

2020-2021 VAST Secondary Student & Parent Handbook



**Salisbury Township
School District**

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Salisbury High School**

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Salisbury Middle School**

Mr. Rob Sawicki
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School Counselor/SHS

Mrs. Allison Moyer
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610-797-4107 x2533

School Counselor/SMS

Mrs. Shannon Stokes
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610-791-2800 x4555

Computer Technician

Mr. Tom Smith (9-12)
tsmith@salisburysd.org
610-797-4107 x2601

Mr. John Landis (5-8)

610-791-0830
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Table of Contents

[Message from Administration](#) 3

[Public Communication Tools/Contacts](#) 4

[Attendance](#) 5-9

[Responsibilities of Students](#) 9

[Responsibilities of Parents/Guardians](#) 10

[Enroll, Withdraw, Transfer, Dropping a Course, Early Completion](#) 10-12

[Grading](#) 12

[Instructional Supports](#) 12

[Testing Policies](#) 13

[Technology](#) 13

[Technical Support](#) 13-14

[Computer Set-Up](#) 14

[Lost/Damaged Property](#) 14

[Educational Trips](#) 15

[Agreement for Laptop Use](#) 16-19

[Student Contract](#)

.....	20
<u>Long Term Absence Notice</u> 21
<u>Internet Reimbursement</u> 22-24
<u>STSD Acceptable Use of the Internet and the District's Network</u> 25-35
<u>STSD Acceptable Use of District-Owned Technology</u> 36-39
<u>STSD Care of School Property</u> 40

Message from Administration

This handbook has been developed to provide students and parents/guardians with an overview of the Virtual Academy of Salisbury Township (VAST), accompanying support systems and important policies and procedures. VAST students remain enrolled in the Salisbury Township School District (STSD) and therefore will have access to its schools as a resource. This handbook provides VAST students and parents/guardians with clear guidelines on responsibilities – student, parent/guardian and STSD. Since VAST is part of a public school, various state and federal regulations need to be met.

The purpose of this handbook is to provide information unique to the VAST program. Students should consult the relevant brick-and-mortar school handbook for additional information.

We look forward to working with you this school year. Our commitment is to support the success of every VAST student. We are dedicated to achieving that goal together. Please do not hesitate to contact us and discuss any questions or concerns you may have throughout the school year.

Congratulations on joining the VAST community! We wish you a successful school year!

Mr. Brian Muschlitz and Mr. Robert Sawicki
Assistant Principals of SHS and SMS

Public Communication Tools

- District Website - Access <http://www.salisburysd.org> for a repository of district information (contact information, policies, strategic plan, board agendas and minutes, etc.) with links to school and teacher websites containing similar kinds of information.
- Facebook - Access <http://www.salisburysd.org/facebook> for quick, up-to-date information including photographs, announcements, congratulations, etc. for all district buildings. Visitors to the Salisbury Facebook page are invited to “Like” the page, post comments and share school-related media and content.
- Twitter - Access <http://www.salisburysd.org/twitter> to follow us as we capture activities, events and thoughts. If you Tweet something about Salisbury, use the hashtag #YourSalisbury.
- SalisburySD.US - Access <http://salisburySD.US> for our latest social media tool designed to communicate our learning and engage stakeholders. [SalisburySD.US](http://salisburySD.US) provides blog topics from various stakeholders – administrators, students, teachers, parents and community members. Visitors to [SalisburySD.US](http://salisburySD.US) may subscribe to the blog and receive email updates.

Contacts

Please refer to this section in regards to who to contact for certain issues.

Technical support

Mr. Tom Smith grades 9-12, tsmith@salisburysd.org

Copy Mrs. Jeannie Zettlemoyer, grades 9-12, jzettlemoyer@salisburysd.org

Mr. John Landis grades 5-8, jlandis@salisburysd.org

Copy Mrs. Ritter, grades 5-8, dritter@salisburysd.org

Attendance

Mrs. Jeannie Zettlemoyer (SHS), jzettlemoyer@salisburysd.org

Mrs. Allison Moyer (SHS), amoyer@salisburysd.org

Mrs. Ritter (SMS), dritter@salisburysd.org

Mrs. Shannon Stokes (SMS), sstokes@salisburysd.org

Opening a course or part of a course/changing electives/dropping a course

Mrs. Allison Moyer (SHS), amoyer@salisburysd.org

Mrs. Shannon Stokes (SMS), sstokes@salisburysd.org

Understanding material within a course

Email teacher of VAST course

Attendance

The Salisbury Township School District views appropriate school attendance as the keystone for beneficial educational experiences. It is of the utmost importance that all pupils attend school on a regular basis without unnecessary disruption and interruption. It is imperative that parents recognize their inherent responsibility to nurture and foster good attendance habits. Attendance is a key to your child's success. Schools are responsible for teaching your child, but they cannot do their job if your child is absent. Research shows that attendance is the single most important factor in school success. Avoid scheduling family trips or doctor appointments during school hours. Parents are reminded that the state of Pennsylvania has established specific criteria for ensuring that students attend school on a regular basis.

VAST Attendance Policy

**Students are required to complete at least
35 assignments per week.**

VAST students are expected to complete no less than an average of 7 assignments per day, five days a week (35 assignments). Students have shown success when they are actively engaged in the course work an average of 240-300 minutes per school day. Results may vary based on academic ability and level.

Assignment requirements will be prorated depending on the number of school days in a week.
Attendance will be calculated for each week from Sunday at 12:01 AM until Saturday at 5:00 PM.

See the chart on page 6 for absence calculation.

VAST Absence Calculation Chart

% of assignments complete	Attended	% of assignments complete	Attended
1% - 10%	0.5 days (Will be marked absent M pm, T, W, R, F)	51% - 60%	3 days (Will be marked absent R, F)
11% - 20%	1 day (Will be marked absent T, W, R, F)	61% - 70%	3.5 days (Will be marked absent R pm, F)
21% - 30%	1.5 days (Will be marked absent T pm, W, R, F)	71% - 80%	4 days (Will be marked absent F)
31% - 40%	2 days (Will be marked absent W, R, F)	81% - 90%	4.5 days (Will be marked absent F pm)
41% - 50%	2.5 days (Will be marked absent W pm, R, F)	91% - 100%	5 days (Will be marked present all week)

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the Salisbury Township School District calendar. Students not attending school as mandated by state law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

All students in PSSA or Keystone-tested grades/courses who are required to take the state test must report to the building as assigned. If a student has not been excused from the test, failure to take the entire test in a timely manner may result in disenrollment from VAST, and a meeting will be held in which student is enrolled in the home school.

Excused Absences

STSD recognizes that circumstances can occur that keep a student from completing daily assignments and signing into the learning portal. These types of absences are considered excused absences and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work. **If a student does not complete daily assignments, a parent/guardian needs to mail, fax, or email a photo of an excuse blank with an original signature within 3 days of absence to the VAST attendance secretary, Jeannie Zettlemoyer SHS jzettlemoyer@salisburysd.org or Donna Ritter (SMS) dritter@salisburysd.org**

Failure to do so will result in an unexcused absence.

- **Absence due to illness, health condition, family emergency:** The parent or legal guardian is expected to notify the VAST counselor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.
- **A maximum of ten days of cumulative lawful absences verified by parental notification may be permitted during a school year:** All absences beyond ten cumulative days will require an excuse from a physician. The excuse from the physician must be written out by the physician who treated the child or the physician who supervised the treatment of the child. Cumulative is defined as total absences per school year. Educational trip requests (college visits, etc.) are parent requests and will be counted toward the maximum of ten days of cumulative lawful absences per school year.
- **Participation in school approved activity:** In order to be granted an excused absence the activity must be authorized by the school based administrator/advisor and parent.
- **Parental request for temporary absence:** Upon parental request the VAST counselor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.
- **Disciplinary actions:** Absences due to temporary suspensions are deemed excused for attendance record keeping.
- **School closings:** When school is closed for an entire day - either scheduled or emergency - students are not required to complete their 7 daily assignments. **When there is a delayed opening or early dismissal, students ARE still expected to complete their 7 daily assignments.**
- **Extensions:** Extension requests will be handled on a case-by-case basis. Please contact either Mr. Muschlitz at Salisbury High School or Mr. Sawicki at Salisbury Middle School.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence.

Student Action	Consequence
The first time in a semester the student fails to complete the required number of weekly assignments.	Email parent/guardian and student from counselor. Remediation strategies discussed/implemented.
The second time in a semester the student fails to complete the required number of weekly	Parent/guardian phone call from counselor and administrator. Remediation strategies

assignments	reviewed/discussed/implemented.
Three Unexcused Absences	The school will send a parent/guardian Notice of Truancy letter to the parent/guardian who lives with the student, by certified and regular mail.
If the student continues to have unexcused absences after the school has sent a parent/guardian Notice of Truancy letter, the principal will coordinate a School Attendance Improvement Conference (SAIC) to discuss the child's absences and develop a School Attendance Improvement Plan to improve the child's attendance, with or without additional services. The student's parent/guardian will be invited and encouraged, although not legally required, to attend the SAIC.	
Six unexcused absences (habitual truancy)	<p>After an SAIC is held, there are additional consequences for habitual truancy. The consequences depend on the age of the child.</p> <ul style="list-style-type: none"> • For children under the age of 15, habitual truancy will result in a referral to Children and Youth Services (CYS). The school may also file a citation in the office of the District Magistrate against the child's parent/guardian. • For children over the age of 15, habitual truancy will result in the filing of a citation in the office of the District Magistrate against the child or the parent/guardian who is living with the child.
<p>What are the penalties for a citation from the District Magistrate for habitual truancy?</p> <ul style="list-style-type: none"> • A fine not to exceed \$750 together with court costs for the first offense. The maximum fines may increase with each subsequent offense. • Community service. • The completion of a course or program approved by the judge. • Where the parent/guardian fails to follow through with the penalty imposed by the court, the parent/guardian may be sentenced to three (3) days in county jail. • Where a child does not follow through with the penalty imposed by the court, the child may have his/or her learner's permit or driver's license suspended. 	

Long Term Absence

Students enrolled in VAST who expect to be away from the home of residence for three or more weeks must complete Long Term Absence Notice found on page 21 and submit it to a VAST administrator no later than a week before the transfer is to take p

Responsibilities of Students

Students pursuing a VAST education have expectations and policies that must be followed including:

- Agree to follow the Student/Parent Handbook and Code of Conduct of the home school.

- Parent and student must meet with the VAST counselor to review/sign a learning contract and pacing agreement and to receive the information to log into the VAST learning portal.
- Agree to and follow all policies outlined in the VAST Parent/Student Handbook.
- Log in to the VAST learning portal and take any assigned diagnostic tests.
- Log in to the VAST learning portal and complete assignments according to course instructors.
- Contact the online teacher for tutoring or assistance as needed.
- Use appropriate language, common sense, and proper spelling and grammar when sending electronic communications.
- Agree to follow the STSD Policy No. 7A.2: Acceptable Use of District-Owned Technology.
- In the event of a technical issue, troubleshoot the problem by rebooting your computer and trying a different web browser. If the problem still exists, contact Mr. Smith or Mr. Landis **within 24 hours of the technical issue** and include a screenshot (Shift-Command-4) of the problem, if possible. Please copy Mrs. Zettlemoyer – izettlemoyer@salisburyisd.org or Mrs. Ritter– on any emails you send to Mr. Smith or Mr. Landis. **Excused absences are dependent on following these steps.**

Responsibilities of Parents/Guardians

Parents/guardians of VAST students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- **Directly supervise the child's education at home.**
- Provide a physical environment conducive to the child's educational needs.
- Meet with the VAST counselor, along with the child, to review/sign a learning contract and pacing agreement and to receive the information to log in and monitor student progress.
- Log in at least weekly to monitor student's progress. Monitor grades through the VAST system.
- Assist the child in complying with all rules, policies, and procedures of VAST.
- Assist the child in the submission of all required forms, applications and documentation in a timely manner.
- Instruct the child on the correct procedure for logging into the VAST portal to record daily attendance.
- Maintain regular contact, as necessary, with the VAST advisor, counselor, or Supervisor of Instructional Practice.
- Monitor the child's computer use to assure that computer equipment and software are used for educational purposes and in accordance with STSD Policy No. 7A.2: Acceptable Use of District-Owned Technology.
- Work with the child and the VAST counselor to ensure successful completion of the curriculum within the allowable time frame.
- Assure that all work submitted by the child was completed solely by that child.
- Notify the VAST counselor immediately of any change in contact information or academic status.

- Provide the child with transportation as needed to participate in standardized testing, school activities or if the student's internet access is restricted or not available. Standardized testing will occur in the home schools.
- Return all instructional materials and equipment to the school as requested by the VAST counselor.

Enroll, Withdraw, Transfer, Dropping a Course & Early Completion

Enroll

The enrollment schedule is as follows:

Marking Period 1: (9/1/20 thru 11/6/20)

- Enrollment deadline, 8/17/20.
- Orientation date, 9/1/2020 ***Mandatory for enrollment, students receive computers.**

Marking Period 2: (11/9/20 thru 1/25/21)

- Enrollment deadline, 10/30/2020

Marking Period 3: (1/26/21 thru 4/6/21)

- Enrollment deadline, 01/19/2021

Marking Period 4: (4/7/21 thru last date)

- Enrollment deadline, 03/21/2021

Requests received AFTER the above deadlines will be processed for the next marking period. **The only exception to the deadline is students who move into the district. Senior students may not enroll in VAST courses after the completion of the first semester.**

Withdraw

Students participating in VAST may withdraw from the program provided the parent/guardian indicates in writing the reason for withdrawal, the name and location of the public or private school the student will attend, and the expected exit date from the program. Parents may initiate withdrawal from the program by contacting a VAST Supervisor. STSD will work with parents to ensure proper paperwork is completed and equipment is returned.

Students who transfer from VAST to the home school within a school year may jeopardize credits and graduation progress. Seats may not be available in corresponding home school classes.

Transfer

Students transferring from the home school to VAST may jeopardize credits upon transfer. For example, if a student completes one semester of Spanish at SHS and chooses not to complete Spanish in VAST, he/she will lose the .5 credit earned towards the full Spanish credit.

Students taking online courses *may* continue with their schoolwork if they transfer to another *eLearn21* (VAST content provider) member school district. Parents/guardians must contact both the

current school and future school in order to make arrangements for the student to continue with online courses. The new school has the authority to accept or deny any requests for continued participation in the full time online learning program.

Students with location transfers are still required to participate in state assessments (i.e. PSSA, Keystone Exams, etc.). **If a student has not been excused from the test, failure to take the entire test in a timely manner may result in disenrollment from VAST, and a meeting will be held in which student is enrolled in the home school.**

Dropping a Course

Students have a one-week window to drop an online course without incurring a monetary penalty. The one-week window starts from the course's official start date as indicated in the online system.

STSD may charge a fee for dropping a course after the one-week window has expired.

Early Completion

Students who finish all courses early should return equipment and wireless reimbursement form within one-week of completion.

Once you're done with all courses for a specific marking period, you may go back in and improve upon your work by requesting access from the VAST counselor.

Once you're done with all courses for a specific marking period, if you have finished early, please contact your counselor to avoid possible confusion in regards to wrongfully being marked absent.

Grading

Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into the VAST learning system. Grades for assessments and tests will be posted within 36-48 hours from the submission date. Student GPA and class rank will be calculated at the high school level.

Students are permitted to make up missed assignments without grade penalty due to excused absences. The VAST advisor will closely monitor student make up days and communicate with online teachers. Students will be given at least two school days for every day missed to complete missed assignments or tests. In the event that a student has incomplete work at the end of the marking period, additional time may be provided on an individual basis. The VAST counselor will be notified of incompletes for semester grades and may request a conference with the student and parent.

Students are permitted to retake any major test that he or she has failed. The student must request a retake for the test through the VAST counselor. The VAST counselor will determine if the request is appropriate and will notify the online grader of the request. The higher score will be recorded in the grade book with the lower score being removed.

Students may view report cards and end of quarter grades in Sapphire Community Portal.

VAST grades will be converted on a 60-point scale.

Instructional Supports

STSD provides additional support for online VAST students. Students may access tutoring through VAST teachers online. The Edison number is 855-534-3996 from 8:00 AM – 8:00 PM Monday through Thursday and Friday from 8:00 AM – 5:00 PM. Students may also online chat with a teacher in the Research Center/Learning Lab.

Students may also utilize a quiet workspace at SHS. Counselor and advisor will distribute a schedule at the beginning of the year. Students coming into the building are subject to building policies. For example, students need to sign in at the office, secure permission for bathroom usage, etc.

Students may schedule an appointment with their VAST counselor for assistance with the college application process, letters of recommendation, or other guidance-related issues.

Testing Policies

Mandated testing (PSSA, Keystone Exams, etc.)

Students are required to participate in all school and state mandated assessments. Students will communicate with the VAST counselor on the date, time and location for assessments. **If a student has not been excused from the test, failure to take the entire test in a timely manner may result in disenrollment from VAST, and a meeting will be held in which student is enrolled in the home school.** Students are still required to log in and complete course work on testing days. Assessments will be conducted in the brick and mortar schools.

More specifically:

- On a PSSA or Keystone day, in order to be marked present, you must attend the PSSA or Keystone in the building in your assigned room and complete at least three VAST assignments.
- You will be marked absent if not present for PSSA or Keystone testing, even if you complete VAST course work.

SAT/PSAT/ASVAB

Students wishing to take PSAT/SAT/ASVAB exams must contact the Salisbury Township School District School Counseling Department for date, time and location.

Technology

Technical Support

- Technical Support will be provided only to VAST students for the computer system, printer, and software. Technical Support cannot and will not be provided on local area networks in the home, or for computers not provided by VAST.
- VAST will provide participating students with a MacBook and printer, digital tablet (if needed), headset, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of STSD and must be returned upon termination of the student's online learning.
- VAST students will receive a reimbursement of \$25.00 for local internet service provider fees for each month the student is enrolled in the VAST program. The student must be working for 30 days before the reimbursement begins. STSD may terminate Internet reimbursement at its sole discretion. Students must complete paperwork as indicated on pages 22-24.
- VAST students are automatically enrolled in the Laptop Insurance Program Please see the laptop agreement on page 16-19.
- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden. STSD Policy 7A.1 and 7A.2: Acceptable Use of Technology and the Internet applies.
- [Board Policy 7A.1](#)
- [Board Policy 7A.2](#)
- Use of program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.
- Students, parents or any third parties not participating in the VAST program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.
- STSD reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.
- VAST students will report all issues they experience with the courseware to the *eLearn21* help desk. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist in resolving the problem. Students and parents/guardians should contact the help desk at **1-855-4-ELEARN** or **elearn21-help@cliu.org**. Issues related to the hardware need to be reported to Mr. Tom Smith at 610-797-4107, ext. 2601.
- To convert an Apple Pages document to a Microsoft Word document, go to File menu > Export To > Word.

Computer Set-Up

- VAST students and parents/guardians are responsible for set-up of the computer system. Technical support staff will be available to assist the student/parent with activation of the computer system.

- The student/parent/guardian should report any malfunction of computer hardware as soon as possible. The technology support staff will discuss the specifics with the student/parent/guardian to determine if the problem is hardware specific or software related and will determine a plan of action. Students will contact Mr. Tom Smith.
- DSL or Cable Internet connection is recommended. While a 56Kbps modem connection is suitable, it is not recommended.

Lost/Damaged Property

- VAST students will be responsible for the equipment as indicated in the Agreement for Laptop Use.

Educational Trips

Although the VAST curriculum is separate from the STSD brick and mortar curriculum, VAST students may have an opportunity to attend educational trips based upon administrative approval. Please contact Mr. Muschlitz at SHS or Mr. Sawicki at SMS with any educational trip related questions or concerns you may have.

**AGREEMENT FOR LAPTOP USE (VERSION A)
FOR USE ON OR OFF CAMPUS**



_____(STUDENT) and
(Print Student Name)

_____(PARENT/GUARDIAN),
(Print Parent/Guardian Name)

in exchange for the Salisbury Township School District allowing the student to use and possess a District-owned laptop, or any loaner or replacement laptop provided at the discretion of the District, agree to the following:

1. The Student and Parent/Guardian understand and agree the laptop, case and charger are the property of the Salisbury Township School District and the Student has no right to alter, install or remove any hardware or software on the laptop.
2. Student and Parent/Guardian acknowledge receipt of **School Board Policy No. 7A.1: Acceptable Use of the Internet and the District's Network, School Board Policy No. 7A.2: Acceptable Use of District-Owned Technology** and **School Board Policy No. 2B.8: Care of School Property** and understand and agree to abide by the procedures and rules set forth in these Policies and this Agreement.
3. Parent/Guardian is encouraged to purchase District laptop insurance prior to the start of the school year. The insurance premium is \$50 per student with a \$50 deductible for damage and a \$250 deductible for theft or loss. The insurance premium, but not the deductible, will be waived for economically disadvantaged families (free and reduced lunch, homeless, or group home students). The deductible will be charged for each covered claim and is in addition to the insurance premium payment. Parent/Guardian may not substitute homeowner or other personal insurance for District laptop insurance. The Parent/Guardian and Student accept all uninsured financial responsibility with respect to damage, loss or theft of the laptop while it is in the possession, custody or control of the student. The District reserves the right for final determination of insurance claims.
4. In some instances it may be necessary for a Computer Technician to access the laptop remotely to resolve a technical problem. If this is necessary, the Student will be asked for oral permission before the remote access is performed. If oral permission for remote access is granted, a permanent record of the approval will be logged by the Computer Technician along with the time, date and duration of the access. The Student will not be asked for any permission prior to remote software or configuration changes sent out to all laptops.

5. The Student will not permit individuals other than District personnel to access the laptop. The student must follow all copyright laws. The Student shall not use or allow the laptop to be used for any illegal reasons or reasons prohibited by **School Board Policy No. 7A.1: Acceptable Use of the Internet and the District's Network.**
6. The Student and Parent/Guardian agree the laptop is deemed to be in the custody of the student from the time the student receives the laptop until the time the laptop is returned to a designated school representative. If the laptop is lost or stolen, the Parent/Guardian and Student must immediately notify the Assistant Principal of the incident along with all relevant details no later than the next school day after the occurrence. In addition, a police report must be filed by the Student or Parent/Guardian within 48 hours of the occurrence. The Parent/Guardian and Student consent for the District to use Internet Protocol tracking until the laptop is actually located by the District or until Parent/Guardian or Student provide written notification the laptop is no longer missing.
7. Student and Parent/Guardian understand and agree they are not to attempt any repairs on the laptop and that damaged laptops must be returned to the Computer Technician's Office for repair/ service.
8. In the event the laptop is lost, damaged or stolen while in the custody of the Student, the Student and Parent/Guardian agree they will be responsible to the District for the cost to repair or replace the laptop. If the claim is covered by the applicable District insurance, then Student and Parent/Guardian shall only be responsible for the costs not covered by insurance, including, but not limited to any deductible.
9. The Student understands and agrees that at the end of the school year or upon request from any school official, the laptop will be returned to the District in the same condition the laptop was originally provided, except for normal wear and tear as determined by the District. Any failure to return the laptop to the District in a timely manner or the continued use of the laptop for non- school purposes without the District's written consent may be considered unlawful possession of District property and the District may pursue legal remedies to obtain the laptop or its value.
10. Student and Parent/Guardian understand and consent the District may view student files stored on the laptop under the following circumstances:
 - a. After the laptop has been returned by the Student to the District at the end of the school year or any other time the Student is required to permanently return the laptop and has prior notice and adequate opportunity to remove files.
 - b. If the District has reasonable suspicion the Student is violating District rules or policies, an Administrator may take custody of the laptop and review student files. "Reasonable suspicion" means reasonable grounds exist that the search will uncover evidence the Student violated the law, school rules or District policies. The scope of the search must be reasonably related to the violation which justified the search. Under no circumstances will the District access the laptop remotely for the purpose of reviewing student files.

- c. Parent/guardian will be notified if the laptop is accessed under reasonable suspicion.
 - d. Teachers and other school personnel may provide assistance to the student in locating files in the presence of and at the request of the Student.
 - e. If Student requests a Computer Technician access Student's laptop remotely to resolve a technical problem.
11. Student and Parent/Guardian understand and agree if the District determines the Student failed to adequately care for the laptop or violates District rules, policies, or this Agreement, the District may terminate the Student's ability to use the laptop outside of school or even the use of the computer at all and the District may immediately repossess the laptop. If the District determines the Student acted with intent to damage the District's property, the District may refer the matter to the appropriate authorities for civil, criminal and/or juvenile proceedings. Parent/ Guardian will be notified if the student fails to adequately care for the laptop or violates District rules, policies, or this Agreement.
12. Students are responsible for completing all school work locally on the laptop and regularly backing up that work to the provided District server space when in school. The District assumes no responsibility for lost work due to computer issues such as a hard drive crash.
13. The District will not be responsible for unauthorized financial obligations incurred through the use of the laptop.

☐ Check if declining insurance.

_____(Parent Initials if Declining) PLEASE NOTE: Insurance is optional. However, if declined, the Parent/Guardian accepts all uninsured financial responsibility with respect to damage, loss or theft of the laptop while it is in the possession, custody or control of the student.

Student Name:_____

Address:_____

Telephone:_____

Email Contact:_____

☐ Check if requesting waiver of fee per #3 above.

Student Signature:

Parent/Guardian Signature:

Print Student Name:

Print Parent/Guardian Name:

FOR OFFICE USE

Payment was made for Laptop Insurance on_____/_____/20_____.

Check # _____

Cash \$ _____

Student Contract

Salisbury Township School District /Virtual Academy Salisbury Township (VAST)

Certain standards are expected of students enrolling in online courses. This contract and policy makes both the student and the parents/guardians aware of the standards expected of students enrolling in such courses.

As a student taking online courses, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
2. Inappropriate language or messages will not be tolerated.
3. Because of the technology, anything I do in the course could be retrieved and printed by the teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
 - a. Students must communicate with their teacher on a regular basis using acceptable language, proper grammar and spelling.
 - b. Students must not inappropriately use information within the course.
 - c. Students must maintain academic honesty.
 - d. Students must follow the Salisbury Township School District's Acceptable Use Policy and all other rules as specified by the teacher.
5. I will make a commitment to complete these courses by_____
6. I will access the coursework every school day and complete 35 lessons weekly. If I do not login and complete lessons, my parent/guardian needs to submit an excuse note and abide by the attendance policy.
7. Contact VAST advisor or counselor with concerns or assistance.
8. Check Falcon Apps email and respond within 24 hours.
 - a. Username -
 - b. Password -
9. Contact Mr. Smith for technical support within 24 hours of any technical issues at tsmith@salisburysd.org.

If students do not or cannot abide by the above listed rules, the following procedures will be followed: The Salisbury Township School District, the student, and his/her parents/guardians will be notified of the infraction. In the event of severe misconduct the student will be removed from the course.

I have read and I understand the contract and policies of online courses and agree to abide by the rules of this contract. Please mail this signed page to your advisor.

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

Long Term Absence Notice

Students enrolled in VAST who expect to be away from the home of residence for three or more weeks must complete this form and submit it to the home school assistant principal and the VAST counselor no later than a week before the transfer is to take place.

Student first and last name: _____

Date of Request: _____

Parent/Legal guardian name: _____

Reason for Request:

Request Dates: _____ **to** _____

Students are expected to log on and complete daily lessons. Please describe how and when the student will access the Internet on the lines below.

The VAST counselor is required to communicate through email and phone with students. Please provide a working phone number where the VAST counselor will be able to reach the student at the new location: _____

We understand that daily attendance and lesson completion is to be maintained while the student is temporarily away from the home of residence. We agree to communicate with the assigned VAST counselor and online teacher frequently through email and phone. Failure to complete work in a timely manner and communicate with the school could result in unexcused absences and may impact the student's attendance status and grades.

Parent signature: _____

Student signature: _____

FOR OFFICE USE ONLY

Request Approved: ____ Yes ____ No

Date: _____

Person approving request: _____

Signature: _____



2020-21 Internet Reimbursement

To Parents/Guardians of Full-Time Virtual Students:

Students that are participating in the full-time virtual program are eligible to receive a reimbursement of up to \$25/month/household during the time that they are participating as full-time students. Reimbursement checks will be mailed out on a *bi-annual* basis in January and June. **Reimbursements will begin with the first month in which the student is enrolled in classes.**

Parents/Guardians are responsible for submitting copies of their Internet bills each semester to Salisbury Township School District. *A bill must be submitted for EACH month.* Following are the forms that need to be completed and submitted with the bills. There is a separate form for each half-year. Checks will only be made out to the person whose name is on the bill. The reimbursements begin with the month of August of 2020.. The first reimbursement will include the months of August, September, October, November, and December. Reimbursement will only be given for the months in which the student(s) are enrolled. In order to receive reimbursement, the appropriate form and bills must be received no later than January 10, 2021.

The next reimbursements will include January, February, March, April, May, and June. In order to receive reimbursement, the appropriate form and bill copies must be received no later than June 10, 2020.

Please complete the appropriate form and send it, along with a copy of your Internet bill, to:

Salisbury Township School District
Attn: Mary Bishop
1140 Salisbury Road
Allentown, PA 18103

2020-2021 Internet Reimbursement Form



August, September, October, November, December 2020

Please complete and return with copies of bills by January 10, 2021 to receive reimbursement.

Student's Name: _____

School District: _____

Payable to: _____

(Must match the name of the person on the bill)

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Signature: _____

Please attach a copy of the Internet bills and email to mbishop@salisburytd.org or mail to:
Salisbury Township School District
Attn: Mary Bishop
1140 Salisbury Road
Allentown, PA 18103

Parents/Guardians are eligible to apply for Internet reimbursement beginning with the first month the student is enrolled in VAST courses. Checks will be mailed out bi-annually in January and June. The January check will include August, September, October, November, and December. The June check will include January, February, March, April, May, and June.

2020-2021 Internet Reimbursement Form



January, February, March, April, May, June 2021

Please complete and return with copies of bills by June 10, 2021 to receive reimbursement.

Student's Name: _____

School District: _____

Payable to: _____

(Must match the name of the person on the bill)

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Signature: _____

Please attach a copy of the Internet bills and email to mbishop@salisburytd.org or mail to:
Salisbury Township School District
Attn: Mary Bishop
1140 Salisbury Road
Allentown, PA 18103

Parents/Guardians are eligible to apply for Internet reimbursement beginning with the first month the student is enrolled in VAST courses. Checks will be mailed out bi-annually in January and June. The January check will include August, September, October, November, and December. The June check will include January, February, March, April, May, and June.



Salisbury Township School District

Board Policy 7A.1

Acceptable Use of the Internet and the District's Network

THE BOARD RECOGNIZES THAT ACCESS TO TECHNOLOGY IN SCHOOL GIVES STUDENTS GREATER OPPORTUNITIES TO LEARN, ENGAGE, COMMUNICATE, AND DEVELOP SKILLS THAT WILL PREPARE THEM FOR WORK, LIFE, AND CITIZENSHIP. We are committed to helping students develop skills in technology and technology-based communication. To that end, the District provides a network that enables students and staff to access the Internet as well as access to computers and other devices. While the District believes that the knowledge and skills derived from and about the Internet are invaluable, it also recognizes some of the inherent dangers that the Internet poses. The District is committed to ensuring Internet safety to the greatest extent possible. This Policy governs the appropriate use of the District's network and the Internet, as set forth below.

Definitions

Child Pornography - Under federal law, this term means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Under Pennsylvania law, the term means any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

For the purposes of this Policy, Child Pornography includes material/content that meets either the Pennsylvania or the federal standard or both.

Harmful to Minors - Under federal law, this term means any picture, image, graphic image file or other visual depictions that:

1. Is taken as a whole, with respect to minors, appeals to the prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual content, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value as to minors.

Under Pennsylvania law, this term means any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors.
2. Is patently offensive to prevailing standards in the adult community, as a whole with respect to what is suitable for minors.
3. Taken as a whole, lacks serious literary, artistic, political, educational or scientific value for minors.

For the purposes of this Policy, “harmful to minors” includes material/content that meets either the Pennsylvania or the federal standard or both.

Incidental Personal Use – This term refers to use of the Internet and the District’s network by District employees that does not interfere with the employee’s job duties and performance, with system operations, or with other system users. Incidental personal use must comply with this Policy, accompanying administrative regulations, and all other applicable District policies, regulations, procedures and rules, as well as ISP terms, local, state and federal laws. Incidental personal use must not damage or cause harm to District technology or the District’s network.

Minor – This term, for purposes of compliance with the Children’s Internet Protection Act (“CIPA”), an individual who has not yet attained the age of seventeen (17). For other purposes, “minor” shall mean the age of minority as defined in the relevant law.

Network – The term “network,” for the purposes of this Policy, includes the District’s server(s) and any and all access to the information stored thereon, whether retrieved through a wired device or wireless access, including the use and/or access to the Internet or other servers or networks through the District’s server. The term also expressly includes any system linking two (2) or more school electronic devices.

Obscene - under federal law, analysis of the material meets the following elements:

1. Whether the average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. Whether the work depicts or describes, in a patently offensive way, sexual conduct specifically designed by the applicable state or federal law to be obscene.
3. Whether the work taken as a whole lacks serious literary, artistic, political, educational, or scientific value.

Under Pennsylvania law, analysis of the material meets the following elements:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest.
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene.
3. The subject matter, taken as a whole lacks serious literary, artistic, political, educational or scientific value.

For the purposes of this Policy, “obscene” includes material/content that meets either the Pennsylvania or the federal standard or both. For the purposes of this Policy, “obscene” shall also include any and all gratuitous nudity or partial nudity without social or artistic value or nude/partially nude images that are being accessed for prurient purposes, regardless of the image’s intrinsic social or artistic value. This definition shall expressly include all forms of sexting and the sending, viewing or possession of nude or partially nude photographs via cell phone, email, Internet, social media, or other electronic form.

Sexual Act and Sexual Contact – This term shall be interpreted consistent with 18 U.S.C. Sec. 2246, and at 18 Pa. C.S.A. Sec. 5903.

Social Media – The term “social media,” for the purposes of this Policy, includes all web-based services that allow individuals to (1) construct a public, semi-public or private profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections made by others within the system. Such sites include Facebook and MySpace. The term shall also expressly include all other interactive websites, such as blog sites and microblogs (such as Twitter), virtual worlds (such as World of Warcraft, Second Life), video/audio/photo sharing sites (such as Instagram, Pinterest, YouTube, Flickr, photo upload sites, etc.), instant messaging, podcasts, chatrooms and other interactive online forums. This term shall also expressly include all non-District email accounts and sites. This term expressly excludes collaborative websites that are contained within the District’s web domain (www.Salisburysd.org) or District-sponsored collaboration sites for which the building or District administration has approved and has provided assurance, in writing, that the site does not permit collaboration by members of the public outside of the school, meets the safety and quality standards and requirements set forth in this Policy.

Technology Protection Measure(s) – This includes, but is not limited to, the use of a specific technology or specific technologies that block(s) or filter(s) Internet access to visual depictions that are obscene, child pornography or harmful to minors. 47 U.S.C. § 254(h)(7)(I); 24 P.S. § 4606.

Visual Depictions – This term includes undeveloped film and videotape, and data stored on a computer disk or by electronic means, which is capable of conversion into a visual image that has been transmitted by any means, whether or not stored in a permanent format, but does not include mere words. 18 U.S.C. § 1460 (b); 18 Pa.C.S.A. § 2256.

Delegation of Responsibility

The Superintendent or designee is granted the authority to create an administrative regulation to accompany this Policy. The Superintendent or designee is also granted the authority to create an administrative regulation that specifically addresses teacher-student communication when social networking tools are used. It shall be the responsibility of each building administrator to ensure that this Policy is followed appropriately in his/her building and to determine what is an acceptable use of the Internet under this Policy and any accompanying administrative regulations. It is the responsibility of the **Coordinator of Technology** to ensure that the network is properly maintained in accordance with the guidelines set forth in this Policy.

Guidelines and Requirements

Acknowledgement and Consent

A copy of this Policy and *CIS Acknowledgement and Consent Form* will be provided to all users, who must sign the school's *CIS Acknowledgement and Consent Form*. Users must be capable and able to use the school's CIS systems and software relevant to the employee's responsibilities.

Access and Restriction of Access

Access to the District's network is a privilege, not a right. The District reserves the right to deny access to prevent unauthorized, inappropriate or illegal activity, and may revoke those privileges and/or administer appropriate disciplinary action. The school will cooperate to the extent legally required with ISP, local, state and federal officials in any investigation concerning or related to the misuse of the CIS systems. 47 U.S.C. § 254(l); 24 P.S. § 510; 24 P.S. § 4604.

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

1. Highest - uses that directly support the education of the students;
2. Medium - uses that indirectly benefit the education of the student;
3. Lowest - uses that include reasonable and limited educationally-related employee interpersonal communications and employee limited incidental personal use; and,
4. Forbidden - all activities in violation of this Policy, its accompanying administrative

134 regulation, other school policies, regulations, rules, procedures, ISP terms, and local, state
135 or federal law.

136 The District additionally reserves the right to:

137 1. Determine which network services and/or District technology will be provided through
138 school resources;

139 2. Determine the types of files that may be stored on school file servers and computers;

140 3. View and monitor network traffic, fileserver space, processor, and system utilization, and
141 all applications provided through the District's network and electronic communications
142 systems and/or on District technology, including e-mail, text messages, and other
143 electronic communications;

144 4. Remove from the network, District servers or school-owned devices excess e-mail and
145 other electronic communications or files taking up an inordinate amount of fileserver
146 space after a reasonable time; and,

147 5. Revoke User privileges, remove user accounts, or refer to legal authorities, and or school
148 authorities when violation of this and any other applicable school policies, regulations,
149 rules, and procedures occur or ISP terms, or local, state or federal law is violated,
150 including, but not limited to, those governing network use, copyright, security, privacy,
151 employment, vendor access, and destruction of School resources and equipment.

152 **Internet/Network Use Restricted to Educational Purposes**

153 Use of the District's network and the Internet is limited exclusively to use for educational
154 purposes. Personal and/or recreational use of the Internet shall not be permitted on the District's
155 network.

156 **Non-Network Access Prohibited**

157 All access to the Internet by students while on school grounds or at school-sponsored
158 functions/trips must be through the District's network. Access to the Internet during school
159 hours via 3G/4G-capable devices or other non-District connections is expressly prohibited.

160 **Internet Access / Restrictions on District Network**

161 The District provides its users with access to the Internet, including web sites, resources, content,
162 and online tools. That access will be restricted in compliance with CIPA regulations and school
163 policies. Web browsing may be monitored and web activity records may be retained indefinitely.

164 The District will maintain a usage log and will monitor the online activities of minors using the
165 District's network.

166 Users are expected to respect that the web filter is a safety precaution and should not try to
167 circumvent it when browsing the Web. If a site is blocked and a user believes it should not be,
168 the user should follow protocol to alert an IT staff member or submit a work order. If a site is
169 accessible that contains content that is permissible under this or another Board Policy, the user is

required to immediately report it to the building principal.

Because of the nature of the filter and blocking technology, as well as the technology that allows the Internet to operate, the District cannot ensure that all access to explicit, inappropriate or unlawful materials will be completely blocked. However, intentionally accessing such resources is inappropriate and will result in disciplinary action and/or denial of privileges.

Student Training

The District shall provide, at least once per school year, training to students regarding safety and the Internet. This training shall include information about this Policy as well as additional information regarding appropriate online behavior, including proper interactions with other individuals on social networking sites and in chat rooms. The training shall also include information regarding cyberbullying and appropriate responses to cyberbullying.

District Email Accounts

The District provides users with email accounts for the purpose of school-related communication. Use of District email accounts for personal, non-school-related purposes is prohibited. The District reserves the right to revoke permission to use a District email account at any time for any reason.

Users are expected to utilize email accounts in an appropriate manner and in a manner that is mindful of the personal and network security risks. Students may not send personal information to unknown individuals or individuals that they have met online. Users should not attempt to open files or follow links from unknown or untrusted origins. Users should use appropriate language. Students are prohibited from communicating via email in a manner that violates the Code of Conduct, District policy or the rules/requirements of an individual teacher.

Email usage may be monitored and archived. Users are reminded that they have no expectation of privacy with regards to emails created/received on the District's system. For safety reasons, the District may periodically conduct searches of District email accounts. The District has sole discretion to access, maintain and/or destroy emails sent and/or received from a District account as it deems necessary/appropriate.

Board members may be issued District email accounts. District monitoring and searches, as set forth in this Policy, shall not apply to these accounts. Where the District has reason to suspect unlawful activity occurring through the use of a Board member's email account, it shall be immediately reported to the Superintendent or designee, who shall make a determination regarding what action is necessary, including potential referral to law enforcement. Credible suspicions of unlawful activity by Board members shall always be referred to law enforcement. The Superintendent or designee shall contact the District's Solicitor prior to taking any action regarding a Board member's email account.

Student Use of Social Media Prohibited

Students are prohibited from using social media, as defined in this Policy, on the District's network, during school hours and/or during school-sponsored activities unless such use is for a school project sanctioned by a teacher with prior approval from the building principal. Use of District collaborative-content sites is permitted.

210 **Security**

211 Users are expected to take reasonable safeguards against the transmission of security threats over
212 the school network. This includes not opening or distributing infected files or programs and not
213 opening files or programs of unknown or untrusted origin.

214 If a user believes or suspects that a computer or mobile device he/she is using might be infected
215 with a virus, the user must immediately alert IT. Users should never attempt to remove the virus
216 themselves or download any programs to help remove the virus.

217 System security is protected through the use of passwords. Failure to adequately protect or
218 update passwords could result in unauthorized access to personal or school files. To protect the
219 integrity of the system, the following guidelines must be followed:

- 220 1. Users may not reveal their passwords to another individual.
- 221 2. Users may not use a computer that has been logged in under another user's name. If a
222 previous user has not logged off, the current user must immediately log out and then log
223 back in under his/her own name and password.
- 224 3. Users must create passwords that follow the school requirements for minimum characters
225 and required letter/number combinations.
- 226 4. Users must change their passwords every six (6) months or when prompted by the
227 District.

228 The District will regularly review the security of the system and mandate or recommend, at
229 regular intervals and where a potential security threat is posed, that users change their passwords.

230 **Unauthorized Access**

231 Unauthorized access, including hacking and logging into the network using another individual's
232 username and password, is strictly prohibited and will result in discipline and denial of
233 privileges. Such unauthorized access may also result in a referral to law enforcement and
234 potential criminal charges.

235 **Disabling of Filters for Research Purposes**

236 Internet filters may be temporary disabled to enable a particular user unrestricted access to a
237 website for legitimate research purposes. In such instances, a building administrator must be
238 present during the entire period of unrestricted research.

239 **Personal Student Information**

240 Users are prohibited from publishing on the Internet or otherwise disseminating the personally
241 identifiable information of students. Students who publish to the Internet personally identifiable
242 information about other students on the school's network, during the school day, on school
243 grounds or during school-sponsored activities may be subject to discipline and/or loss of
244 privileges. The District employees are required to comply with the Family Rights and Privacy
245 Act (FERPA).

Downloads

Students are not permitted to download or attempt to download or run .exe, .dmg, or .pkg programs over the school network or onto school resources without express permission from IT staff. Students are not permitted to download any file types, including images, photos, video or audio files, without permission from a teacher or building administrator. For the security of the District's network, users should download such files only from reputable sites and only for educational purposes.

Plagiarism

Users may not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users may not misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

Copyright

Federal and state copyright laws govern and restrict the permissible use of all material accessed on the District's network and the Internet.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet allows potential perpetrators to interact anonymously with students, which bears associated risks. Users should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life, without parental permission, someone they initially met online.

Any student who receives threatening or unwelcome communication should report such communication immediately to a teacher or administrator. Employees should report such communications to their immediate supervisors or, if the communication is from such supervisor, directly to the building principal or District administrator. Students who receive threatening or unwelcome communication while at home or off-campus are encouraged to immediately report it to their parents or other adults. Harassing, threatening or bullying communications made by District staff or students to other staff or students should be reported to District administration regardless of whether such communication was received during school hours, on school grounds or at school functions.

District Monitoring of Internet and Network Usage and Activity

The District reserves the right to monitor and log user activity on the District's network. Users shall have no expectation of privacy for activity on the District's network. User network passwords prevent unauthorized individuals from accessing the District's network without permission, however, such passwords are not required for authorized IT administrators and other District administrators to access an individual account.

Cyberbullying

Cyberbullying and online harassment is unacceptable behavior. Cyberbullying and online harassment occurring on the District's network, during the school day, on school grounds, at school events and/or on district owned devices as outlined in Bd. Pol. 7A.2 will not be tolerated. Cyberbullying and online harassment can occur through email, texting, social media, etc. It can occur in the form of direct harassment/bullying; threatening communications; falsely impersonating another individual online with the intent to harass, embarrass, or otherwise psychologically harm another individual; etc.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, on the District's network could result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Students should remember that their online activities on the District's network and/or on District technology may be monitored and retained.

Prohibited Content

Users may not access materials that are obscene, contain child pornography or are harmful to minors. The building administration shall have the responsibility of determining whether content falls within these categories. Users are encouraged to use common sense and good judgment when accessing materials online. Employees who wish to access online content for educational purposes but are not sure whether such content falls within the above definitions of "obscene," "child pornography" or "harmful to minors" are required to consult with the building principal.

The dissemination of explicit sexual materials to minors is unlawful and will be subject to discipline and possible criminal sanctions. This includes, but is not limited to, obscene materials, as set forth in 18 Pa. C.S.A. 6312.

Examples of Acceptable Use

Users should:

- Use the Internet, network resources, and online sites in a courteous and respectful manner.
- Recognize that among the valuable content online, there is also content unverified, incorrect, or inappropriate. Users should use trusted sources when conducting research via the Internet.
- Use school technologies for school-related activities.
- Follow the same rules for respectful, responsible behavior online that that are expected for offline behavior.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if of any threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.

- 326 □ Be cautious to protect the safety of themselves and others.
- 327 □ Help to protect the security of school resources.

328 **Examples of Unacceptable Use**

329 Users may not:

- 330 □ Engage in illegal activity.
- 331 □ Engage in non-District -related for-profit activities on the District's network.
- 332 □ Participate in online gaming or gambling.
- 333 □ Use school technologies in a way that could be personally or physically harmful.
- 334 □ Attempt to find inappropriate images or content.
- 335 □ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- 336 □ Use District email to send hate mail, make threats, make discriminatory remarks against
337 peers or District employees, use offensive, inflammatory or inappropriate language.
- 338 □ Distribute, reproduce or otherwise use copyrighted materials without
339 authority/permission.
- 340 □ Circumvent or attempt to circumvent the school's safety measures and filtering tools.
- 341 □ Use District email or District network to send spam or chain mail.
- 342 □ Plagiarize content found online.
- 343 □ Post or electronically communicate personally-identifying information about themselves
344 or others.
- 345 □ Agree to meet in real life someone who the user met online and does not know in real
346 life.
- 347 □ Use language online that would be unacceptable in the classroom.
- 348 □ Attempt to hack or access sites, servers, or content or otherwise improperly access the
349 District's network or any other network or website.
- 350 □ Access and/or disseminate obscene, sexually suggestive, sexually explicit, obscene or
351 pornographic materials, including child pornography.
- 352 □ Intentionally use, retrieve or modify files, passwords and/or data belonging to other users.
- 353 □ Impersonate another user (fictional or otherwise) online.
- 354 □ Load or use unauthorized games, programs, files or other electronic media.
- 355 □ Disrupt the work/programs/work product of other users.
- 356 □ Destroy, modify, or access without authorization network hardware, software and/or files.

357 This is not intended to be an exhaustive list. Users should use their own good judgment when
358 using school technologies.

359 Users should understand that information that is posted on a 3rd party website is likely
360 irretrievable and that electronic files and information can be spread very quickly to large
361 numbers of people. Users should not post anything online that they would not want parents,
362 teachers, peers, employers or future colleges or employers to see.

363 **Incidental Personal Use by Employees**

364 Employees may engage in incidental personal use as a privilege, as defined in the "Definitions"
365 section, above. Such use must be limited to occasional use only and must comply fully with the
366 terms of this Policy and any accompanying Administrative Regulations. The District reserves
367 the right to prohibit incidental personal use by all or specific employees for any reason, including
368 where there is a history of misuse, where such use becomes a burden for the District's

369 technology or where enforcement of the incidental personal use requirements become too
370 cumbersome. Where incidental personal use is prohibited by a specific employee or group of
371 employees, the District must provide notification to such employee(s) of the prohibition of such
372 use.

373 The Board herein grants the Superintendent the authority to limit, through the development of
374 administrative regulations, incidental personal use to specific times of the school day or to
375 eliminate such privilege entirely, as the Superintendent deems appropriate.

376 **Expectation of Privacy**

377 Students and staff are reminded that they have no expectation of privacy when using school
378 technology, its email system or its network.

379 All files/information uploaded to or through the school's network shall be subject to search
380 and/or deletion/removal. Users shall have no expectation of privacy for such files/information.

381 **Limitation of Liability**

382 The District makes no warranties of any kind, either expressed or implied, that the functions or
383 services provided by or through the District's computer network systems will be error-free or
384 without defect. The District will not be responsible for damage or harm to persons, files, data, or
385 hardware due to use of the District's network.

386 While the District employs filtering and other safety and security mechanisms, and attempts to
387 ensure their proper function, it makes no guarantees as to their effectiveness.

388 The District will not be responsible, financially or otherwise, for unauthorized transactions
389 conducted over the District's network.

390 **Violations of this Policy**

391 The user shall be responsible for damages to equipment, systems and software resulting from
392 deliberate or willful acts. The District reserves the right to hold students/employees responsible
393 for damage that occurs due to negligence.

394 Consequences of violation of this Policy may include:

- 395 □ Temporary or permanent suspension of network, technology, or computer privileges;
- 396 □ Disciplinary action, which could include detention, suspension from school-related
397 activities, suspension from school and/or expulsion;
- 398 □ Parental notification of student misuse/violation;
- 399 □ Reporting of suspected illegal action to law enforcement;
- 400 □ Employment disciplinary action for employee violation/misuse;
- 401 □ Legal action and/or prosecution.

402 Adopted: November 15, 2017



Salisbury Township School District

Board Policy 7A.2

Acceptable Use of District-Owned Technology

1 THE BOARD RECOGNIZES THAT ACCESS TO TECHNOLOGY IN SCHOOL GIVES STUDENTS
2 GREATER OPPORTUNITIES TO LEARN, ENGAGE, COMMUNICATE, AND DEVELOP SKILLS
3 THAT WILL PREPARE THEM FOR WORK, LIFE, AND CITIZENSHIP. We are committed to
4 helping students develop skills in technology and technology-based communication. To that
5 end, the District provides access to computers, mobile devices and other technology. The
6 District is committed to working with parents and students to assist them in maximizing and
7 understanding the educational potential of available technology, using such technology
8 responsibly, and understanding the inherent risks posed by some forms of technology.

Definitions

9
10 **Incidental Personal Use** – This term refers to use of school technology by District employees
11 that does not interfere with the employee’s job duties and performance, with system operations,
12 or with other system users. Incidental personal use must comply with this policy, accompanying
13 administrative regulations, and all other applicable school policies, regulations, procedures and
14 rules, as well as ISP terms, local, state and federal laws. Incidental personal use must not
15 damage or cause harm to school technology or the school’s network.

16 **Network** – The term “network,” for the purposes of this Policy, includes the District’s server(s)
17 and any and all access to the information stored thereon, whether retrieved through a wired
18 device or wireless access, including the use and/or access to the Internet or other servers or
19 networks through the District’s server. The term also expressly includes any system linking two
20 (2) or more school electronic devices.

21 **School Devices / School Technology** – This Policy includes, but is not limited to, desktop
22 computers, mobile computers or devices (including, but not limited to, laptops, netbooks, tablet
23 PCs, etc.), video conferencing capabilities, smartboards, printers, scanners, software, cables,
24 modems, data storage devices (including, but not limited to, zip drives, DVDs and CDs, thumb
25 and flash drives, external hard drives and CD-Roms, etc.), specialized electronic equipment used
26 for students’ special educational purposes, global position system (GPS) equipment, school

personal digital assistants (PDAs), school cell phones (with or without Internet access and/or recording and/or camera/video and other capabilities), other school wireless devices, two-way radios/telephones, beepers, paging devices, laser pointers and attachments, and more. As new technologies emerge, the District will attempt to provide access to them. This policy covers any and all school or leased hardware, software, or other technology owned by the District.

Guidelines and Requirements

The District shall not tolerate illegal activity, cyber-bullying or other improper activity on school technology.

Non-District-Related Uses of School Technology

All student use of technologies provided by the school are intended for educational purposes and may not be used for purposes unrelated to District education. School technology may not be used for non-educational purposes.

With the exception of limited, incidental personal use, as defined and regulated herein, employee use of the District technology is limited to those tasks that are within the scope of the school employee's responsibilities.

Incidental Personal Use by Employees

Employees may engage in incidental personal use as a privilege, as defined in the "Definitions" section, above. Such use must be limited to occasional use only and must comply fully with the terms of this Policy and any accompanying Administrative Regulations. The District reserves the right to prohibit incidental personal use by all or specific employees for any reason, including where there is a history of misuse, where such use becomes a burden for the District's technology or where enforcement of the incidental personal use requirements become too cumbersome. Where incidental personal use is prohibited by a specific employee or group of employees, the District must provide notification to such employee(s) of the prohibition of such use.

The Board herein grants, to the Superintendent or designee, the authority to limit, through the development of administrative regulations, incidental personal use to specific times of the school day or to eliminate such privilege entirely, as the Superintendent or designee deems appropriate.

Privacy

Users of school devices have no expectation of privacy on such devices, including with Internet access and access histories, and the District may confiscate and/or search school device at any time.

School Mobile Devices

The District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users are required to abide by the standards set forth in Bd. Pol. 7A.1 for appropriate use of the Internet when using school devices off the school network.

School-owned mobile devices are issued for professional use and may not be used for personal purposes. If a user is not sure whether a particular use is appropriate under this Policy, he/she must seek an opinion from his/her building principal.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the District is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users will be financially accountable for any damage resulting from loss, theft, negligence, mishandling or misuse.

Users shall have no expectation of privacy on school mobile devices.

Use of school-issued mobile devices off the school network may be monitored or tracked by location. All voice, data and call logs will be fully accessible by the District as well as any other available data regarding the use of the device that may have been electronically collected by the device or the District's network.

Downloads and/or Upgrades

Students may not download to, attempt to download to or upgrade a school device without prior written permission from the building principal and/or a member of the District's IT staff. The District's IT staff is required to record all instances of written permission granted for such downloads/upgrades. Such records shall be retained for a minimum of two (2) years.

All files/information downloaded to or installed onto a school device shall be subject to search and/or deletion/removal. Users shall have no expectation of privacy for such files/information.

Security

Users are expected to take reasonable safeguards against the transmission of security threats on school devices. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If a user believes that a computer or mobile device might be infected with a virus, immediately alert IT. Users should not attempt to remove the virus him/herself or download any programs to help remove the virus.

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or school files. To protect the integrity of the system, the following guidelines must be followed:

1. Users may not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user's name. If a previous user has not logged off, the current user must immediately log out and then log back in under his/her own name and password.
3. Users must create passwords that follow the school requirements for minimum characters and required letter/number combinations.
4. If a user suspects or knows that his/her password has been compromised, he/she is required to report it immediately to the building principal and IT staff.

100 **Confiscation of or Revocation of Permission to Use School Technology**

101 The District may revoke a user's permission to use school technology at any time for any reason.
102 Likewise, the District may confiscate a school device at any time for any reason. Use of school
103 devices and school technology privileges shall be immediately revoked where the user has
104 violated any District policy when using school device.

105 **Access of Illegal or Inappropriate Materials Prohibited on School Devices**

106 Users are prohibited from accessing or downloading any content and/or materials that are
107 prohibited by law and/or by Bd. Pol. 7A.1.

108 **Lost or Stolen Devices**

109 Employees and students are required to immediately report any District technology that is lost or
110 stolen and must fully cooperate with any associated investigation.

111 **User Responsibility for Damage, Loss or Theft**

112 Employees and students may be responsible for the depreciated cost of a school device that is
113 lost or stolen due to intentional misuse, gross negligence or recklessness.

114 **Limitation of Liability**

115 The District will not be responsible for damage or harm to persons, files, data, or hardware.

116 While the District employs filtering and other safety and security mechanisms, and attempts to
117 ensure their proper function, it makes no guarantees as to their effectiveness.

118 The District will not be responsible, financially or otherwise, for unauthorized transactions
119 conducted on school technology.

120 **Violations of Policy**

121 Consequences of violation of this policy may include, but are not limited to:

- 122 □ Temporary or permanent suspension of network, technology, or computer privileges.
- 123 □ Disciplinary action, which could include detention, suspension from school-related
- 124 activities, suspension from school and/or expulsion.
- 125 □ Parental notification of student misuse/violation.
- 126 □ Reporting of suspected illegal action to law enforcement.
- 127 □ Employment disciplinary action for employee violation/misuse.
- 128 □ Legal action and/or prosecution.

129 Adopted: November 15, 2017



Salisbury Township School District

Board Policy 2B.8

Care of School Property

1 THE BOARD BELIEVES THAT THE SCHOOLS SHOULD HELP STUDENTS LEARN TO
2 RESPECT PROPERTY AND DEVELOP FEELINGS OF PRIDE IN COMMUNITY
3 INSTITUTIONS.

Authority

4 The Board charges each student in the schools of this District with responsibility for the
5 proper care of school property and the school supplies and equipment entrusted to his/her use.
6

7 It is the policy of the Board that students who willfully cause damage to school property, or
8 whose violation of a school rule or rules resulted in damage to school property, shall be
9 subject to disciplinary measures. Students and others who damage or deface school property
10 may be prosecuted and punished under law. Parents/Guardians shall be held accountable for
11 the actions of their child and shall be required to make restitution for damages incurred by
12 their child.

13 The Board may report to the appropriate juvenile authorities any students whose damage of
14 school property is serious or chronic in nature.

Delegation of Authority

15 The Superintendent or designee shall develop administrative regulations to implement this
16 Policy, which include rules for safekeeping and accounting of textbooks, laptops, supplies and
17 equipment.
18

Legal References

19 School Code – 24 P.S. Sec. 109, 777, 801
20

21 Adopted: August 17, 2016