

# Fort Lee High School

3000 Lemoine Avenue  
Fort Lee, New Jersey 07024

Phone: 201-585-4675

Fax: 201-585-2296

2017-2018

*STUDENT HANDBOOK*

Name

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Address

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Phone

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Homeroom

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Locker #

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**Please Note: The Administration reserves the right to make changes to the information contained in this planner to maintain order, safety, and discipline.**

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BOROUGH OF FORT LEE**

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Mr. Patrick Ambrosio..... *Principal School #4*  
Mr. John Brennan..... *Elementary Assistant Principal*  
Mrs. Diana Davis..... *Director of Special Services*  
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Ms. Diane Collazo-Baker..... *Supervisor*  
Dr. Michele Carlor..... *Supervisor*  
Mr. Peter Crawley..... *Supervisor*

## ***BELL SCHEDULE***

### **REGULAR SESSION DAY**

Period 1	7:45-8:28 a.m.
Period 2	8:31-9:14 a.m.
Period 3	9:17-10:00 a.m.
Period 4 (Lunch)	10:03-10:46 a.m.
Period 5 (Lunch)	10:49-11:32 a.m.
Period 6 (Lunch)	11:35-12:18 p.m.
Period 7 (Lunch)	12:21-1:04 p.m.
Period 8	1:07-1:50 p.m.
Period 9	1:53-2:36 p.m.

### **ONE-SESSION DAY**

Period 1	7:45-8:11 a.m.
Period 2	8:14-8:40 a.m.
Period 3	8:43-9:09 a.m.
Period 4 (Lunch)	9:12-9:38 a.m.
Period 5 (Lunch)	9:41-10:08 a.m.
Period 6 (Lunch)	10:11-10:38 a.m.
Period 7 (Lunch)	10:41-11:08 a.m.
Period 8	11:11-11:38 a.m.
Period 9	11:41-12:09 p.m.

### **DELAYED OPENING**

Period 1	9:45-10:15 a.m.
Period 2	10:18-10:48 a.m.
Period 3	10:51-11:21 a.m.
Period 4 (Lunch)	11:24-11:54 a.m.
Period 5 (Lunch)	11:57-12:27 p.m.
Period 6 (Lunch)	12:30-1:00 p.m.
Period 7 (Lunch)	1:03-1:32 p.m.
Period 8	1:35-2:04 p.m.
Period 9	2:07-2:36 p.m.

## ***CLUBS / CO-CURRICULAR ACTIVITIES***

- \*African American Club
- \*Art Honor Society
- \*Asian Club
- Band
- \*Book Club
- \*Camera Club
- Cheerleading
- \*Chess Club
- \*C.H.I.L.D (Community Helping Individual Learning and Discovery)
- Chorus
- Color Guard
- \*Computer Club
- Dance Club
- \*Debate
- \*Environmental Club
- \**Fort-Lee-der* (School Newspaper)
- \*Future Business Leaders of America
- \*Future Teachers of America
- \*G.S.A. (Gay/Straight Alliance)
- \*Hebrew Club
- \*Interact Club
- International Thespian Society
- \*Italian Club
- \*Key Club
- \*Math League
- \*Model UN
- Modern Music Masters (Tri-M)
- National Honor Society
- Orchestra
- Origami Club
- \*Quiz Bowl
- \*S.A.D.D. (Students Against Destructive Decisions)
- S.A.V.E. (Students Against Violence Everywhere)
- \*Science League
- \*Spanish Club
- \*Student Council
- \*Theatre
- \*Voice (Literary Magazine)
- \*Yearbook (Pioneer)

## *STUDENT/ PARENT ACCOUNTABILITY*

### **ABSENCES**

Parents/guardians must call the Attendance Office at (201) 585-4675 on the morning of the absence. (Note: An answering machine will take calls prior to the start of the school day). An automated dialer will be used to call the homes of students who are marked absent from their period 2 class if no call was received. Students are required to bring a parent/guardian note with them when they return to school stating the reason for absence. Parent/guardian phone calls/notes do not officially excuse absences but allow the school to ensure student safety.

State law requires all students to attend school regularly. In order to ensure successful completion of coursework, you are expected to attend school regularly. Excessive absence mandates a loss of credit according to the following guidelines:

### **ATTENDANCE REQUIREMENTS**

- 1. Full Year Course**
  - a. Not to exceed fifteen (15) Absences**
- 2. 1 Semester Course**
  - Not to exceed seven (7) Absences**
- 3. Marking Period Course**
  - Not to exceed three (3) Absences**

A student who is absent from school may not participate in any extracurricular activities without the permission of the Principal or Assistant Principal.

Absences are excused only when students submit state approved documentation to accompany the note given upon return. (i.e. doctor's note, court paper, NJMVC documentation, etc)

The following are examples of absences that are considered excused:

- Illness or accident
- Required court attendance
- Death in the family
- Religious observance--In accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence.
- Attendance at an official school activity (e.g. Student Council meeting, guidance conference, music lesson, assembly, school trip)
- Motor vehicle driver's road test (Proof required)
- College visit or college placement test (Students allowed 3 per school year)
- Such good cause as may be acceptable to the principal

**Please note that excused absences are still counted on a student's records and will still appear as accumulated absences, and could have a bearing on credits earned or lost.**

**Any time a student is not present during an assigned period, he/she is absent.** It is very important that students attend class on a daily basis. Excessive absences lead to a significant loss of class participation and work and missed assignments can lead to a lower grade. **Students who “cut” a class will receive a failing grade for any missed assignments for that day, including tests or quizzes, and are still responsible for the work missed.** In addition, students who cut classes are subject to disciplinary action in accordance with the district Code of Conduct. Students who arrive late to school must report to the attendance office to sign in.

### **CUTTING CLASS (Non-Study Hall)**

Students who are present in school, but fail to attend a class, will be marked “cut” from class. Additionally, arriving ten (10) or more minutes late to class without a documented excuse or leaving the room for more than ten (10) minutes will be considered a cut. Student arriving twenty (20) or more minutes late to their period one (1) class will be marked “cut.” Class “cuts” are also counted as unexcused absences for the given class period. All unverified absences may be considered class cuts. In addition to parent notification, the following are the consequences for cutting class:

- First cut – Three (3) Days Detention assigned
- Second cut – Five (5) Days Detention assigned, In School Suspension, or Saturday Detention
- Third cut – Discipline sanctions including, but not limited to, loss of privileges, in-school suspension, or additional days of detention in accordance with Board of Education policy. Academic sanctions may include loss of credit and **possible** removal from the class (if the cuts were in the same class).

### **CUTTING STUDY HALL**

All students are required to attend study hall. Students who are present in school, but fail to attend study hall, will be marked “cut.” Additionally, arriving ten (10) or more minutes late to class without a documented excuse or leaving the room for more than ten (10) minutes will be considered a cut. Students arriving twenty (20) or more minutes late to their period one (1) class will be marked “cut.” Class “cuts” are also counted as unexcused absences for the given class period. All unverified absences may be considered class cuts. In addition to parent notification, the following are consequences for cutting study hall:

- First cut - Three (3) Days Detention assigned
- Second cut - Five (5) Days Detention assigned, In-School Suspension, or Saturday Detention
- Third cut - Saturday Detention and/or In-School Suspension
- Fourth cut - Loss of open lunch privilege for one (1) month, two (2) Saturday detentions, or two (2) days in-school suspension
- Fifth cut- Loss of open lunch privilege for remainder of school year, three (3) days out of school suspension

### **TARDINESS**

A student is considered tardy when he or she is late to school and/or class. Three (3) lates will equal one (1) class absence. Tardy students are responsible for all classroom assignments and activities, including tests and quizzes. If a student is going to be tardy to school the parent/guardian is required to notify the

attendance office by phone at 201-585-4675 and provide a hand-written note for their child to ensure student safety and accountability. Any student who arrives excessively late for school (twenty minutes or more) without parent/guardian notification may be considered to be cutting class/truant.

Disciplinary policy regarding unexcused tardies to school per each academic marking period (enforced consistently for all students):

Three (3) tardies =	one (1) administrative detention
Six (6) tardies =	one (1) administrative detention
Nine (9) tardies =	two (2) administrative detentions, telephone notification, letter sent home.
Twelve (12) tardies =	one (1) Saturday Detention/In-School Suspension
Fifteen (15) tardies =	one Saturday Detention/In-School Suspension and parent conference
Eighteen (18) tardies =	One Day In School Suspension and telephone notification
Twenty-One (21) tardies =	Two Days In School Suspension and letter sent home
Twenty-Four (24) tardies =	Loss of lunch privileges for one marking period (ten weeks)

Students who are excessively late to class will be referred to the attendance office. The teacher will also file a “Disciplinary Referral” or “Behavioral Profile” form, and a phone call will be made to the parent/guardian.

### **LATE ARRIVAL AND EARLY DISMISSAL**

**Parents should schedule medical and dental appointments so they do not conflict with school.** In order to obtain an early dismissal, a student must present a signed note from a parent/legal guardian to the Attendance Office prior to the beginning of school. The signed note must include a telephone number where the parent/guardian can be reached. **Students permitted to leave must report directly to the Attendance Office to be signed out by a parent/guardian to leave school grounds.**

**Absences resulting from late arrival or early dismissal count toward the maximum allowable absences for each class. Students who do not sign out will be considered cutting.**

All requests to leave early due to illness must be approved by the school nurse. **No pupil who is ill will be permitted to leave the school before the close of the day unless he/she is met in the Nurse’s Office by a parent/guardian, or another adult authorized by the parent/guardian to act on his/her behalf. An ill student must be picked up from school.**

**All students are required to be signed out of school by parent, guardian, or parent designee as indicated on each student’s emergency card. All students must be physically signed out of the building by a parent/guardian or duly appointed adult for any reason.**

### **STUDENT BEHAVIOR AND DISCIPLINE**

Students are expected to exercise self-discipline and to behave in a mature, courteous, and responsible manner at all times. Improper behavior may lead to

disciplinary action including removal or exclusion from participation in student activities (e.g., school trips, class trips, assemblies, teams and clubs, leadership positions, prom, special events, school dances, the National Honor Society, award presentations, commencement exercises, senior activities, etc.), detention, Saturday detention, suspension, and expulsion. The expectation for appropriate behavior extends to all school sponsored events, including field trips, and home and away athletic events.

Examples of unacceptable behavior include but are not limited to the following:

- Truancy from school and/or cutting of classes
- Tardiness to school or class
- Bullying or harassment of another student or staff member
- Leaving the school grounds without authorization
- Inappropriate language
- Disrespect toward individual and the school personnel or facility.
- Inappropriate or prohibited use of a cellular phone or other electronic device
- Violation of Dress Code
- Failure to meet academic responsibilities
- Smoking or possessing cigarettes, tobacco products, or smoking material (matches, lighters, rolling paper)
- Possession, use, or distribution of dangerous or illegal substances, material, or paraphernalia
- Gambling or the promotion of gambling
- Fighting
- Disrespectful actions, threats, including harassment, and/or gestures toward staff or students
- Engaging in criminal actions such as assault, extortion, theft, robbery, arson, initiating a false emergency alarm, tampering or damaging school property or the property of a staff member or student (**NOTE: Parents/guardians are financially liable for repairs or replacement of damaged or missing property or funds**)
- Academic dishonesty including plagiarism, cheating on, and/or stealing tests
- Possession of a laser pointer
- Failure to return books, materials, uniforms, or to pay fines for lost, damaged, or missing items
- Misuse of a motor vehicle including excessive speed on school grounds (Parking privileges revoked)
- Improper use of school's technology or using technology in a way that is contrary to district policy
- Any behavior or possessing any item which does or could endanger the health, safety, or welfare of the school community
- Possessing, using, selling, or distributing drugs or alcohol in any form while on school grounds, or while participating in co-curricular and extracurricular programs and activities, attending a school-related



function on or off school grounds or coming to or going from school or on a school bus

## **STUDENT CONDUCT IN THE CAFETERIA**

Students are expected to:

- Follow all instructions given by the personnel supervising the cafeteria;
- Clear his or her table of all garbage and place trash in the containers provided;
- Recycle cans and plastic containers;
- Behave properly in the cafeteria at all times;
- Remain in the cafeteria during lunch or follow open campus guidelines
- Return to class on time immediately following lunch.

## **STUDENT DETENTION**

Teacher assigned detention may be before or after school at the discretion of the teacher. Detention assigned through the attendance office or by a building administrator will be held at the administrator's discretion before or after school or Saturdays.

## **RULES OF CONDUCT**

All pupils at Fort Lee High School are bound by law, policies of the Board of Education, and the administrative regulations of the school district. To that end, and in order to facilitate their understanding of the expectations that govern their behavior, students are provided with a code of conduct that lists levels of behavior and the consequences that can be imposed for violations of those levels of behavior. Please refer to the *Code of Conduct* found online for any information regarding pupil conduct.

## **ELECTRONIC DEVICES**

**Please Note: Use or displaying of cell phones, iPods, and other electronic devices on school property is prohibited during class time unless specified below. Additionally, use of electronic devices are not permitted during any security drill/real event.** If there is an emergency, your child may be contacted through any of the school offices. (Main Office 201-585-4675, Guidance 201-585-6519, or the Attendance Office 201-585-6523).

Electronic device use is now permitted in the following areas ONLY:

-Media Center

-Cafeteria

-Study Halls

-Outside on school grounds (Not permitted during security drills/real events).

- In the hallways during "Passing Time" only

**Electronic devices found in areas where use is prohibited will be immediately confiscated by staff. The device must be picked up from an administrator at the end of the school day. If a student is observed on his/her cell phone while taking an assessment the student will receive a zero on the assessment.**

## **STUDENT DRESS CODE**

All students are expected to dress appropriately while attending school. Good taste and common sense should prevail. In addition, school regulations prohibit pupil dress or grooming practices that:

- are hazardous to health or safety;
- interfere with school work;
- disrupt the educational program or other operations of the school;
- advocate illegal or unhealthy behavior;
- contain inappropriate pictures or words;
- cause excessive wear or damage to school property; and/or
- is inappropriate for use in a school setting (as deemed by the administration).

Students are expected to cooperate courteously when faculty and/or administration required compliance with these guidelines for appropriate dress. In addition to disciplinary action, students who do not comply with the dress code guidelines will be asked to change/adjust/alter clothing so that they are in compliance. This can include a request for parents to bring their son/daughter acceptable clothing.

*The following are examples of unacceptable attire:*

1. Shredded, ripped, or cut-off clothing, bare midriff, see through clothing that exposes the torso, underwear that is visible, beachwear, pajamas, strapless tops, hats, visors, headbands, halter tops, cut-off shirts, backless shirts, flip flops/sandals without backs, and sleeveless athletic jerseys are not permitted. **For female students, tank tops may be worn if not cut too low around the neck; clothing should not be too revealing.** For male students, tank tops are not permitted.
2. Any clothing or patches that have writing or pictures that include the following are not permitted.
  - a. references to violence
  - b. racist comments
  - c. anti-religious references or profanity
  - d. sexual connotations
  - e. tobacco, alcohol, or drug use
3. Clothing, apparel, and/or accessories that may be construed as gang-related are strictly prohibited.
4. Low-cut jeans or pants may be worn as long as the midriff is not exposed.
5. Skirts, dresses, and shorts should not end higher than mid-thigh.
6. Sweatpants that have inappropriate writing are not permitted.
7. Garments designed to be worn as underwear may not be worn as outerwear.
8. Under garments may not be visible
9. T-Shirts of excessive length or other bulky and oversized clothing is not permitted.

10. Flip flops, shower shoes, or any other foot apparel that does not secure around the student's entire ankle. Sandals that secure around the ankle are permitted.
11. Sunglasses
12. Bandanas

Please note: The school reserves the right at any time to amend the above list without warning to students; however, no restrictions on pupil freedom of dress and adornment which are contrary to law and which might violate the rights of an individual pupil will be imposed. Any question about attire that is or is not appropriate for school should be directed only to building administration.

### **HARASSMENT, INTIMIDATION, AND BULLYING**

Board of Education Policy prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and in accordance with the Student Code of Conduct.

Confirmed incidents of harassment, intimidation, and bullying will be reported to the State of New Jersey as well as to the Fort Lee Board of Education as required by law.

### **HOMEWORK**

Homework is a necessary and significant part of each student's education, and is an important element in determining grades. Every student is expected to complete all homework assignments to fulfill class obligations as per their teacher's instructions.

### **LEAVING A CLASSROOM/LESSON DURING CLASS TIME**

Any student who wishes to leave a classroom, office, or lesson during class time must have the appropriate school-approved hall pass and be wearing an appropriate FLHS I.D. around their neck. Staff reserve the right to deny a student request to leave a classroom in order to maintain order and safety when necessary.

### **FIRE DRILLS AND LOCKDOWN DRILLS**

Fire drills and school lockdown drills at regular intervals are required by law as an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and executes the appropriate actions. When evacuating the building it is important that everyone clear the building by the prescribed routes as quickly as possible. Students are expected to behave in a manner that matches the seriousness of these circumstances, and to remain silent. Any student who conducts himself or herself in a manner that jeopardizes the safety and welfare of others will be subjected to all available disciplinary actions. The teacher in each classroom will give instructions, and will accompany his or her classes until they are clear of the building. A roster or roll book indicating

attendance should also be in the teacher's possession. Cell phone/electronic devices are not permitted during any safety drill or real event.

### **PHOTO ID**

All staff and students of Fort Lee High School shall be required to obtain photo identification badges and wear them at all times while on school property. ID's should be clearly visible and unaltered. Damaged/altered ID's must be replaced. Permanent replacement of student ID badges will be made at a cost of \$5 per badge. Replacement is through the Attendance Office. Temporary ID's are issued for a single day's use. **No more than two temporary ID's will be issued to a student during a marking period.** Upon request for a third ID, a new ID will be printed and the student will be responsible for the five dollar replacement cost. Photo ID tags will be fitted with student specific bar codes. These codes are unique to each student and are necessary when students want to take out materials from the library, are reporting late for school, and are purchasing food in the cafeteria. All students must be using their current ID. Any student who does not have their ID with them on a given day will be required to pay \$1 for a temporary ID or serve 1 day detention.

### **STUDENT LOCKER INSPECTION**

Please be advised that according to education law 18A:36.-19.2 the Superintendent or other administrator as designated by the local Board of Education may inspect lockers or other storage facilities provided for use by students, so long as students are informed, in writing, at the beginning of each school year that inspections may occur. This notice shall serve as the required notification.

#### **Also note:**

- 1. Lockers and padlocks are school property.**
- 2. Locks placed on lockers must be school issued.**
- 3. Lockers must not be shared.**
- 4. Random or blanket search of locker contents does occur.**
- 5. Searches of individual lockers may occur.**
- 6. Contraband may be seized and held from lockers.**
- 7. Students must use their assigned lockers only.**

*\*\*As such, inspections of all student lockers in Fort Lee High School occur from time to time as required.*

### **STUDENT PERSONAL PROPERTY INSPECTION**

\*Taken from district policy: 5770- PUPIL RIGHT OF PRIVACY

“Teaching staff members are charged with the responsibility of maintaining order and discipline in the schools and of safeguarding the safety and well-being of the pupils in their care. In the discharge of that responsibility, a teaching staff member may search or request the search of the person or property of a pupil as authorized by this policy, with or without the pupil's consent, whenever he/she has reasonable grounds to suspect that the search is required to discover evidence of a violation of law or of school rules. The

extent of the search will be governed by the seriousness of the alleged infraction, the pupil's age, and the pupil's disciplinary history.”

### **PARKING ON SCHOOL PROPERTY**

All Faculty/Staff have assigned parking spaces. There are a limited number of spaces available for “SENIORS” only. You must provide a current driver's license, proof of insurance, and the car's registration to the Attendance Office. Students must also have random drug test forms on file. If the documents are acceptable, the student will be issued a FLHS parking sticker that must be visibly placed on the window. Vehicles illegally parked may be ticketed and/or towed from the parking lot at the owner's expense. Students who commit disciplinary infractions may have their parking privileges revoked.

### **SUBSTANCE ABUSE**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Please be aware that any student found under the influence of, or in possession of, controlled dangerous substances including alcohol will be immediately sent for mandatory CDS testing. If testing confirms use, or the student is found in possession of CDS, the student will be immediately suspended for ten (10) days and referred to a CDS program tailored to the needs of that pupil.

### **STUDENT RANDOM DRUG TESTING POLICY**

Consistent with the U.S. Supreme Court Ruling, *Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al.*, 536 U.S. 822 (2002) and the New Jersey Supreme Court Ruling in *Joye v. Hunterdon Central Regional High School Board of Education*, 176 N.J. 568 (2003), the Board of Education directs the Chief School Administrator to implement and conduct a program of random drug testing of pupils in athletics, extra-curricular activities, school clubs and pupils granted parking permits for on-campus parking.

Students and parents must sign a “consent to test form” if they wish to participate in athletics, extra-curricular activities, or park on campus.

A random sampling of the student pool will be confidentially selected and tested throughout the school year. Testing will be done on school premises and any “non-negative” tests will require further testing to confirm the positive results.

Parents will be notified the day of testing and of the results. If a student's test comes back to the school as a confirmed positive, the student will be subject to:

*First Offense:*

- Parent must pick up the child from school.
- Mandatory removal from athletics, activities, and/or have his or her parking permit revoked until the student submits a negative test result.
- The student must have a minimum of six meetings with the Student Assistance Counselor and enter an Early Intervention Program at the parent's expense.
- The student must be evaluated by a physician before returning safely to school.

***Second Offense:***

- Mandatory removal from athletics, activities, and/or have his or her parking permit revoked for a period of **sixty days**

***Third Offense:***

- Mandatory removal from athletics, activities, and/or have his or her parking permit revoked for a period of **one year**.

Parents have an option to appeal a confirmed positive result. Consent forms may also be downloaded from the Fort Lee School District website at: <http://www.flboe.com>.

**OPEN CAMPUS**

Fort Lee Board of Education grants students in grades 11 & 12 the privilege of leaving the building at lunch. To that end:

- Students must scan out and back in, utilizing the designated exit doors.
- Adhere to all safety precautions that will ensure health and safety.
- Return to school within 5-7 minutes of the start of the next period.
- Grade 9 and 10 students are not permitted open campus privileges.
- Open campus privileges may be revoked by administration in response to misconduct for any student regardless of grade level.

**Chromebook Agreement**

**Grades 7-12**

Students in grades 7-12 will be issued Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of their Chromebook, using it appropriately for school, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology is subject to all consequences outlined in the Technology Acceptable Use & Internet Safety Policy. Some of these consequences include limited or banned computer use and/or disciplinary consequences, and/or legal action.

## **Ownership of the Chromebook**

Fort Lee Public Schools retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a three year period or until they graduate or leave the district. Moreover, Fort Lee Public Schools' administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access, and to alter, add or delete installed software or hardware.

## **Responsibility for the Chromebook**

Students/Parents are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Technology Acceptable Use & Internet Safety Policy when using their Chromebooks.
- Students must bring their Chromebook to school every day and make sure it is fully charged.
- Students must treat their device with care and never leave it in an unsecured location.
- Students are strongly advised to keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to their School Media Specialist.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything other than approved computer screen cleaners. (e.g., pen, pencil, etc.)
- Students must sign into their school issued Google education account.

## **Responsibility for Electronic Data**

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the district technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

## Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is prohibited.

## Digital Citizenship

Students must follow the conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, and/or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## Spare Equipment and Lending

If a student's Chromebook is inoperable, the district has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.



## **Optional Insurance**

Parents shall have the opportunity to purchase optional insurance through Worth Ave. Group to cover accidents, mechanical & electrical failures as well as lost or stolen devices.

## **Lost or Stolen Device**

A student/family shall be responsible for the replacement cost if a device is damaged, lost or stolen.

## **References**

- Ribble, Mike, Digital Citizenship: Using Technology Appropriately. 2014. <http://www.digitalcitizenship.net/>
- Children’s Internet Protection Act, <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Leyden High School District 212. Northlake, IL. Policy Documents - <http://www.leyden212.org/>
- Coventry Public Schools, Coventry, RI, Policy Documents, <http://www.coventryschools.net/Admin/ChromebookAgreement.pdf>
- Brand, Jason. 1-to-1 at Home: A Parent’s Guide to School-Issued Laptops and Tablets. International Society for Technology in Education, 2013.