

NORTH AUGUSTA MIDDLE

“A great place to be”

2011-2012

STUDENT HANDBOOK

Mr. Barry Head

PRINCIPAL

Mrs. Wendy Jacobs

ASSISTANT PRINCIPAL

Mrs. Teresa Mitchem

ASSISTANT PRINCIPAL

Mrs. Susan Greer

GUIDANCE

725 Old Edgefield Road
North Augusta, South Carolina
29841

(803) 442-6200

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PRINCIPAL'S MESSAGE

Dear Students,

I firmly believe that each and every one of you can be successful here at North Augusta Middle School. All of us, including school administrators, teachers, and staff are dedicated to supporting you. I promise that we will do our part to help you have a prosperous school year. I have listed below some personal guidelines that you should follow to achieve success with your academics. Students who follow these suggestions are able to maintain good grades and in many cases improve their grades. I hope you will begin each day by reciting these guidelines:

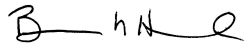
1. Complete and turn in all homework and class work assignments on time.
2. Bring paper, pencils, books, school agenda, and other required items to each class.
3. Return all signed papers (including agenda notes).
4. Behave in an acceptable manner at all times-----especially, pay attention.

Simply stated, these are the beliefs I have about you and our school.

1. All students can be successful.
2. The most important place at NAMS is the classroom.
3. The most important person at NAMS is each individual student.
4. All decisions made are based on what is best for each student and his or her education.

I wish you the very best this year. Please do not hesitate to speak with me or write to me if you have a concern or question. I am here for you.

Sincerely,



Mr. Barry N. Head

This handbook is not intended to include a complete listing of all regulations and policies. The Aiken County Code of Conduct should be reviewed by the parent/guardian and student. The entire policy manual can be found at www.aiken.k12.sc.us

OUR MISSION

The mission of North Augusta Middle School is to prepare our students to become productive members of society by providing opportunities for academic success within a safe, caring environment that fosters respect for others and utilizes a standards based curriculum to achieve academic excellence collaboratively through home, school, and community efforts.

OUR BELIEFS

1. Each student should be provided with opportunities to succeed.
2. Students, parents, and teachers should be actively involved in the learning process.

3. Opportunities to succeed should be provided within a safe environment where individual responsibility, leadership, and cooperation are encouraged.
4. A variety of teaching methods and services should be provided to meet the needs of our diverse student population.
5. Everyone in the school community is entitled to a safe, productive environment.
6. Everyone in the school community should be treated with dignity and respect.
7. A commitment to continuous improvement is an important aspect of our school which will enable students to become responsible, successful, lifelong learners.

EDUCATIONAL RECORDS – CONFIDENTIALITY (Certain Exceptions)

Under federal law parents and students have a right to expect the confidentiality of student records. Educational agencies may act to declare certain aspects of a student's educational records to be "directory information," meaning information contained in such records which is not considered to be generally harmful or an invasion of privacy if disclosed. The Aiken County Board of Education has previously determined that "directory information" could be released to third parties upon request, at the discretion of the school principal. Federal law and regulatory authority allows the release of such information without prior consent subject to certain conditions of pre-disclosure to parents or students. The purpose of this notice is to meet such pre-disclosure requirements.

Under District policy the following information is considered to be releasable: the student's name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance (on both an annual and daily basis), diplomas and awards received, photographs, and the most recent previous educational agency or institution attended by the student. (Examples of the types of information frequently released include, but are not limited to, Senior Class Listings, Annuals/Yearbooks, Science Fair Winners, Students of the Month, Honor Roll Lists, National Honor Society, athletic event programs, etc.) A parent or guardian of a student attending Aiken County Public Schools who would prefer that any or all of the information designated above not be released without the parent's or guardian's prior consent should so notify the office of the Deputy Superintendent in writing (1000 Brookhaven Drive, Aiken, SC 29803). If there are any questions, please contact the Deputy Superintendent at (803) 641-2514.

STATEMENT OF NONDISCRIMINATION - EQUAL OPPORTUNITY

The School District is committed to equal opportunity for all of its students and patrons. District programs and activities shall be free from discrimination based upon race, religious creed, color, national origin, ancestry, disability, marital status, sex, age, or any other unlawful consideration. Persons who believe they have been discriminated against should contact the principal of this school, the Area Office, or the School District's Coordinator for Section 504 concerns, Title IX concerns, and other Civil Rights matters (at 803-641-2428). Copies of applicable policies are available upon request. (See JI and Administrative Rule JI-R.)

"Building a better tomorrow...one child at a time."

~ GENERAL SCHOOL INFORMATION ~

BEFORE AND AFTER SCHOOL PROCEDURES

Arrival

Students who arrive by car must be dropped off at the gym entrance only. All students must report to the gym and remain there until the admittance bell rings. **NO SUPERVISION IS PROVIDED FOR STUDENTS BEFORE 7:30 A. M.**

Dismissal

Car riders and walkers are expected to exit the building immediately.

- Car riders need to be picked up in front of the gym. This allows traffic to move smoothly.
- Walkers must be off campus no later than 3:20 P.M.
- Student safety is our priority. We expect student behavior to reflect our desire to help them arrive home safely.
- We need parental support to help ensure student safety. Please follow appropriate safety procedures on our campus.
- Bus riders must remain in their 7th period class until their bus arrives.
- **If your child is a car rider, they must be off campus by 3:40 p.m. This is a very important safety issue.**

Bus

If circumstances require that your child ride a bus different from the one normally assigned, a bus change must be approved by the bus supervisor in the bus office. Please call 442-6106 to request a bus change.

Staying After School

When students find it necessary to remain after school to make-up a test, receive tutorial help, etc., they should immediately report to the appropriate classroom. Students should give the teacher a notice stating that the parent gives him/her permission to stay. All necessary arrangements for a ride must be made ahead of time.

BREAKFAST AND LUNCH

Breakfast is served from 7:15 A.M. – 7:50 A.M. Students can purchase lunch and/or breakfast for the entire week, month, year or pay each day. Lunch may not be exchanged or sold. Extra sales of drinks are available during students' assigned lunchtime.

Free and reduced lunch forms will be given to students at the beginning of the school year and throughout the school year upon request. Each student must return the form to see if he or she qualifies to participate in the program. If a student qualifies for free/reduced lunch he or she also qualifies for free/reduced breakfast. Students who charge a meal will be put on a phone tree. Parents will be notified daily until balance is paid. After the student has charged three (3) meals the student will receive an alternative meal until balance is paid in full. Please contact cafeteria manager for further details. Adults will not be allowed to charge meals.

Students should adhere to the following cafeteria rules:

1. No food can be taken from the cafeteria.
2. Return your tray and silverware to the dish-washing area. **DO NOT STACK THE TRAYS.**
3. Leave your area (table and floor) clean.
4. Push your chair in when you leave the table.
5. Keep the lunch line orderly and refrain from breaking in line.

HALL PASS/AGENDA

During school hours, any student who is not in the classroom or with a teacher must have their agenda with them. Failure to have their agenda may result in suspension for being in an unauthorized area.

PAYMENT FOR DAMAGES

The student will be required to pay for any damages that he or she has caused to school or another person's property.

DRESS CODE POLICY

The following policy on personal appearance will be used for students at North Augusta Middle School. This policy was taken from the Policy Manual (FILE # JCDB) of the School District of Aiken County. The Board recognizes that students have the right to regulate their personal appearance. However, the Board reserves the right to bar from school those students whose appearance is disruptive to the educational process. In addition, the school administration reserves the right to determine when a student's appearance is disruptive to the educational process or the orderly operation of the school. Violation of the dress code will result in disciplinary action and exclusion from classes until appropriate clothing is acquired.

Some examples of dress that may be deemed inappropriate include, but are not limited to the following:

- Shorts, mini-skirts or dresses must be knee length or longer. This includes shorts, skirts, and dresses worn with leggings.
- Dresses with little or no back
- Tank tops or halter tops (shirts must completely cover shoulders)
- Pants with holes (including rips, tears, and holes with material underneath) above the knee.
- Sagging pants.
- Clothing which depicts any of the following: alcoholic beverages, drugs, tobacco products, profane or obscene language, sexual connotations, or any picture that is determined to be inappropriate for school.
- Hats
- Shirts or blouses that do not cover midriff when arms are raised or do not completely cover the chest area.
- Any clothing, hair coloring, or hairstyle deemed disruptive.
- Any clothing that could create a safety hazard such as "flip flops", etc.

This policy will be strictly enforced. Students who do not adhere to the dress code will either be required to remain in ISS until appropriate clothing is furnished by parent/guardian or will be sent home. Repeated violations will result in OSS.

LOST AND FOUND

All personal items, including money, are the responsibility of the student. If you lose something, report it to the office and check to see if it has been turned in to the lost and found.

VISITORS

To ensure a safe environment at North Augusta Middle, all visitors must report directly to the office immediately upon arrival. It will be necessary for visitors to sign in and to wear a visitor identification badge while on the school premises.

GRADES

The school year is divided into four grading periods. Dates for the issuing of interim and report cards are listed at the end of the handbook. All reports should be signed by parents and returned to teachers within two school days. Failure to do so will result in detention or ISS. Grades can be accessed online via parent or student portal.

<u>Grading Scale</u>		
A 93-100	B 85-92	C 77-84
D 70-76	F below 70	

PARENT CONFERENCES

Parents are invited to visit our school at any time during the school day by signing in and obtaining a visitor badge through the office. Parents are encouraged to speak with their child's teacher first, before calling administration. Most problems can be solved using this process; however, administrators are here to help and assist when needed. Those who wish to arrange conferences should call the school office so that a conference can be scheduled. When a conference is scheduled please be prompt. Also, if an appointment cannot be kept, please call the school office and leave a message.

GIFTED AND TALENTED EDUCATIONAL PROGRAM

Information regarding the Gifted and Talented program is available on the ACPS website at this link:
www.aiken.k12.sc.us/site1/instruction/site/site/gt.htm

GUIDANCE

The Guidance and Counseling program at North Augusta Middle School shares the common vision and high expectations for all of our students and is committed in educating and meeting the needs of the young adolescent through partnerships with our families and communities, and by addressing the academic, career, and personal/social development thus preparing them with the knowledge and skills needed to be productive members of society.

TELEPHONE

The office telephone is for sickness or emergencies not for general student use. Arrangements for rides for after school meetings, etc. must be made in advance.

MEDICATION

ALL medications must be left in the office. Each parent is responsible for furnishing medication for his or her child. The school must have written permission from a parent/guardian for a student to take medication. A medical permission form can be obtained from the office. Medications should be brought to

Gateway information can be found at:

[/www.aiken.k12.sc.us/site1/instruction/site/site/gateway.html](http://www.aiken.k12.sc.us/site1/instruction/site/site/gateway.html)

THE PARENT TEACHER ORGANIZATION AT NAMS

The goals of the PTO are to promote the welfare of young people in home, school, church, and community. We strive to bring into closer relation home and school, so parents and teachers might cooperate in the education of our young people, and to develop between educators and the general public united efforts that will secure the highest advantages in physical, mental, social, and spiritual education. Parents can help make school a successful experience for his/her child doing the following:

- *Start each school day well; a calm beginning at home makes the school day much better.
- *Provide a good breakfast and make sure your child obtains at least eight hours of sleep.
- *Praise your child each day for something he or she has done; display schoolwork and projects.
- *Set the tone for a good experience by helping him/her to have a good attitude towards
- *Remember that attitudes formed now will affect the remainder of your child's schooling.
- *Listen attentively to your child as he/she talks about school experiences.
- *Keep the communication lines open between your child's teachers and you.
- *Try not to compare your son/daughter's progress with other siblings.
- *See to it that your child attends school regularly.
- *Provide a literate environment at home, which is full of a variety of books and other materials.
- *Instill in your son/daughter confidence in him/herself, the school, and his/her teachers.
- *Show an interest in school through visitation and participation in PTO and other activities.

~ STUDENT SERVICES ~

school in the smallest, original containers only. This label must include the student's name, name of the medication, dosage, times to be given, and the physician's name. This medication must be brought in by a parent and given to the office.

LOCKERS AND LOCKS

All students are provided with a locker with locks issued by the school. No personal locks are permitted. Students will be required to pay a \$5.00 replacement fee for lost or broken locks. Students are responsible for the locker and its contents and should always secure the lock before walking away by spinning the dial after it closes. *Valuable items should be left at home.* Additionally, students should be aware that lockers are subject to inspection or search.

TEXTBOOKS

Textbooks are furnished by the state and issued at the beginning of the year. Charges will be made for lost or damaged books. Students are responsible at all times for books issued to them. Lost books found on school property should be turned in to the office. Books should be covered to prevent damages. Please refrain from using tape directly on the book or adhesive book covers.

~ POSSESSION/USE OF PAGING DEVICES, CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES ~

Definitions for the purpose of this policy

- ✓ A paging device is defined in South Carolina law as a telecommunications device, to include a mobile telephone (cell phone) that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor.
- ✓ A cell phone, while included in the general definition of a paging device, also includes any digital or analog portable communication device or multi-function device that has two-way communication capability (whether aural, visual or a combination thereof) and operates through a cellular telecommunication system, a global satellite system or an AM or FM two-way radio system.
- ✓ A personal electronic device includes any digital or analog portable electronic device that can capture, store or transfer visual images such as a personal data assistant (PDA), Blackberry, laptop computer or mini-computer, with or without wireless (WiFi) or cellular interface capability, and digital (or film-type) camera, but does not include a calculator or device utilized strictly for computational purposes.
- ✓ A violation is the personal possession on school grounds of any paging device or cell phone, except as authorized by this policy, or the possession of any other personal electronic device in violation of this policy.

The Aiken County Board of Education has allowed possession (but not use) of personal telecommunications devices by students in order to reflect societal trends and a relaxation in state law. However, the board of education finds that the use of personal communication devices by students during the school day, as facilitated by, but in violation of the possession only policy has had an adverse effect on classroom instruction, student punctuality, test security, personal student privacy, the ability of school officials to maintain discipline, generally, and to maintain order during times of emergency. Therefore this policy is intended to set forth the specific circumstances under which a student may bring a paging device and/or cell phone onto school grounds and to establish clearly the consequences for violations.

- Middle and high school students may bring a paging device or cell phone onto school grounds provided that such device is left in an automobile or stored immediately upon coming into the school building in the student's locker or other place provided and designated by the principal for secure storage. This rule applies during the school day hours and at off-campus activities during the school day hours. Cell phones will not be activated during school bus rides to and from school unless specifically authorized by the driver for special circumstances.
- Elementary school students may not bring a paging device or cell phone to school. (A principal may approve an occasional exception by prior written permission.)
- No other personal electronic device will be brought upon school premises (unless with the prior permission of the teacher or a school administrator).
- Cell phones or paging devices are permitted at school events during non-school hours.
- A first violation will result in a device otherwise permitted under this policy being taken by the school administrator and turned over to the student's parent/legal guardian as soon as possible. It will result in a minimum one day in-school suspension (or its suspension equivalent). Loss of the privilege will be invoked for 10 school days after the violation and the parent/legal guardian and student must sign a "Condition for Return" acknowledgement and agreement before being able to bring a cell phone or pager back on the school campus.
- A second violation will result in a minimum three-day in-school suspension (or its suspension equivalent) and a one-month (20 school day) loss of the privilege.
- A third violation will result in an out-of-school suspension and loss of the privilege for the remainder of the school year.
- A fourth violation will result in an expulsion recommendation
- Should any active violation also involve other violations of the code of student conduct (such as cheating, invasions of personal privacy, etc.), more serious disciplinary consequences may be imposed as appropriate to the gravity of the violation.
- A student needing a paging device or cell phone for a documented temporary or permanent medical need or accommodation or for volunteer service on a fire or emergency services team (for 18 year-old students or younger students who are interns in such programs and demonstrate that possession of such device is necessary to fulfilling his/her program requirements) may be exempted from the prohibition of this policy as approved in writing by the principal.

JICJ Adopted 5/22/07; Revised 8/11/09

~ DISCIPLINE ~

One of the most important lessons to be learned in school is self-discipline in order to develop self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and consideration for other people. Maintaining a safe school environment is one of our top priorities, and disciplinary procedures are a key factor. Students should not only do their part in making school an effective place of learning, but also practice self-restraint, which will help ensure student safety.

Parents will be contacted when necessary concerning their child's behavior at school. This serves not only to inform, but also to solicit parent help with correcting behavior problems. Students and parents should read and become familiar with the general policies and regulations concerning student behavior in the *Aiken County Code of Student Conduct*.

Consequences such as verbal and written warnings; Student/Teacher Conference; After-school Detention; Student/Teacher/Parent Conference; and In-School/Out-of-School Suspension will be assigned for violations.

Suspensions and Expulsions

Suspension may be assigned or expulsion recommended as a consequence of inappropriate behavior. A copy of the discipline referral will be mailed home. Phone notification will be made for OSS. STUDENTS SERVING ISS, OSS, OR EXPULSION ARE PROHIBITED FROM ATTENDING ALL SCHOOL FUNCTIONS.

Conduct Expectations (from the ACPS Code of Conduct)

While under school jurisdiction, students are required to conduct themselves at all times in a manner that is in the best interest of the school and community. It is expected that students will:

- A. Conform to reasonable standards of speech, conduct, and dress and refrain from vulgar, obscene, and

disrespectful conduct directed toward staff and other students.

- B. Refrain from violating or impairing the rights of others, including physical abuse, sexual harassment, hazing, and conduct considered "bullying" as defined in state law and prohibited under School District policy.
- C. Avoid conduct that deprives other students of an orderly atmosphere for learning.
- D. Refrain from knowingly possessing, handling, or transmitting any object that can reasonably be considered a weapon.
- E. Refrain from the use, transmission, or possession of alcoholic beverages, hallucinogens, narcotics, chemical inhalant substances, or drugs not prescribed by an appropriately licensed physician or medical professional; not be on school premises when school is in session or at any related activity or event after having used or consumed any quantity of the same.
- F. Refrain from the use, transmission, or possession of tobacco products, including matches, lighters, or any incendiary device, on school premises or at any school related activity or event.
- G. Refrain from malicious and willful damage, destruction, or theft of school or private property.
- H. Remain at school, or at other officially designated places, upon coming under the school's jurisdiction, and follow daily schedules as prescribed by school personnel.
- I. Comply with the directions or principals, teachers, or other authorized school personnel during any period of time when under the authority of school personnel.
- J. Refrain from any inappropriate physical display of affections while at school, on school property, or at any school related activity of event. Serious violations, including fondling, indecent exposure, and other sexual activity will result in disciplinary action.

~ STUDENT ATTENDANCE ~

If you are not in class...you are missing something important!

State law requires all children between the ages of five and 17 to attend a public or private school or kindergarten.

The board expects children to attend school regularly. Regular attendance is necessary if students are to make the desired and expected academic and social progress.

The school year consists of 180 school days. They must attend 170 days through the course of the school year to receive one credit. If a student is absent more than 10 days for a year long class or 5 days in a semester class, the principal has authority to deny credit for individual classes or retain the student for the year. For students in middle school, attendance is taken for every class. Students who are signed in late or out early will be marked absent for the classes that they do not attend. Students cannot be released to anyone not listed for emergency contact on the registration card (Policy JBD). Parent must come into the office to sign student in or out.

Be **C**⁰**O**⁰**L** – Be in SCHOOL!

Student Absences and Excuses

The board believes that attendance is a key factor in student achievement. Any absence from school represents an educational loss to the student. However, the board recognizes that some absences are unavoidable.

Any student who is absent from school must present a written excuse, signed by his/her parent or legal guardian. The excuse will contain such other information as directed by the administration. Student excuses are considered to be a part of student records, and such excuses will be processed by those school-based employees designated to administer attendance regulations and will be provided to other staff who have a need to know.

If a student fails to bring a valid excuse to school within five days, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, his/her teacher must refer the student to the school administration for appropriate action.

The district will consider students lawfully absent under the following circumstances.

- They are ill and their attendance in school would endanger their health or the health of others.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- They are traveling or attending events that the principal approved in advance as an education experience.
- Emergencies and/or extreme hardships at the discretion of the principal.
- Other lawful absences are explained in administrative rule JH-R. Chronic or extended illness requires a certification of the illness from the physician or other health care provider. Such statement will become a part of the student's health file and will be placed in the permanent record. A statement from a physician or other health care provider may be required for the temporary illness of the student or for a death or serious illness in the student's immediate family.

The district will consider students unlawfully absent under the following circumstances.

- They are willfully absent from school without the knowledge of their parents.
- They are absent without acceptable cause with the knowledge of their parents.

Tardies

** Tardies start over at the beginning of each semester.

The following consequences will be administered:

1 st	Recorded/notified verbally	6 th	2 days ISS
2 nd	Lunch detention	7 th	1 day OSS
3 rd	After School Detention	8 th	2 days OSS
4 th	After School Detention	9 th	3 days OSS
5 th	1 Day ISS	10 th	Expulsion may be recommended

Intervention

The district plan for improving student attendance will include, but not be limited to, the following.

- Establish reasons for excessive absences.
- Identify a method to resolve cause of unlawful absences, i.e., influence change in environment, group and/or individual counseling, parent conference and others.
- Notify the attendance supervisor immediately in writing, with a copy sent to the area assistant superintendent, for appropriate action under state attendance regulation in the event unlawful absences continue.
- Maintain evidence of intervention activities, e.g., copies of letters to parents, intervention plans, etc.

After three consecutive unverified absences or five random unverified absences, school officials will attempt to notify the parents by letter to schedule an intervention conference. If parent/guardian fail to schedule or attend the conference, a home visit will be made by the Aiken County Attendance Supervisor. School officials will identify the reasons for the child's continued absence and develop a plan in conjunction with the student and the parent to improve future attendance. The board of trustees designates the principal of the school to promptly approve or disapprove any student's absence of more than 10 days.

After an Intervention Plan has been established with parent as well as student, a copy of the plan will be sent to the attendance supervisor. If there are any other unlawful absences after plan is in place, he/she will be immediately referred to the attendance supervisor for being habitually truant.

After 10 unlawful absences, school officials will notify the parent of the absences. School officials will review the plan for improving attendance with the parent and student and reclarify the consequences of continued absences. The district will refer students who continue to be absent from school unlawfully to the family court. In addition, the principal will be responsible for implementing and expediting the homebound program for students experiencing a prolonged illness or injury requiring them to be absent from school.

Routine scheduled visits for dental/medical/ mental health

Students who require routine periodic visits to their orthodontist, dentist, physician, mental health specialist, health department specialist and other health-related professionals should schedule their appointments at other than instructional time. If such visits are required during the school day, they will be scheduled at varying times. Lawful absences for these purposes are not to exceed five during the school year.

Late buses

Students who are late to class or school due to tardy arrival of school buses will not be counted absent or tardy.

Court appearances

Student absences resulting from required court appearances will be considered as lawful.

Make-up work

Teachers will permit students to make-up work missed during an absence as long as the student makes appropriate arrangements with the teacher no later than the student's fifth day back at school. Assignments must be requested the day prior to pick-up to allow sufficient time to have the assignments to the office by 3:00 p.m. Assignments may be picked up from the office between 2:30 p.m. and 4:00 p.m. or during regular school hours any day after that.

IT IS THE STUDENT'S RESPONSIBILITY TO CHECK WITH HIS/HER TEACHERS ABOUT MAKE-UP WORK.

Homebound instruction

Parents who anticipate a student's absence of more than five consecutive days due to an extended health problem should apply immediately for homebound instruction by calling the school guidance office. A student on homebound instruction is not counted absent.

LEAVING SCHOOL GROUNDS

Students cannot leave the school grounds during school hours without permission from a parent/guardian or from administration. (For those who ride school buses, this means from the time the bus arrives in morning until it departs in the afternoon). Students absent from a class or school without permission will be suspended.

~ INTERNET ACCEPTABLE USE POLICY ~

(Internet and Other Electronic Media and On-Line Connections)

Technology is a vital part of education and the curriculum of the district. In an effort to promote learning and expand educational resources for students, the district has made arrangements to provide worldwide electronic on-line connection access to students and staff. While the Internet will be a primary on-line source, this policy and any implementing administrative rule are intended to cover the use of the district's computer-related electronic on-line connections, generally, as well as the district's computer hardware and software. Reference to "Internet" as used herein will be construed as a term of convenience to cover the intended scope of this policy. The district's goal in providing this service is to promote educational excellence by communication, innovation and facilitation in sharing of teaching and learning resources. Access to such "electronic highways" connecting millions of computer users all over the world will allow district students and staff the opportunity to communicate with others on a global level and access educational materials worldwide. It will also enhance professional development for staff.

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials not suitable for students. To that end, the district administration is directed to develop appropriate guidelines governing the use of district computers to access the Internet.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents must sign a permission form to allow students to access the Internet. Students also must sign a form in the Code of Student Conduct acknowledging that they have read and understand the acceptable use policy and administrative rule, that they will comply with this policy and rule, and that they understand the consequences of violating this policy or rule. District staff must sign a similar acknowledgment form before they will be allowed to access the Internet. Inappropriate use by any person will not be tolerated.

Adopted: 11/12/96, Revised 1/8/02 The School District of Aiken County
File IJNDB-R

~ INTERNET ACCEPTABLE USE POLICY-Administrative Rule ~

(Internet and Other Electronic Media and On-Line Connections)

I. Purpose and Scope

This Administrative Rule is adopted to implement the School District's Internet Acceptable Use Policy. While the Rule primarily addresses utilization of the Internet and other electronic on-line connection services, it also applies, where appropriate, to the general use of District-owned computer hardware and software.

II. Terms and Conditions of Use

A. Acceptable Use

The purpose of the School District's decision to provide Internet access is to allow an expanded opportunity for education, research, and professional development by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational and staff development objectives of the School District. Use of any organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or student involved.

B. Procedures for Use

1. Employees may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the Internet only under the supervision of designated staff. No students may access the Internet without permission.

III. Rules Governing Use

The following guidelines for acceptable use shall be applicable.

- A. Users are expected to employ appropriate net etiquette; profanity, vulgarity, or abusive, inappropriate language is prohibited. Illegal activities are forbidden.
- B. Users are not to reveal their personal address or phone number or that of other individuals, students, or colleagues.

C. Users are not to use another school's or individual's account without written permission from that individual.

D. Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software or the data of another user, and creating, uploading or downloading computer viruses.

E. Users should consider all communications and information accessible via the network to be private property. All quotes, references, and sources should be cited.

F. Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting, and harassing words, and other materials which may cause a substantial disruption of the academic environment.

G. Users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet. Users are not to disrupt, harass, or annoy other users.

H. The system is not to be utilized for financial or commercial gain or for personal use other than professional activities

IV. Penalties for Improper Use

An employee who violates the terms of this Administrative Rule will be subject to disciplinary action consistent with the nature of the offense, including suspension or cancellation of Internet privileges. Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the District's Code of Student Conduct. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents (if the user is a student) will be responsible for all such costs.

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