



## Student Handbook 2020

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy or administrative regulation. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. No information in this document shall be viewed as an offer, expressed or implied or as a guarantee of any employment of any duration.

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## Core Beliefs

Five beliefs that guide our decisions, preparations, and actions as education leaders, Board Members, and public officials to reopen our schools.

Follow Public Health Guidelines

Provide a Safe and Caring School Environment

Monitor and Modify Instruction when needed

Provide Systematic Health and Safety Protocol

Provide timely communication with all stake holders

COVID-19 has shifted our lives, but we should not allow it to affect our ability to provide quality education for all children.

## Goal

Steubenville City Schools will safely bring back as many students as possible to an in-person school setting, to maximize learning and address students' holistic needs.

Steubenville City Schools will provide a high quality Remote Learning for students who have chosen not to return in person or because of a State Mandate/County Purple.

Dear Student and Parent/Guardian,

Thank you for taking the time to inquire about the Steubenville City Schools. I would like to welcome both students and parents to our school. Steubenville City Schools offers a diverse selection of learning pathways including independent learning and a variety of curriculum choices to best meet the individual learning needs and styles of each of our students.

This handbook is a supplement to the Grade Level Handbook that is posted on the district web site.

## Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violation of the state compulsory attendance law. Attendance is based on lessons or work completed. Each lesson represents five (5.11) hours of school attendance. A full time student is required to attend (complete) a minimum of 25-30 hours of school per week (according to the number of courses assigned) or 920 hours per school year. The school's attendance policy includes but is not limited to the following:

The student will automatically withdrawn if the student fails to participate in 105 consecutive hours of learning opportunities offered to the student (ORC 1314.4); and/or

At the end of the thirtieth day after the student has failed to participate as required.

## Brief Overview

The Remote Learning program uses technology to reach a diverse student population. The school is designed for students who have a desire for, and whose education can be optimized by, a program of online instruction in an independent environment that does not include most of the ancillary components of a more traditional education. Because the focus is on distance learning, the ability of students to learn independently in their own homes using an online educational program is an essential element of the school's program. The program will provide each student with independent learning with a variety of curriculum choices to designed to best meet the individuals learning styles.

## Admission

A student seeking enrollment in Steubenville City Schools Remote Learning must meet all academic, age, immunization, and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the Steubenville City Schools for admission requirements and enrollment information. Students whose custodial parents/legal guardians live in the State of Ohio may enroll in the Steubenville City Schools. Students under the age of 18 must be enrolled by their parent/legal guardian. When enrolling students, parents must provide copies of the following:

## Assessments (State)

All students must participate in State required testing.

## Attendance

All students between the ages of 6 and 18, who have not completed grade 12, are required to attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Attendance is based on lessons or work completed. Each lesson represents one (1) hour of school attendance. A full time student is required to attend (complete) a minimum of 25-30 hours of school per week (according to the number of courses assigned) or 920 hours per school year. The school's attendance policy includes but is not limited to the following:

1. The student will be automatically withdrawn if the student fails to participate in 105 consecutive hours of learning opportunities offered to the student and/or
2. At the end of the thirtieth day after the student has failed to participate as required.
3. Students are required to meet face to face with teachers/administrators at least two times per year. Time and place will be determined by the Student Services Coordinator.

## Truancy Intervention Program

To track and verify student attendance and participation, the following procedures will be used:

a. 10 Lessons behind (Warning Letter)

Teacher notifies the parent by letter and/or email of the student's status with incomplete lessons. Parents are asked to contact school officials for a phone or in-person conference in order to remediate the situation.

b. 15 Lessons behind (Warning Letter from the Attendance Officer)

The Attendance Officer will send a warning letter to the student and parent explaining Ohio's Compulsory Attendance Law and consequences of further incomplete lessons.

c. 20 Lessons behind (Truancy Intervention Meeting)

The student and parent will be invited to meet with the attendance officer and a school official for a Truancy Intervention Meeting to be held at the students home school.

Legal responsibilities of the student and parent regarding school attendance/lesson completion will be addressed and intervention provided as needed. Student and parent will be warned of the consequences of

court should the student continue to be truant/not complete lessons. If the student/parent do not attend the scheduled intervention meeting (and did not make alternate arrangements with the attendance officer),

and if the student and parent.

#### d. 25 Lessons Behind (Court Charges May Be Filed)

Twenty-five lessons behind is equivalent to twenty-five absences from school. The Ohio Cyber Academy recognizes the initial ten lessons behind as “excused absences” for personal health-related reasons. All absences after the ten-day limit are considered unexcused (unless the parent provides doctors’ excuses for days missed). Thus, the next fifteen (15) unexcused absences are considered “chronic truancy” and charges may be filed against the student and parent.

#### Ohio Revised Code

**Compulsory School Attendance.** A child between six and eighteen years of age is of compulsory school age.

**Chronic Truancy.** Chronic truancy means any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one school month (four weeks), or fifteen or more days in a school year. Children who are chronically truant are considered delinquent.

**Contributing to Unruliness or Delinquency of a Child.** No person, including a parent, guardian, or other custodian of a child shall do any of the following: Aid, abet, cause, encourage, or contribute to a child or ward of the juvenile court becoming an unruly or delinquent child.

#### Disclaimer

Nothing in this attendance policy shall prohibit or restrict the school from initiating legal action against a student and parent for failure to complete lessons at any time (within the legal provisions of the law).

#### Computer Use

Students will be permitted to use the school’s computers only to conduct business related to the management or instructional needs of the school or conduct research related to education consistent with the school’s mission or goals. The On-Line activities of students are to be monitored by parent or guardian. Access by students to inappropriate matter on the Internet and World Wide Web is forbidden. Unauthorized access, including so-called “hacking” and other unlawful activities by students on-line is prohibited; Unauthorized disclosure, use and dissemination of personal information regarding students are prohibited.



The school retains ownership of its computers, hardware, software and data at all times. All communications and stored information, transmitted, received or contained in the school's information system is the school's property and are to be used for authorized purposes only. Use of schools computers or software for unauthorized purposes is strictly prohibited. Students are not to use the computers for commercial use, political use, financial gain, or any illegal activity. Students must not use the computers to encourage the use of alcohol, drugs, tobacco, or to promote unethical practices or any activity prohibited by law or Board Policy. Students are not to use profanity, obscenity, or other language which may be offensive to others in computer transmission. Students are not to transmit material that is threatening, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion, or political beliefs. Students are not to place copyrighted material on the computer without the author's permission. Students are not to make their personal home address or phone number and those of other students or colleagues public on the computer. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the school's system are in compliance with Board policy, administrative regulations and law, school administrators may routinely review user files and communications. Files and other information, including E-mail, sent or received, generated or stored on school's computers are not private and may be subject to monitoring. By using the school's system, individuals consent to have that use monitored by authorized district personnel. The school reserves the right to access and disclose, as appropriate, all information and data contained on school's computers. Students, who violate Board policy, administrative regulation, shall be subject to discipline up to and including expulsion and/or revocation of school's system access up to and including permanent loss of privileges. Violations of law will be reported to law enforcement officials.

## Conduct

Students are responsible for conducting themselves properly, in accordance with the policies of the school and the lawful direction of staff. The school has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

## Conferences

Students and parents may expect teachers to request a conference: (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student is not maintaining behavior expectations or (3) in any other case the teacher considers necessary. These conferences may be held via telephone, e-mail or face-to-face.

The school encourages a student or parent in need of additional information or with questions or concerns to confer with the appropriate teacher or instructional supervisor. A parent who wishes to confer with a teacher may call their home school for an appointment to request that the teacher call the parent to arrange a mutually convenient time.

## Counseling (Academic)

Students are encouraged to talk with the school's teachers and/or instructional supervisors in order to learn about the curriculum, course offerings and graduation requirements. All students in grades [9-12] and their parents shall be notified annually about the recommended courses for students.

## Curriculum

Will follow Steubenville City Schools curriculum guide K-12.

## Discipline/Due Process

A student who violates the Student Code of Conduct shall be subject to disciplinary action.

A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. The school's disciplinary options include using one or more discipline management techniques including counseling by teachers, counselors and administrators, detention, suspension, expulsion, loss of privileges, honors and awards. Disciplinary measures are applied depending on the nature of the offense. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion. In addition, when a student commits substance abuse, drug or drug paraphernalia, alcohol and/or tobacco related offenses or any other criminal act, he/she may also be referred to law enforcement officials. Violations of the district's weapons policy, as required by law, shall be reported to law enforcement.

## Dress and Grooming

The school's dress code is established by the local school district promote appropriate grooming and hygiene, prevent disruption and avoid safety hazards. This code is in effect when students meet in person with teachers, administrators, other students, or school personnel. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the Instructional Supervisor and may be denied the opportunity to participate if those standards are not met.

## Emergency Medical Treatment \*\* Form required

A complete Emergency Medical Authorization Form must be on file with the School. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year thereafter. If and when a student is on school site for any reason, and becomes ill or is injured at school, the student must notify his/her teacher or another staff member as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency

forms and submitted by parents to the school. Parents are encouraged to update this information as often as necessary. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by parents on the student's emergency form. School staff may administer emergency or minor first aid, if possible. The school will contact emergency medical personnel, if necessary, and will attempt to notify the student's parents whenever the student has been transported for treatment.

## Extracurricular Activities/Conduct

A participant in Remote Learning may be welcomed to participate in all extracurricular activities.

Student participation in extracurricular activities is a privilege and not a right. For the purpose of this policy, "Extracurricular Activities" refers to a pupil activity program that a school or the district sponsors, and is under the supervision of a coach/advisor/and/or director. Will follow District Policy.

## Fees and Fines

The students are loaned a computer. Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his/her own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits. Charges will be imposed for loss, damage, or destruction of school apparatus, equipment and for damage to school property. Students using school equipment can be fined for excessive wear and abuse of the equipment. Failure to pay fines, fees, or charges will result in the withholding of transcripts, grades and credits.

## Grading Scale

Follow Board Policy, available upon request.

## Grading /Student Progress

Student Progress is available online at all times. Parents will be issued a username and password to Progress Book and instructed on how to access the student's grades at all times during the orientation process.

## Graduation Requirements

Follow Steubenville City Schools Board Policy and State Requirements.

## Homework

Homework is assigned to provide students an opportunity to practice independently what has been presented in class, to improve the learning processes, to aid in the mastery of skills and to create and stimulate interest. Whatever the task, the experience is intended to be complementary to the educational process.

## Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. Proof of immunization may be personal records from a licensed physician or public health clinic.

Any student not in compliance with Ohio statutes and rules related to immunization may be excluded from school until such time as he/she has met immunization requirements. Parents will be notified of the reason for the exclusion. A hearing will be afforded upon request. . Any questions about immunizations or waivers should be directed to the school.

## Make-up work and Medical Excuses

When a student fails to submit a completed lesson due to illness, doctor's appointment, emergency etc. on any school day they must submit the completed lesson on the next required day of attendance. If the student is absent one or more days they are granted one extra day for each day of absence to submit their make-up lessons. If a doctor's note is submitted for missed days, it must state what specific limitations the student has and the exact days and timeframes which the student is excused from.

## Parental Rights

A student's personal information (name, address, telephone number, social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information and permission of the student's parent(s) or the student, if age 18 or older. Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s).

## Parental Responsibilities

Parents who choose to enroll their child in Remote Learning have chosen an educational alternative that requires great commitment. Parents are responsible to see their child attends school each day (SEE DEFINITION OF ATTENDANCE). The parent must supervise the child's work and make sure the child is complying with attendance procedures. In order to keep parents informed of their child's progress in school, parents are provided with academic progress information on a continuous basis. Parents will be provided an orientation on how to access this information at any time, therefore always being informed of their child's academic progress. Parents are encouraged to build a two-way link with their child's teachers and with the staff of the school by informing them of suggestions or concerns that may help their child better accomplish his/her educational goals. Education succeeds best when there is a strong partnership between home and school. As a partnership thrives on communication, the school asks parents to:

1. Encourage their student to put a high priority on their education and to commit themselves to making the most of the educational opportunities the district provides;
2. Keep informed on the school's activities and issues. Parent conferences and open house meetings provide opportunities for learning more about the school;
3. Become a school volunteer. For further information contact the principal;
4. Participate in parent organizations. The activities are varied, but always have an emphasis on instructional improvement.

## Transportation

All transportation is to be provided by parents/guardian.

## Promotions/Retention/Placement of student

A student shall be promoted from one grade to the next on the basis of academic, social and emotional development. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. A decision to retain a student will be made

only after prior notification and explanation to the student's parents. The final decision will rest with school authorities. Students in grades 9-12 will be promoted or retained in accordance with state and district graduation requirements.

### Scheduling and Assignment (Secondary Level)

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs. Any changes in a student's schedule should be handled through the Guidance Department. Changes cannot be requested after the student's scheduled has been active for two weeks. Students may be denied course enrollment due to the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation in the student's scheduled must be approved by the Guidance. When students are near completing all courses assigned to them, please contact the Guidance to see if more courses can be added on to their schedule.

### School Day

Since a virtual school is operated on a completely different design than a site based school, the school day may be defined in other ways. Students are required to sign on to their student account each day the school is in session (refer to the school year calendar). Students must complete and submit for grading five (5) lesson each school day which is equivalent to 5 hours of school attendance. If the student fails to meet these requirements, the student is deemed to be absent on that day. (Definition of attendance)

### Students with Disabilities

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the school's programs and facilities. The student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the coordinator at (614) 360-1863 to inquire about evaluation procedures and programs.

### Student/Parent Complaints

School Personnel Complaints- A student or parent who has a complaint concerning a classroom/teacher issue should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the Principal can be requested. If the outcome of this conference is not satisfactory, the student or parent may file a written, signed complaint with the building principal, who will investigate the complaint and render a decision. If the complainant is dissatisfied with the decision of the principal, he/she may appeal to the Superintendent in care of the principal within [10 calendar] days following receipt of the principal's decision. The Superintendent will provide the complainant with necessary Board appeal procedures. Board decisions are final.

### Discrimination on the Basis of Sex Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on the basis of sex should contact the Title IX Coordinator, Dr. Shana Wydra.

### Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation or placement of a student with disabilities or the accessibility of the school's services, activities or programs to a student, should be directed to the Director of Special Education, Sarah Elliott.

### Students with Sexual Harassment Complaints

Sexual harassment by staff, students, Board members, school volunteers, parents, school visitors, service contractors or others engaged in school business is strictly prohibited in the school. School includes school's facilities, school premises and non-school property if the student or employee is at any school sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the control of the school or where the employee is engaged in school business. Sexual harassment of students means unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature. Confidentiality will be maintained. The educational assignments or study environment of the student shall not be adversely affected as a result of the good faith reporting of sexual harassment. Students or parents with complaints not covered by this student handbook should contact the building principal.

### Student Education Records

The information contained below shall serve as the school's annual notice to parents of minors and eligible students (if 18 or older) of their rights, the location and school officials responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the school. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law. Education records are maintained in a minimum one-hour fire-safe place in the school office by the

Host District. Permanent records shall include:

1. Full legal name of student;
2. Name and address of educational agency or institution;
3. Student birth date and place of birth;

4. Name of parent/guardian;
5. Date of entry into school;
6. Name of school previously attended;
7. Course of study and marks received;
8. Data documenting a student's progress toward successful completion of all required testing.
9. Credits earned;
10. Attendance
11. Date of withdrawal from school;
12. Social security number
13. Other information, i.e., psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc. Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

#### Transfer of Education Records

The school shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the school. The transfer shall be made no later than 10 days after receipt of the request. The school shall retain a copy of the education records that are to be transferred in accordance with applicable Ohio Administrative Rules. Student report cards, records or diplomas may be withheld for nonpayment of fines or fees.

#### Requests for Education Records

The school shall, within 14 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility or youth care center in which the student was formerly enrolled and shall request the student's education record.

#### Access/Release of Education Records

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute or legally-binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents of a minor, or an eligible student (if 18 or older), may inspect and review education



records during regular school hours.

#### Withdrawal/Transfer from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of eighteen (18) and does not enroll in another certified school or is approved for home schooling within 5 days. Parents must notify the Central Office about plans to transfer their child to another school. School records will be transferred to that school within fourteen (14) days of receiving a records request.

#### Federal Notices

The following notices are required by Federal law. We apologize for their length and technical nature, but they are included so that OCA is in full compliance of the law and so that you are fully informed in these matters.

#### Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the OCA, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, OCA may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications such as Honor roll or other recognition lists. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories; names, addresses and telephone listings, unless parents have advised the LEA that do not want their student's information disclosed without their prior written consent. If you do not want OCA to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the second full week of each new school year. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; dates of attendance; date of graduation; awards received;

honor rolls; scholarships.

## Notification of Rights under FERPA for Elementary and Secondary Schools

The family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal {or appropriate school official} a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal {or appropriate school official}, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

#### Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex Behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior,
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and opportunity to opt a student out of:

1. Any of other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use:

1. Protected information surveys of student
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

These rights transfer from a parent to a student who is 18 years of age or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Ave, SW

Washington, DC 20202-5901

Military Recruitment and NCLB

The Family Educational Rights and Privacy ACT (FERPA) govern how students' education records are handled. The Federal No Child Left Behind Act of 2002 requires that schools provide military recruiters with student names, addresses, and telephone numbers on request unless specifically prohibited by parents in writing.

## Internet Acceptable Use and Safety Policy

It is the intention of the Steubenville Board of Education to protect the privacy of staff members who use the school computers, computer network, and other electronic messaging systems to the maximum extent possible given the operational and security needs of the District. The purpose of this policy is to identify the limitations on this privacy and the general restrictions applying to the use of computers and electronic messaging systems of the District.

Access to the School District's Network is provided as a privilege and as an employment tool. In order to continue enjoying access to the Network, each staff member must take responsibility for appropriate and lawful use of this privilege. Staff members are responsible for professional behavior on the Network just as they are in a classroom, school hallway, or other school setting. While the School District may make reasonable efforts to supervise staff member use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the staff member.

This shall constitute the School District's Computer Network and Internet Acceptable Use Policy for staff members ("Policy"), and applies to all employees who use or otherwise access the Network either on-site or remotely. A copy of this Policy shall be provided or made available to staff members. As used in this Policy, "Network" refers to interconnected computer systems, mobile devices, computer equipment, computer programs, the Internet, electronic mail, IP- or Internet-based telephone systems, and related communication technologies, whether interconnected via cable, wireless and/or any other means whatsoever. Individual computers, including privately-owned mobile devices, are considered to be part of the "Network" and are subject to the terms of this Policy even when the User is not attempting to connect to another computer or to the Internet. "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass-through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

Each staff member is responsible for reading and abiding by this Policy. If you have any questions about the provisions of this Policy, you should contact the administrator in your school building or the District's chief technology officer. Any use of your account that violates this Policy may result in your access being withdrawn and/or additional disciplinary action in accordance with any applicable state law and/or collective bargaining agreement.

## Term of the Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time. The School District may also limit access depending on student and staff schedules, equipment availability, or other constraints.

## Authorized Users

Network resources are only for use by authorized users. Anonymous use is not permitted, and access may not be shared or transferred. Staff members shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet.

## Acceptable Uses

Locating and accessing educational resources.

Direct use in instruction.

Research for instructional and/or school management purposes.

Collaboration with colleagues and other school personnel on instructional or management issues.

Administrative announcements.

General work-related communications.

Union announcements and communications, to the extent authorized by any applicable collective bargaining agreement.

Incidental personal use of e-mail during non-work time to communicate with family, friends, and colleagues, provided such usage is limited in scope and is otherwise in compliance with this Policy. For purposes of this paragraph, "incidental" use shall be defined as no more than ten (10) messages during any one day, with no large attachments. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

## Unacceptable Uses

Among the uses and activities that are known to be unacceptable and constitute a violation of this Policy are the following:

Uses or activities that violate the law or District policy, or that encourage others to violate the law or District policy, such as:

Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of

which is prohibited by law or District policy.

Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually oriented, sexually explicit, obscene, or pornographic materials.

Creating, copying, viewing, transmitting, downloading, or uploading any materials that include the design or information for the purposes of creating an explosive device, materials in furtherance of criminal activities or terrorist acts, threatening materials or any other materials that violate or encourage others to violate the law or District policy.

Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others.

Copying, downloading, uploading or transmitting confidential information or trade secrets.

Engaging in harassment, stalking, or other repetitive unwelcome communications, or using the Internet in support of such activities.

Uses or activities that impair Network functionality or cause damage to property.

Among such uses or activities are the following:

Uploading, downloading, creating or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data, or vandalizing the property of another. Vandalism includes any malicious attempt to hack, alter, harm or destroy software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks.

Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Even if materials on the Network are not marked with the copyright symbol, you should assume that they are protected under copyright laws unless there is explicit permission on the materials to use them.

Commercial uses. At no time may the network or the Internet be accessed (including the use of e-mail or other messaging technologies) for purposes of engaging in any kind of business or other profit-making activity.

Use of Network unrelated to legitimate District purposes. Users may not, during the work day, access the Network or the Internet in order to make personal use of social media, engage in social networking, personal shopping, buying or selling items of real or personal property, researching or making arrangements for non-work-related travel, connecting with a personal web site or weblog ("blog"), receiving or posting messages to non-work-related web sites or weblogs, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing. (Examples: Facebook, Twitter, Amazon, eBay, Expedia, YouTube, individual weblogs, dating services, chat rooms, poker web sites.) Accessing sexually-oriented, sexually explicit, or pornographic material is strictly prohibited at all times. Use of the Network or Internet for any illegal activity is strictly prohibited at all times.

Misuse of e-mail/messaging privileges.

Using non-district e-mail for system security reasons, all use of e-mail must be through the School District's e-mail service. Accessing Internet-based e-mail providers (such as Google Mail, Hotmail, or Yahoo Mail) through the Network is

prohibited. Other messaging technologies may also be restricted in the discretion of the system administrator.

Personal E-mail Limited personal use of District e-mail by employees to communicate with family, friends, and colleagues who are willing recipients is permitted as a personal convenience but must not impact paid work time and is subject to all the provisions of this Policy. Misuse of the privilege is prohibited, and includes but is not limited to excessive volume, frequency, inappropriate content, mailing to unwilling addressees, or uses that may bring the District into disrepute. Violations will be determined in the sole discretion of the Superintendent. "Limited personal use" shall ordinarily mean no more than ten

(10) messages during any one day, with no attachments large enough impede the normal functioning of the computer or the Network, as determined by the System Administrator. Exceptions to this limitation may be permitted for personal emergencies and other extenuating circumstances.

Disseminating Private Opinions. The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal "blog" for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions relating to political, religious, or social issues, or to support private or public causes or external organizations.

Large Group Mailings. The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Unless approval has been granted, individual users may not ordinarily send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. (Possible examples: department heads, coaches, committee work, approved charitable or community-related activities.) The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

Uses that degrade or disrupt the operation of the Network or that waste limited computer, paper, or telephone resources. Examples include the extended streaming of audio or video content and the sending of unnecessarily large e-mail attachments. Do not waste toner or paper in printers or participate in "chain" letter mailings.

Sending of messages to more persons than is necessary for school business purposes. This is a misuse of system resources and staff time and is prohibited. Large group mailings, such as "all staff" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the



school administration or system administrator. Users may not send a single e-mail message to more than ten (10) recipients without prior authorization. This limitation is subject to exceptions as may be developed by the administration or system administrator or required by any applicable collective bargaining agreement. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited. The system administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system.

Users wishing to distribute announcements regarding community activities, charitable activities or events, items for sale, or other messages of general interest to the staff should utilize the public folders, bulletin boards, or other distribution channels as may be provided on the system. Such alternative communication methods may be created or discontinued by the District at any time and shall not under any circumstances be made directly available to non-school persons or organizations.

Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier that makes message recipients believe that someone other than you is communicating or otherwise using the other's access to the Network.

Political activities: Creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office or the passage of any ballot issue. Additionally, users shall not solicit political contributions through the network from any person or entity.

Installing or downloading software or hardware without the prior consent of a School District administrator or the system administrator. Staff members may not move, repair, reconfigure, modify or attach any external devices to Network equipment, computers, or systems. Staff members may not download or install any software or applications ("apps") without the express permission of the system administrator. Staff members shall not remove, alter or copy District-owned software for their own personal use or for the use of others.

#### Common Courtesy Rules for E-mail Communications/Messaging

Users must abide by rules of common courtesy for e-mail communications and all other types of Network-based messaging. Among the uses and activities that violate these rules are the following:

Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening.

Using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics.

Forwarding or redistributing the private message of an e-mail sender to third parties or giving the sender's e-mail address to third parties without the permission of the sender.

Sending attachments that are too large to be accommodated by the recipient's system.

Using the network in a manner inconsistent with the professional expectations of a District employee. When using the network, users should remember that they are representing the District each time the account is used. Communications on the network need not be formal but must be professional in appearance and tone.

#### Data Security

Users may not remove or copy personally identifiable information for transportation away from the school site unless absolutely necessary for school business purposes. When it is necessary to transport personally identifiable information away from the school site, all reasonable precautions should be taken to protect against the loss, damage, or theft of such information, which may include encryption, passwording, and appropriate measures to ensure physical security.

#### Privacy

Network access is provided as a tool for District business. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, data, metadata, software, communications (including emails) and other content transmitted, received or stored in connection with this usage. All such information, content and files shall be and remain the property of the School District and you should not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to for purposes of maintaining system integrity and ensuring that users are using the system in a manner consistent with this Policy.

### Created or Linked Web Sites

Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed. If external web sites are linked to a District site, the School District web page must display the following disclaimer:

"This is not an official web site of the Steubenville City School District.

The Steubenville City School District does not control and cannot guarantee the timeliness or accuracy of the information on this web site. Any views or opinions expressed herein are solely those of the creators of this web site."

As appropriate, the School District may also require such disclaimer on "booster" sites or other external web sites that relate directly to School District activities, programs, or events.

### Failure to Follow Policy

Your use of the Network is a privilege, not a right. As in the case of any District policy, your violation of this Policy may result in disciplinary action, subject to the provisions of any applicable law or collective bargaining agreement. Your access to the Network may be terminated, which the School District may refuse to reinstate for the remainder of your employment by the School District. Note also that it is a violation of this Policy to fail to report violations of other users that come to your attention.

It is a violation of this Policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service in an effort to disguise a user's network or internet activities that would otherwise be a violation of this Policy. It is a violation of this Policy to utilize any device, practice, technique, or technological application for the purpose of avoiding or circumventing the provisions of this Policy.

### Warranties

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any staff member arising out of the staff member's use of, or inability to use, the Network. Each staff member is responsible for backing up his or her files. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the staff member's own risk.

## Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology. You must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

## RECEIPT FORM

I acknowledge receipt of the "School District Computer Network and Acceptable Use Policy" for staff members of the School District (revised 4/7/2018).

Staff Member Signature

PLEASE PRINT:-----

Date above signed: \_

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## OFFICE USE ONLY

Login Name: Password: