

# **PEKIN COMMUNITY SCHOOLS TECHNOLOGY PLAN 2010-2015**



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## **TECHNOLOGY COMMITTEE MEMBERS**

1. Joel Illian, Teacher
2. Margie Millikin, Teacher
3. Janice Dix, Special Education Teacher
4. Paula Pollock, Special Education Teacher
5. Angie Arendt, Teacher
6. Tim Hadley, Teacher
7. Sarah Wright, Teacher
8. Kathy Nunn, Teacher
9. Carol Jones, Teacher/Librarian
10. Jina Heisdorffer, Teacher
11. Andrea Coble, Teacher
12. Davis Eidahl, Teacher
13. Steve Rohach, Teacher
14. Josh Goudy, Parent
15. Laurie Bennett, Curriculum Director
16. Dustin Coleman, Technology
17. Brian Stone, Secondary Principal
18. Jeff Eeling, Elementary Principal
19. David Bennett, Board Member
20. John Dotson, Superintendent

**PEKIN COMMUNITY SCHOOL DISTRICT BOARD POLICY**

**EDUCATION PROGRAM AND INSTRUCTION  
SERIES 600**

Code no. 603.12

**TECHNOLOGY AND INSTRUCTIONAL MATERIALS**

The Board supports the use of innovative methods and the use of technology in the delivery of the education program. The Board encourages employees to investigate economic ways to utilize instructional television, audiovisual materials, computers, and other technological advances as a part of the curriculum.

It is the responsibility of the superintendent to develop a plan for the use of technology in the curriculum and to evaluate it annually. The superintendent will report the results of the evaluation and make a recommendation to the Board annually regarding the use of technology in the curriculum.

Legal Reference: Iowa Code 279.8 (2007)  
281 I.A.C. 12.5(10), .5(22)

Cross Reference: 217.4 Board of Directors and Area Education Agency  
602 Curriculum Development  
605 Instructional Materials

## **PEKIN TECH TEAM COMMITTEE PURPOSES**

1. Serve as a filter for individual building technology plans and purchases.
2. Promote communication to and between: buildings, departments, staff members, parents, and community members.
3. Support, facilitate and provide technology in-service training for staff, parents and community members.
4. Evaluate and assess technology initiatives and programs.
5. Encourage appropriate technology integration into curriculum through curriculum committee process and/or in-service activities.
6. Facilitate vertical articulation of technology through curriculum committee process and/or in-service activities.

## **DISTRICT MISSION STATEMENT**

The mission of the Pekin Community School, serving as a unifying agent of our communities, is to provide and promote lifelong learning through its commitment to quality educational programs that prepare individuals to be effective, successful, and responsible citizens.

## **TECHNOLOGY VISION STATEMENT**

The Pekin Community School District is committed to teaching current technology skills to all students and staff. Students and staff will use the latest technologies to introduce, produce, communicate and facilitate the learning process. Learning participants will increase their skills in the use of technology and the entire education process from integration into the curriculum to management of information.

## **TECHNOLOGY MISSION STATEMENT**

The technology mission of the Pekin School District is to incorporate technology, through integration and continuous planning, into all programs and services to enhance the educational process and better prepare students for life-long learning. Pekin School District will provide continuing assessment to ensure that we accomplish our mission.

## **TECHNOLOGY LITERACY**

We agree with the U.S. Department of Education in defining *technology literacy* as “computer skills and the ability to use computers and other technology to improve learning, productivity, and performance.”

## **BELIEF STATEMENTS**

- Student achievement and learning will be the basis of decision making for the Pekin Community School District.
- A financially sound and strong school district will be necessary to provide quality education for the Pekin Community Schools.
- Information that will have an impact on Pekin Community Schools must be communicated to students, parents, staff, board members and the community.
- In order to provide effective education, it will be necessary to recruit, hire, develop, and retain quality staff.

**PEKIN COMMUNITY SCHOOL  
ACHIEVEMENT GOALS**

Student Achievement Goal: 21<sup>st</sup> Century Skills as required by the Iowa Core Curriculum

The Pekin schools will teach the 21<sup>st</sup> Century Skills in all grades K-12 as required by the Iowa Core Curriculum.

These skills will cover the following areas:

Employability, financial literacy, technology literacy and health literacy.

The Pekin student will demonstrate proficiency in the use of technology.

Indicators of proficiency:

1. Proficiency checklists throughout elementary.
2. 8<sup>th</sup> grade technology literacy assessment (attached)
3. Mapping software that ties lesson plans to 21<sup>st</sup> century standards and benchmarks taught within each unit across the curriculum.

District Goals (CSIP)

The Comprehensive School Improvement Plan submitted to the state of Iowa details the district's learning goals. These goals listed below have been defined in the Comprehensive School improvement Plan and are considered part of the district's technology plan.

1. Pekin students will achieve at high levels in reading.
2. Pekin students will achieve at high levels in mathematics.
3. Pekin students will achieve at high levels in science.
4. Pekin students will be computer literate.
5. Pekin students will feel safe and connected to school.

## **ASSESSMENT**

Our technology staff will do an annual inventory at each building.

The technology staff will keep track of all technology issues through email and forms that can be filled out by the staff.

A technology skills checklist will be completed throughout the year from kindergarten through 6<sup>th</sup> grade. Core Curriculum

A technology skills assessment will be given to all 8<sup>th</sup> grade students yearly.

A technology survey of the staff and students will be done every year.

# **APPENDIX A**

## **REQUESTS**

## **APPENDIX A RECOMMENDATIONS**

### **Pekin High School Technology Wish List -**

We have a few wish lists as well as a list of concerns

#### **Wish List with 1-1 laptops**

- Possible laptop ownership upon graduation
- Independent mouse to go along with each laptop
- Independent 10-key pad
- Strong wireless connectivity
- Internet consistency
- Digital textbooks
- Training for students and staff
- TIME, TIME, TIME – summer for teachers to work with them  
    In-service/professional development focused on technology
- Dual platform – give kids a chance to work on PC's as well as Apple

#### **Wish List without 1-1 laptops**

- Two more computer labs in high school – possibly ICN and Ed Dickinson's old rooms.
- Convert classrooms to wired computer classrooms for teachers desiring computerized classrooms
- Increased printers and ink
- Additional promethium boards and training

#### **Other Technology Wishes – no matter which way we go with the laptops**

- Student email addresses
- File folder system – so students can save work on server
- Keyboarding class taught in 3-5
- Computer/technology class required in middle school, preferably 6<sup>th</sup> grade – focus on Word, Excel, Power point, Internet researching, and ethics. This would give the students a boost when it comes to history/science fair.
- Ability to pod cast – microphones with headsets
- Another video camera
- VHS to DVD recorder to duplicate VHS tapes to DVD

#### **Additional Concerns**

- Apple/promethium board compatibility
- Is Apple really the way to go when they only have 8% of the market share, and kids who enter the business world are going to work on PC's?
- Is there data available to show improved student performance/achievement in a laptop environment?
- Needed time creating curriculum and rubrics for laptop lessons
- Are we moving toward no textbooks or electronic textbooks?
- Will it be mandatory that curriculum for all subjects be converted to laptop lessons?
- From the Sigourney visit, we observed quite a bit of deviation from the task at hand due to instant messaging, checking email, listening to music, etc.

**(Recommendations Con't)**

**MIDDLE SCHOOL TECH WISH LIST**

The middle school teachers would like to rise above the expectations of surrounding school districts. We would like the community, staff and students to be proud of our district. We want to be the best. We are flexible and receptive to computer labs or one-one laptops for each student. If we have one-one, we would appreciate training and time to plan our lessons.

**This is a summary of 3-5 Teachers' Request for Technology – Jan. 2010**

Option 1: Mobile Class lab of 30 for each classroom with Excel, Power Point and Word Document with the capability of viewing the students' screens

Option 2: Stationary set of lab computers (30) in our commons area with walls for a classroom. Same minimum programs as Option 1. Ability to view monitors. An additional portable lab of 30 for each grade level.

All teachers should have lap tops equipped with the program that we will be using so that we are able to work on things at home (Active Inspire) and they should be compatible with the students' programs.

Promethean Boards in all teachers' rooms with projector and speakers. Set of votes for each grade level.

Every computer should have a set of headphones and microphone.

There should also be a printer with ink supply, scanners and digital cameras for each classroom.

Two air-ports, per room, for maximum connectiveness.

Technology coordinator for elementary, middle and high school.

On-going teacher training that is differentiated due to skill levels.

Floater computer teacher so that they can help with teaching the students technology such as Power Points, Keyboarding skills, and making Excel graph's and spreadsheets. (3-5 wing position). Special education teacher with each grade level which could double as the computer teacher for optimum co-teaching experiences.

Keyboarding skills should start with the K-2 students especially if they are using the computers.

Continue using AR and AM programs.

Each student should have an e-mail account.

**(Recommendations Con't)**

**K-2 Tech Wish List**

- Give each teacher a laptop
- Replace eMacs in the classrooms
- Have a Mac lab for each grade level
- Have someone responsible to keep labs updated
- Smart boards in each room
- Have a computer teacher that can instruct students correct ways to use technology
- Have more digital cameras available that elementary students can use
- Provide continuous training for teachers on uses of technology
- DVD's in the classrooms
- Being able to get IPTV in the classrooms

# APPENDIX B

## BUDGET

# **APPENDIX C**

## **INTERNET USAGE FORMS**

**Pekin Community School District  
Computer Damage/Loss Cooperative Fund  
2010 - 2011 School Year**

**APPLICATION FORM**

Please read this entire document to determine if this program is needed for you and your student's protection against damage and loss of the loaned computer equipment in your care. This form must be completed and marked **Yes** or **No** before the computer will be provided to the student.

**COVERAGE and BENEFIT**

This agreement covers the computer and carrying case loaned to the student against all damage or loss over \$100.00. Accessories valued less than \$100.00 are not covered. Coverage is 24 hours per day. Total value will be determined at the time of loss or damage. The student and/or family will be responsible for the first \$100.00 of damages/repair to the computer.

**EFFECTIVE AND EXPIRATION DATES**

This coverage is effective from the date this request form and premium payment are received by the school through the date at which the computer is requested to be returned in good order to the school.

**PREMIUM**

The total premium cost is \$35.00 per school year. Partial semesters are not refundable.

It is agreed and understood that:

- The Pekin Community School District will offer coverage to all students.
- Coverage is totally voluntary.
- A separate application will be needed for each computer covered.

**If you wish to enroll, please complete the following information and return the white copy of this form and a check for the coverage requested to the main office prior to the computer being issued.**

Date of Request \_\_\_\_\_ Grade \_\_\_\_\_

Name of Student \_\_\_\_\_

Address \_\_\_\_\_  
Street Zip

Home Phone \_\_\_\_\_ Total Premium \$ \_\_\_\_\_

\_\_\_\_\_ Yes, I would like to participate in the Damage/Loss Cooperative

\_\_\_\_\_ Check # \_\_\_\_\_ Cash

\_\_\_\_\_ No, I decline service, at this time, and I understand that I am responsible for 100% of any damage or loss to the loaned computer.

\_\_\_\_\_ I have homeowners insurance Name of Provider \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

White Copy - Office      Yellow Copy - Parent



**Pekin Community Schools  
Computer Loan Agreement - Page 2**

Parent Responsibilities

Your son/daughter has been issued a MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete any software from the MacBook.
- I will make sure my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I understand that if my son/daughter comes to school without his/her computer, I may be called to bring it to school.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from Pekin Community School District.
- I understand that if my son/daughter deliberately causes damage/vandalism to their laptop, or anyone else's, that we will be responsible for the replacement or repair cost of the laptop and such replacement/repair costs may be repaid to the district through community service or schedule of payment plan if I am unable to pay for at one time.
- I understand that if my son/daughter deliberately causes damage/vandalism to their laptop, or anyone else's, they will lose their privilege of using a laptop for a period of time up to and including permanently.
- I understand that if my son/daughter loses their laptop privileges for any reason they will be required to do their classroom work without the use of a laptop

Parent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities:

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Pekin Community Schools-especially the Student Code of Conduct-and abide by all local, state, and federal laws.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that e-mail (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from Pekin Community School District.
- I will place the MacBook in its protective sleeve when not in use and when it is being moved.
- I will not deface or place stickers on the MacBook or it's carrying case.
- I agree that if I deliberately cause damage or vandalize my laptop, or anyone else's, that I will be responsible for the replacement or repair cost of the laptop and will pay for such costs either at one time, through community service or a schedule of payment plan until the cost is completely paid.
- I agree that if I deliberately cause damage or vandalize my laptop, or anyone else's, that I will lose my laptop privileges for a period of time up to, and including, permanently and I will be required to do my class work without the use of my laptop.

## COMPUTER AND INTERNET - APPROPRIATE USE

### COMPUTER

Users will have access to the local building networks where they attend classes. These local networks provide access to various computer resources. Teachers and staff will closely monitor supervision on these networks.

The goal of providing computer access to teachers and students is to promote educational excellence in the Pekin School District by facilitating resource sharing, innovation, and communication.

Employees and students will be instructed on the appropriate use of the computer. Parents will be required to sign a permission form to allow their students to access the computer. Students will sign a form acknowledging they have read and understand the Computer Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.

### INTERNET

The Internet can provide a vast collection of educational resources and will be made available to employees and students. Appropriate and equitable use of the Internet will allow access to resources unavailable through traditional means. Since it is a global network, it is impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to completely predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. If a student encounters inappropriate information, they will be expected to leave that sight immediately. Students' Internet records and access records are confidential records treated like other student records.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

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

COMPUTER AND INTERENT - APPROPRIATE USE REGULATION

I. Use of the Network

- A. The use of any district computer system must be in support of education and research and consistent with the educational objectives of the Pekin Community School District. Users will be expected to follow federal and state laws concerning the use of computer systems and software.
- B. The use of any district computer system, equipment and furnishings is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
- C. You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - 1. Be polite. Do not get abusive in your messages to others.
  - 2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
  - 3. Keep private your personal address or phone number or those of other people.
  - 4. Not that electronic mail (e-mail) is guaranteed to be private. People who operate the systems do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - 5. Use the network in such a way that you would not disrupt the use of the network by other users.
  - 6. Assume that all communications and information accessible via the network is private property. Attempts to use another user's files without permission, or to gain unauthorized access to system programs are forbidden.
- D. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, district computer systems, and related equipment and/or data, and the uploading or creation of computer viruses.

II. Responsibility for Internet Appropriate Use.

- A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as:

A collection of more than 20,000 interconnected computer networks involving an estimated 1.5 million computers and 25 million users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
- B. Instruction in the proper use of the Internet system will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.

## III. Internet Access.

- A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - B. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may or may not be issued to students at this time.
    - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate. Students are required to immediately leave an inappropriate site.
    - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents who choose not to risk exposure to questionable material.
    - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
    - 4. To reduce unnecessary system traffic, users may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher.
    - 5. Transmission of material, information or software in violation of any Board policy or regulation is prohibited.
    - 6. System users will perform a virus check on downloaded files to avoid spreading computer viruses.
    - 7. The school district makes no guarantees as to the accuracy of information received on the Internet.
- IV. Permission to Use Internet - Parents shall grant permission for their student to use the Internet using the prescribed form.

## V. Student Use of Internet.

- A. Equal Opportunity - The Internet shall be available to all students within the school district through teacher access. The number of terminals and the demands for each terminal may limit the amount of time available for each student.
- B. On-line Etiquette
  - 1. The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of

policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.

2. Students should adhere to on-line protocol:
  - a. Respect all copyright and license agreements.
  - b. Cite all quotes, references and sources.
  - c. Remain on the system long enough to get needed information, then exit the system.
  - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
3. Student access for electronic mail will be through the supervising teacher's account and/or their own account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.

C. Restricted Material - Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

D. Unauthorized Costs - If a student gains access to any service via the Internet that has a cost involved or if a student incurs other types of costs, the student accessing such a service will be responsible for those costs.

#### VI. Student Violations - Consequences and Notifications

Students who access restricted items on the Internet shall be subject to the appropriate action described in Board policy or regulations or the following consequence: (Note: A major violation may result in receiving the consequences listed in #3).

1. First Violation - A verbal and written "Warning" notice will be issued to the student. The student may lose Internet access for a period of 15 days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parent and a copy provided to the building principal.
2. Second Violation - A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for a minimum period of 30 days.

3. Third Violation - A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parent and a copy provided to the building principal. The student shall forfeit all Internet privileges for the balance of the school year.

## COMPUTER AND INTERNET ACCESS PERMISSION LETTER TO PARENTS

Your child has access to electronic communication known as the Internet. The Internet is a collection of more than 20,000 interconnected computer networks. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

The use of any district computer system must be in support of education and research and consistent with the educational objectives of the Pekin Community School District. Users will be expected to follow federal and state laws concerning the use of computer systems and software.

The use of any district computer system, equipment and furnishings is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may or may not be issued to students at this time. If a student already has an electronic mail address, he/she may, with permission of the supervising teacher be permitted to use the address to send and receive mail at school.

Students will be expected to abide by the following network etiquette:

- \* The use of the network is a privilege and may be taken away for violation of Board Policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- \* Students will respect all copyright and license agreements.
- \* Students will cite all quotes, references, and sources.
- \* Students will only remain on the system long enough to get needed information.
- \* Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- \* Student access for electronic mail will be through the supervising teacher's account and/or their own account. Students should adhere to the following guidelines:
  - a. Others may be able to read or access the mail, so private messages should not be sent.
  - b. Delete unwanted messages immediately.
  - c. Use of objectionable language is prohibited.
  - d. Always sign messages.
  - e. Always acknowledge receipt of a document or file.
- \* Students accessing Internet services that have a cost involved will be responsible for payment of those costs.
- \* Students should assume that all communications and information accessible via the network is private property. Attempts to use another user's files without permission or to gain unauthorized access to system programs are forbidden. It is the right of the systems operator to monitor and access network files for the sole purpose of monitoring possible violations of acceptable use of computers.
- \* Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user, the network, district computer systems, and related equipment and/or data, and the uploading or creation of computer viruses.

Please sign the form if you would like your child to be granted computer and Internet access and return the permission form to your child's school. If you would like your student to only have computer access sign and "X" the line marked Computer Access Only

INTERNET ACCESS PERMISSION LETTER TO PARENTS

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
(Parent or guardian's signature)

\_\_\_\_ Computer Access Only.

**If you have granted your child Internet and/or computer access, please have them respond to the following:**

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet and/or computer privileges.

I agree to be responsible for payment of cost incurred by accessing any Internet services that have a cost involved.

\_\_\_\_\_  
(Student Signature)

COMPUTER AND INTERNET APPROPRIATE USE VIOLATION NOTICE

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

Students, who access restricted items on the Internet or produce inappropriate materials and/or vandalize the computer, shall be subject to action as described in the school's computer and Internet Appropriate Use Policy and/or student handbook and will be subject to the following consequences:

\_\_\_\_\_ First Offense:

The above student has violated the Student Computer/Internet Policy. The student: produced inappropriate materials, vandalized the computer or accessed restricted material. He/she will lose Computer/Internet access for three weeks. A second offense will result in the student losing Computer/Internet access for a period of 30 school days.

\_\_\_\_\_ Second Offense:

The above student has violated the Student Computer/Internet Policy for a second time. The student: produced inappropriate materials, vandalized the computer or accessed restricted material. As a consequence of this violation the above student has lost Internet access for a period of 30 school days.

\_\_\_\_\_ Third Offense:

The above student has violated the Student Computer/Internet Policy for a third time. The student: produced inappropriate materials, vandalized the computer or accessed restricted material. As a consequence of this violation the above student has forfeited all Computer/Internet privileges for the balance of the school year.