis, the principal will determine the time and place at which students may use cell phones to communicate information with parents.

The use of a cell phone as a camera is strictly prohibited on school grounds at any time.

#### **MUSIC PLAYERS/CAMERAS/VIDEO GAMES/LASER POINTERS**

These items should be left at home. If a student brings them to school and they are lost or stolen, the school cannot always allocate time to investigate the theft. Inappropriate use of electronic devices may lead to confiscation. Laser pointers are prohibited.

## SKYLINE MIDDLE SCHOOL STUDENT EXPECTATIONS

*A successful student is respectful of themselves and others.*

1. Student will respect self: *Students are aware that they are important contributors to the school community. They value a positive image and good reputation. A student that respects his or her self understands that they have a responsibility to work at becoming the best individual they can become.*
2. Student will respect others: *Students value the importance and potential of others. This contributes to a sense of responsibility to making their school a positive place.*
3. Student will respect property: *Student will appropriately use and care for materials and property that exist in the school community, both personal and public.*

### *Definitions of Expected Behavior*

- **Communication:** Student will listen, speak, and act with kindness and courtesy.
- **Respect for authority:** Student will listen and comply with staff instructions and school rules.
- **Appropriately Dressed:** Student dress will match school division's policy
- **Integrity:** Student acts with honesty and self-respect. (Student does not tolerate or participate in lying, cheating, stealing, bullying and vandalism)
- **Prepared:** Student has appropriate learning materials for class (May include text books, notebook, pencils, homework, assignment notebook, other designed materials)
- **Involved:** Student is engaged in the classroom and school community in the sense that they feel safe and feel ownership of the school community and their own learning.
- **Punctual:** Student is in assigned area and ready to participate in instruction when class begins.
- **Responsible:** Student is accountable for creating and maintaining positive relationships within the school community, and making positive behavior choices.
- **Productive:** Student is generating their best work and utilizing their time well in all areas of the school community.

## ALTERNATIVE SCHOOL PROGRAMS

### ALTERNATIVE LEARNING CENTER

The Alternative Learning Center (ALC) is a quiet, isolated classroom with individual study carrels for each assigned student. Students are assigned to ALC by the school administration for misbehavior that is minor, but repetitive or more serious in nature. ALC can also be used as a time-out area for students who should not be in their assigned placement. Effective means of communication are essential between the ALC coordinator, school administrators and the teachers of the assigned individual. Assignments to ALC should signal to both the student and the parent that certain behaviors need to be modified or discontinued in order to avoid further disciplinary action.

### ASBIP (Detention) 2:40–4:30 p.m.

Students will stay after school for disruptive behavior and tardiness, or any reason deemed appropriate by the administration. The school will contact the parent and parental support is important.

### DAY REPORT CENTER

Any student suspended out of school is assigned to report to the Day Report Center. In this process, the student would report to the Day Report Center at the Lucy Simms Unit of the Boys and Girls Club at 620 Simms Avenue. The program operates Monday through Friday from 8:30 am until 2:30 pm with lunch provided by Harrisonburg City Public Schools. Transportation must be provided by the student's family or by public transportation. Attendance at the Day Report Center on the days assigned indicate that the student will be considered present at school. Additionally, students will get the opportunity to complete all assigned work with a qualified teacher present to work with them. Poor behavior or failure to attend will result in unexcused absences.

## 11 Vandalism

A student shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the school board or belonging to or under the control of any other person. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus, or at school-sponsored events.

Legislation states that each student "shall be required to reimburse the school board for any actual breakage or destruction of property ... done by such pupil in pursuit of his studies." **HB 1707** passed by the 2001 General Assembly authorized school boards to take action against a student for actual breakage, destruction, or failure to return. §§ 8.01-43 allows school boards to initiate action to recover from parents up to \$2500 for damages for the willful or malicious destruction of school property by their child.

## Minute of Silence

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During the 2000 legislative session, 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day.

**During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Code of Virginia 22.1-203.**

The statute specifically says “minute of silence.” This clearly precludes students using the occasion to pray audibly or otherwise speak, singly or in unison. Teachers and administrators will not allow or tolerate any coercion or overbearing by some students to force others to engage in or refrain from prayer or any other permitted activity. This time is not intended to be and shall not be conducted as a religious service or exercise, but considered as an opportunity for a moment of silent reflection on the anticipated activities of the day.

## 12 Unlawful Acts

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1. **Unlawful acts which will lead to police notification and may lead to alternative placement, suspension from classes, exclusion from activities, or expulsion from school include but are not limited to:**
  - possession or use of alcohol, illegal drugs, imitation (look-alike) drugs, restricted drugs, or drug paraphernalia
  - selling drugs
  - assault/battery
  - sexual assault
  - arson
  - intentional injury (bullying, fighting)
  - theft (A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.)
  - bomb threats (Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.)
  - fireworks/explosive devices or materials (A student shall not possess, distribute, or detonate fireworks or explosive devices or materials.)
  - possession of weapons or firearms
  - extortion, blackmail, or coercion
  - driving without a license on school property
  - homicide
  - burglary
  - sex offenses such as, but not limited to, harassment, indecent exposure, obscene phone calls, rape, sodomy, and child molestation
  - malicious mischief
  - shooting
  - stabbing, cutting, or wounding
  - unlawful interference with school authorities including threats
  - unlawful use of internet (see Acceptable Use Agreement)
  - unlawful intimidation of school authorities
  - other unlawful acts **including being an accessory to any of these or other unlawful acts**
2. **Accessory or accomplice - A student who acts as an accessory or accomplice to another in violation of any provision of the Student Code of Conduct will be subject to corrective action as outlined in the Standards of Student Conduct (School Board Policy 412R).**

## 13 Other Violations

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Other actions that may be cause for corrective action and, if serious enough or exhibited repeatedly, may lead to alternative placement, suspension, or expulsion. This includes but is not limited to:

- misuse of internet (see Student Use of Internet, Acceptable Use of Agreement)
- smoking or otherwise using tobacco or tobacco products; the use of tobacco or tobacco products by students is prohibited at all times on school property, school buses, or at school-sponsored activities.
- fighting
- threatening (intentionally and knowingly) another student or school staff member with imminent bodily injury or verbal abuse
- profanity or obscene language
- pornography
- disobedience or defiance
- refusal to identify self to school personnel (high school students shall appropriately display student identification cards when required to do so. Students shall not refuse to identify themselves when asked by school personnel, nor shall they give a false identity).
- absenteeism, truancy (see attendance policy)
- cutting class and/or leaving the school grounds during the school day without authorization of designated school authorities.
- school parking or school driving violations
- defacing or destroying property (vandalism)
- inappropriate dress or appearance; dress or appearance must not present health or safety problems or cause disruption
- exposure - a student shall not expose his/her private body parts and shall not attempt to expose or expose another person's private body parts
- trespass - the student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion. No student shall enter upon any school property at night without authorized consent for any purpose other than to attend a school-sponsored meeting or school-approved community activity conducted on such school property. Any student directed to leave or refrain from entering school property and who fails to do so shall be subject to disciplinary action.
- failure to permit search of student's person, locker, or vehicle
- possession of **laser pointers**
- Use of cell phones and other electronic devices is governed by Policy 446 and Regulation 446-R. Students may not turn on, use or openly possess or display any electronic device from the time they enter the building in the morning until after the dismissal bell at the close of the school day. This same prohibition shall apply to after-school detention and Saturday School. Use of electronic devices at any other time, including at school sponsored activities or in buses or vehicles used by the school division to transport students to and from school and school sponsored activities shall be determined by the administrator, teacher, coach or other supervising school employee or agent. Use of a cellular phone as a camera and use of laser pointer are strictly prohibited at all time.

In addition to these specific standards, a student shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law (School Board Policy 412R, 413, 438).

On many matters school administrators will initiate regulations specific to their schools. Violations of these school regulations will result in appropriate disciplinary consequences. Some examples, while not an all-inclusive list, might include rules regarding vehicles, bicycles, skate boards, roller blades, book bags, radios and/or tape/CD players, lockers, frisbees, coats and other particular items of dress, hats, toys, etc.

### Video Surveillance

As a part of our school safety efforts, video surveillance equipment may be used in different locations in the schools, on school property and on school buses. While we believe that the use of this equipment is a valuable tool in helping create safe schools and buses, parents and students should note that the video surveillance may not be constant and it is not continuously monitored in real time. Recording occurs randomly. Parents and students should not assume that the cameras provide a greater level of security than actually exists.

## DISCIPLINARY GUIDELINES FOR SECONDARY SCHOOLS

### Number of Days of Suspension

VIOLATION	1 <sup>st</sup> offense	2 <sup>nd</sup> offense	3 <sup>rd</sup> offense	4 <sup>th</sup> offense
Tobacco/ smoking	3	5	10	Long-term *
Student I.D.	Up to 3	Up to 5	5 to 10	Long-term
Dress	Up to 3	Up to 5	5 to 10	Long-term
Profanity	Up to 3	3 to 5	5 to 10	Long-term
Forgery	Up to 3	3 to 5	5 to 10	Long-term
Cheating	Up to 3	3 to 5	5 up to long-term	Long-term
Classroom or other disruptive conduct	Up to 3	3 to 10	5 up to long-term	Long-term
Laser pointers	Up to 3	3 to 10	10 up to long-term	Long-term
Beeppers, pagers, cellular phones * See Section 13	Up to 3	3 to 10	10 up to long-term	Long-term
Defiance	Up to 3	3 to 10	10 up to long-term	Long-term
Internet misuse	Up to 5	3 to 10	10 up to long-term	Long-term
Bullying	Up to 3	3 to 10	Long-term	
Theft	1 to 5 and restitution	5 to 10 and restitution	Long-term and restitution	
Fighting	5	10	Long-term	
Trespass	Up to 5	10 up to long-term	Long-term	
Profanity/ disrespect to staff	5	10 up to long-term	Long-term	

- For the purpose of communicating with parents, students may use cellular telephones or other communication devices at certain evening activities such as dances and athletic events.

*Continued on next page...*

Sexual harassment	Up to 10	5 up to long-term	Long-term	
False fire alarm	Up to 10	10 up to long-term	Long-term	
Gang Activity	3 to 10	10 up to long-term	Long-term	
Dangerous behavior (threatens safety of others)	3 to 10	10 up to long-term	Long-term	
Vandalism	3 up to long-term and restitution	10 up to long-term and restitution	Long-term and restitution	
Exposure	5 up to long-term	10 up to long-term	Long-term	
Theft/alteration of records	5 up to long-term	Long-term		
Drugs	Follow policy 414			
Weapons, fireworks/explosive devices	Follow policy 440			
Violations outlined in 22.1-277.2:1 of the Code of Virginia	Placement in an alternative education program			
Multiple violations	<ul style="list-style-type: none"> <li>On a third referral to the office for any combination of offenses listed above the principal may impose up to a 10 day suspension or recommend long-term suspension or expulsion. A fourth referral for any combination of the above offenses may result in the student's appearance before the school board for consideration of long-term suspension or expulsion.</li> <li>On a third referral for repeat or separate violations of school rules not listed above but provided in advance to students, the principal may impose up to a five day suspension, on the fourth referral up to a 10 day suspension, and on a fifth referral may recommend long-term suspension. Any pattern of student misbehavior (defined as three or more office referrals during a semester) <b>will require</b> a parent conference to discuss strategies to prevent further violations. Any student who is referred to the office in excess of 6 times during a school year may be required to appear before the school board for a disciplinary hearing.</li> </ul>			

\*"Long-term" means long-term suspension or expulsion

#### Charges for Damaged Textbooks

Normal wear and tear on textbooks is expected. However, if textbooks are damaged beyond reasonable expectations, thus shortening the time the book may be used, fines may be imposed.

**Waivers of fees will not absolve parents of the responsibility to reimburse the school for lost or damaged textbooks or materials.**

#### Vandalism

Deliberate and malicious damage to school board property will be paid for by the student(s) responsible for the damage or by his/her parent/guardian in accordance with Section 8.01-43 and 8.01-44 of the Code of Virginia. Funds collected by schools will be forwarded to the division's business office.

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## Student Health Services & Requirements

- A. Authority
  1. Harrisonburg City Schools shall comply with the Code of Virginia requirements in matters relating to health, physical examinations, and inoculations.
  2. Interpretation of regulations shall be from the Harrisonburg City Health Department.
- B. Contagious Disease - students may be excluded from school when suffering from contagious disease.
- C. Treatment of Medical Emergencies - no treatment of injuries, except first aid, will be given in the schools.
  - First Aid**
    1. Schools are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student or a member of the staff.
    2. Each principal is charged with providing for the immediate care of ill/injured persons within his/her area of control.
    3. Procedures for the handling of such emergencies will be established by each school and made known to the staff.
    4. All employees are expected to be knowledgeable about first aid procedures and to know where first aid supplies and emergency equipment is stored.
- D. Accidents and Injuries: Emergency Care
  - School Personnel:
    1. shall render emergency care only to students who are injured at school.
    2. shall proceed on the assumption of maximum disability in the event the severity of an injury cannot be determined.
    3. shall see that first aid kits are available when students are on field trips.
    4. shall under no circumstances imply that they or the school are responsible or liable for an accident. Responsibility is decided by the insurance carrier.
    5. shall notify the parent before a physician is contacted except in case of extreme emergency.
    6. shall file a report of the accident on forms provided for that purpose.
- E. Rights of Students - the religious beliefs and constitutional rights of students shall be respected within restraints of legal requirements for health instruction, examination, and treatment.
- F. Health Supplies and Equipment
  1. Parent is responsible for providing the school with required health supplies and equipment needed for child's specialized health conditions.
  2. Parent is responsible for the maintenance of child's health equipment.
- G. Accidents/Injuries/Illnesses
  1. Any accident, injury, or illness which occurs on school property must be immediately reported to the principal and/or main office.
  2. Every effort shall be made to immediately contact the parent/guardian (**School Board Policy 424 and Regulations 424R**).

### Homework

Homework is a learning activity which increases in complexity and amount commensurate with the age and/or grade level of the students.

Homework is an integral part of the learning experience, and its completion is the responsibility of each student.

With regard to the amount and frequency of homework, the following should be expected:

Middle School - Both short-term and long-term homework is regularly assigned. Coordination and cooperation among the teachers on a team is encouraged.

**Grades 5-8** - It is suggested that, on the average, assignments range from five to eight hours per week.

# Harrisonburg City Public Schools

## Acceptable Use Agreement

Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While the intent is to make Internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

### **District Internet and E-mail Guidelines**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right--and entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the teaching and clarifications of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Likewise, the district has no duty to regulate or review off-campus Internet messages, statements, postings, or acts; however, if when those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

### **Internet Safety**

Within reason, freedom of speech and access to information will be honored; however, this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. During school, teachers of younger students will guide them toward appropriate materials. Internet use is monitored by teachers at all grade levels. In accordance with Va. Code §22.1-70.2, Harrisonburg City Public Schools provides Internet safety training to teachers and students in grades K-12. Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle school participate in a unit on internet safety.

### **Student Email**

High school students will be issued an email account which will allow them to only send email to and receive email from themselves and faculty members at Harrisonburg High School. With teacher sponsorship and signed parent permission, students may apply for expanded access. The second level of access will allow students to send and receive email from other students and Harrisonburg High School, while the most advanced access would allow students to send and receive email from any domain.

## Responsibilities

1. Students are responsible for utilizing HCPS technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
2. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
3. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
4. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The school district does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
5. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
6. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:

- using a computer ID/password other than his/her own
- using a computer to engage in any illegal act
- using a computer to engage in "cyberbullying"
- modifying or defacing hardware or software
- improperly exiting established menus or applications
- attempting to bypass the division internet content filter
- using district technology without authorization
- downloading files or installing software
- gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
- engaging in inappropriate language or activities on division networks

Students may not access the school division computer network with privately owned computers or other electronic devices that obtain an IP address.

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Harrisonburg City School Board makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division diskettes, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided Internet access; personal property used to access Division computers or networks or for Division-provided Internet access; nor for unauthorized financial obligations resulting from Division-provided access to the Internet.

Parents may choose to have their student(s) not utilize technology services by completing and returning the non-participation form.

# Harrisonburg City Public Schools

## Notice of Technology Usage by Students

The Harrisonburg City Public Schools consider the use of technology resources and the internet to be instrumental in the education of students. Access to electronic resources enables students to efficiently use hardware and application software and conduct research via the internet. As a result, as part of your student's educational program, he/she may be required to:

- 1) Utilize school network services such as using software, creating and saving files, and printing from network computers;
- 2) Search for and retrieve information via the internet;
- 3) Utilize school-established email accounts with acceptance and compliance of student email guidelines and acceptable use agreement;
- 4) Create and publish documents and projects on the World Wide Web and in other public forums;
- 5) Post limited identifying information about student, including a picture/image, video, and audio on school-owned computers, networks, and school websites. Photos, audio, and videos will be used for educational purposes only and names or other personally identifiable information will not be associated with pictures, audio, or video.
- 6) Post/allow use of photo, audio, or videos of student without personally identifiable information in class projects and distributed to class members, in school projects and distributed to school members, on class or school web pages, in public presentations, in presentations by teachers, student teachers, or practicum students for a class project at a university or in presentations at educational conferences.

Harrisonburg City Schools takes all legally required precautions to eliminate objectionable material received via the internet. School staff will monitor students' use of the internet to ensure compliance with acceptable use, either through direct supervision, remote observation, or monitoring of internet use history. It is impossible, however, to restrict access to all objectionable materials, and the school division cannot be held responsible for material acquired via the internet or via network resources. Families should be warned that despite precautions taken by the school division, some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Student network storage areas may be provided for students. Network administrators may review files and storage locations to maintain system integrity and ensure that users are using the system responsibly. Files may be deleted as part of regular maintenance, and students should not expect that files stored on district servers are private or maintained in perpetuity.

A parent's request that a school staff member electronically communicate personally identifiable or other information to him or her may be interpreted by HCPS as permission to transmit such information in that way. See *Email Guidelines for Parents*.

Any parent, guardian or student (age 18 or over) NOT wishing to participate in the use of technology in school as stated in items 1 through 6 above, should **sign and print** in the appropriate place below and return to your child's school within fifteen (15) administrative working days of receipt of this handbook. **The non-participation statement will be effective for the academic school year only.**

**Notice of Technology Usage by Students  
Non-Participation Form**

**Return ONLY if you do not wish your student to participate in any of the following technology activities.**

\_\_\_\_\_ I DO NOT wish to have my student utilize school network services such as using software, creating and saving files, and printing from network computers;

\_\_\_\_\_ I DO NOT wish to have my student search for and retrieve information via the internet;

\_\_\_\_\_ I DO NOT wish to have my student utilize school-established email accounts (high school and middle school only) with acceptance and compliance of student email guidelines and acceptable use agreement;

\_\_\_\_\_ I DO NOT wish to have my student create and publish documents and projects on the World Wide Web and in other public forums;

\_\_\_\_\_ I DO NOT wish to have limited identifying information about my student, including picture/image, video, and audio, posted on school-owned computers, networks, and school websites. Photos, audio, and videos will be used for educational purposes only and names will not be associated with pictures, audio, and video.

\_\_\_\_\_ I DO NOT wish to have my student's digital image included in public presentations (see explanation of usage in #6 on preceding page).

\_\_\_\_\_  
Parent's Name (printed) and Signature

\_\_\_\_\_  
Student's Name (printed)

\_\_\_\_\_  
Date

**Return ONLY if you do not wish your student to participate in any of the above technology activities.**

## **Harrisonburg City Public Schools**

### **Email Guidelines for Parents**

Email may be a fast and convenient way for parents/guardians to send messages, but this may not be the case for many of our teachers and administrators. Some teachers and administrators read their email messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers and administrators prefer to use the phone to speak directly to parents or to communicate with written notes.

For these reasons, please remember if you choose to send an email message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an email reply at all, since staff members will determine how best to contact you: by email, phone, written note, or to schedule a personal conference.

When using email, please remember:

- Send only non-vital messages by email. For example, do not use email to inform a teacher, administrator, or clerical staff that your child is not to go home on the bus since a faculty member may not read their email before a student is dismissed. Instead use the telephone to be sure your message is received and clearly understood.
- Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher.
- Email is not confidential. Confidential information should be conveyed by phone or personal contact only.
- Please identify yourself in the subject line of your email message and, if appropriate, the name of your child.
- For all medical or health concerns, please contact your child's school nurse by phone.
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
- Please send only messages pertaining to school issues. Do not ask teachers to relay messages to your child.
- Mass email to the campus staff should be sent to the school principal for distribution to his/her staff.

Email is a quick way to send a message, but it is not necessarily the best way to get a quick reply nor is it appropriate for all types of communication.