

**ALBERTVILLE CITY SCHOOLS  
STUDENT  
ACCEPTABLE USE POLICY**

The Albertville City School System provides technology to support teaching, enhance learning, and improve productivity. All Albertville City Schools' students are required to comply with the provisions herein. The use of technology in the Albertville City School System is a privilege, not a right. Students are responsible for their conduct when using Albertville City School System technology. Staff must supervise student use of technology at all times.

**Definitions**

As defined in this policy, the term technology includes, but is not limited to: all computers; printers, scanners, peripheral equipment; networks; Internet resources, including production of Web content, all forms of Web-based synchronous and asynchronous communication including electronic mail, and file transfer protocol; multimedia, video, laser, cable, TV, telephone, and fax equipment; language lab equipment; all software and files, including all user files generated from the use of the resources listed herein; as well as the supplies used to maintain technology.

**Technology Use**

Before students will be allowed to use any of the district's technology, parents and/or guardians of all students must sign and return the Acceptable Use section included in the Albertville City School System's *Student Handbook* at the start of each school year.

Students in Grades 5 through 12 must also sign. Signature indicates understanding of this policy, and acceptance of liability for damages resulting from the intentional disregard of this policy. Students in grades 5 – 12 may not log in under a generic or shared password unless there is an extenuating circumstance.

Staff will enforce this policy. Students in their charge who have not returned the appropriately signed Acceptable Use section included in the Albertville City School System's *Student Handbook* will not use the Albertville City School System's technology.

**Internet Use**

The Internet contains a rich collection of educational resources which can enrich and extend instruction. Because it is an unregulated

worldwide medium that is always growing and changing, it is the responsibility of Albertville City School System employees to ensure that students can make use of this resource safely and responsibly. Albertville City School System uses an Internet content filter that is compliant with the Child Internet Protection Act (CIPA), in that it blocks material that is obscene, pornographic, and in any way harmful to minors. All use of the Internet is monitored. Each student must take responsibility for his or her actions online.

Any attempt to-

- visit inappropriate web content,
- download files with or to Albertville City School System equipment,
- upload files to a site not approved by the Albertville City Schools, or
- communicate with anyone in an inappropriate, harassing or threatening manner

Will result in immediate revocation of computer privileges as well as possible disciplinary and/or legal action.

### **Technology Code of Ethics**

- ✓ Students should respect the school's property. All technology is the property of the Albertville City School System. No one is to intentionally move, damage or tamper with district technology.
- ✓ Students should use technology for school-related, educational activities.
- ✓ Students should be courteous and use appropriate language. Do not harass, threaten or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity or obscene, explicit or offensive material.
- ✓ Students should protect their privacy and safety by not disclosing personal information such as your telephone number, address, location or password. Use only the password assigned to you. You are not allowed to use anyone else's password to access Albertville City Schools' technology. Students will be held responsible for activity on their account.
- ✓ Students should recognize and respect the intellectual property of others, including work and materials found online.

Students should not attempt to view, seek, obtain, or modify information, or data or passwords belonging to others users.

- ✓ Students should adhere to Federal copyright laws and publishers' licensing agreements.
- ✓ Do not attempt to install software or download files for non-educational purposes using the Albertville City School System technology
  
- ✓ Students should respect the integrity of the Albertville City School System's network. Do not attempt to circumvent or disable security measures including Internet filtering methods.
- ✓ Students should report user misconduct, suspected viruses and technical problems to your teacher immediately so that action can be taken to minimize possible damage to technology.
- ✓ Students should notify their teacher or other school personnel when they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.
- ✓ Students should use technology responsibly. Consider the needs of others when using shared or networked computers, printers, or other technological resources.

### **Violations of the Technology Code of Ethics**

Violations of the Technology Code of Ethics may result in loss of access to technology, disciplinary and/or legal action, including any resulting financial liability.

### **DEFINITION OF DISCIPLINARY TERMS**

#### **Before and After School Detention**

The principal or his/her designee has the authority to assign students to a designated area (for detention) on campus before the start of the school day or at the end of the regular school day for a reasonable and specified period of time as a disciplinary action. Students will be given a one-day notice of their detention assignment. If Before School Detention or After School Detention is not completed in a timely manner, In-School Correction may result.

The parent/guardian is responsible for providing transportation in these cases.

#### **Disciplinary Probation**

Disciplinary probation is a period of time specified by the principal or his/her designee during which a student must correct his/her behavior while abiding by all regulations that govern student behavior. The principal or his/her designee has the authority to place a student on disciplinary probation for a reasonable and specified period of time. The staff members involved in the action will assist in monitoring the student's adjustment to the school environment.

### **In-School Correction Program**

In-school correction is a structured disciplinary action in which a student is isolated or removed from regular classroom activities but is not dismissed from the school setting. The principal or his/her designee has the authority to assign students to the in-school correction program for a reasonable and specified period of time. The principal and staff will determine the scope of the in-school correction of their respective schools. Students assigned to ISC are to report to the designated area at the beginning of the school day. If students fail to report at the appropriate time, they will be assigned an extra day.

### **Work Assignment/Community Service**

The principal or his/her designee has the authority to assign supervised activities related to the upkeep and maintenance of school facilities as a disciplinary action for a reasonable and specified period of time. Work assignments are not intended to interfere with any student's regular class schedule. The parent(s) or guardian will be responsible for providing transportation in these cases. The parent(s) or guardian will be notified prior to the student's placement in a work assignment.

### **School Bus Suspension**

The principal or his/her designee has the authority to deny a student the privilege of riding a school bus based on the misconduct of the student. This action will be for a reasonable and specified period of time.

### **Physical Restraint**

The principal or his/her designee has the authority to use reasonable physical force to restrain a student from abusing or attempting to abuse himself/herself, other students, teachers, administrators, parents, guardians, or other staff members. This action may be taken when necessary to maintain discipline or to enforce school rules. This

must be done in a reasonable fashion to protect all parties involved. Law enforcement officials may be called to assist in the enforcement of this action.

### **Corporal Punishment**

The Board believes that corporal punishment is seldom necessary for the resourceful educator. If such punishment is required, it must be administered with extreme care, tact and caution and then only by the principal or assistant principal. No student shall be punished by corporal method unless it is done in the presence of the principal or another staff member.

### **Alternative School**

Alternative School is a placement disciplinary action in which a student is removed from the regular classroom setting after committing a violation of Class IV offences or any other offenses that may result in a recommendation to the Board for expulsion or long term suspension. In lieu of such long-term suspension or expulsion the Board may assign the student to Alternative School. Such assignment must be a nine week period or greater. Course work and credits are provided in the alternative setting. Assignments and testing will be provided by the alternative classroom teacher.

The local school principal has the authority to place a student in Alternative School for ten (10) days for certain disciplinary problems.

The following are reasons the principal may elect to use this placement:

Third offense for possession or use of tobacco during any school year.

The second offense for fighting during any school year.

Fourth offense of any direct or non-direct use of profanity during any school year.

The second offense for profanity directed toward an ACS employee during any school year

Possession of a pocket knife with intent to use during any school year.

Third offense of theft during any school year.

Continued discipline problems after all attempts of school action has been administered. Any alternative school placement should be preceded by a parent meeting to help correct the problems.

***This list is not exhaustive.***

***When an alternative school placement is used, a certified letter will be sent to the guardian and a phone call will be attempted.***

***Information will be provided regarding the placement.***

Within three (3) school days, after alternative school placement by the principal, the principal will inform the Superintendent in writing and enclose all attendance, discipline and academic papers on STI.

**If a student is placed in Alternative School by the principal and refuses to go, they will be suspended pending a meeting with the Superintendent and BOE.**

Any absences incurred during alternative school placement will be added to their days.

Any offense deemed a Class IV action, will be referred to the Superintendent for possible BOE action.

If a student is placed in Alternative School by the BOE and refuses to go, the student will be expelled.

#### **Administrative Hearing**

The Superintendent or his/her designee will review recommendations from principals for expulsions and request a conference with the person(s) involved, which may include principals, teachers, parents, guardians and students to determine whether the expulsion recommendation is valid.

#### **Board of Education Hearing**

The Board of Education hearing involving expulsion recommendations will be conducted in accordance with Board of Education policy.

### **SUSPENSION OF STUDENTS**

#### **Authority**

The school principal or his/her designee has the authority to suspend students from school.

#### **Notification**

Prior to suspension the student will be made aware of the charges and given an opportunity to respond to them. If the student's suspension is to begin the following day, written notice will be sent to the parent(s) or legal guardian(s) stating the reason(s) such action was taken. In the event of an immediate suspension of a student, the parents(s) or legal guardian(s) shall be notified and the student

released in their custody, or with their knowledge. In the event that the parent(s) or legal guardian(s) of the student cannot be located and an immediate suspension is required, without the necessity of contacting juvenile or law enforcement authorities, the principal or authorized official of the school can remove the child from the school grounds to the location of the parent(s) or legal guardian(s). If the parent(s) or legal guardian(s) are not found, written notice will be given to the parent(s) or legal guardian(s) of the action taken by the school, within 24 hours. Due process will be given to all students. Immediate suspension of a student is justified when the student's presence would threaten other students or himself/herself, endanger school property or seriously disrupt the orderly education process. Principals are given the authority to have the law enforcement agency remove uncooperative students.

### **Length**

The suspension of a student is not to exceed ten (10) days except as follows:

1. Any student who has been determined eligible for special education may be suspended, but all procedural safeguards must be adhered to as set forth in the Individuals with Disabilities Education Act and Board policy.
2. If an incident of violation causes the principal or his/her designee to recommend the expulsion of a student, the suspension shall remain in effect until such time that action upon the expulsion is completed.

### **Terms**

1. During the suspension period, suspended students shall not attend school functions; enter school property nor ride a school bus, for any reasons.
2. When a student is suspended from school, he/she is not eligible to enroll in any other school until such time that he/she is reinstated in the school from which he/she was suspended unless given permission from the principal.
3. A student who has been suspended from any school, regardless of school system, is not eligible to enroll in the Albertville City School System until such time that he/she is eligible to be reinstated in the school from which he/she was suspended.