



**OABCIG High School
Teacher Handbook
2018-19**

EQUAL EDUCATIONAL/EMPLOYMENT OPPORTUNITY

It is the policy of the *Odebolt Arthur and Battle Creek/Ida Grove School District* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact

Doug Mogensen

OABCIG Elementary – Odebolt Principal

600 South Maple Street

Odebolt IA 51458

[712-668-2827](tel:712-668-2827)

Email: dmogensen@oabcig.org

Alan Henderson

OABCIG Elementary – Ida Grove Principal

403 Barnes Street

Ida Grove IA 51445

[712-364-2360](tel:712-364-2360)

Email: ahenderson@oabcig.org

This agency shall provide program activities, a curriculum and instructional resources, which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are represented. A fair and supportive environment will be provided for all students and employees regardless of their race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status

Inquiries or grievances related to this policy may be directed to the Affirmative Action Coordinator, listed below, or; to the Director of the Iowa Civil Rights Commission in Des Moines; the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

The Affirmative Action Coordinator for both districts:

NAME: Alan Henderson, Elementary Principal, OABCIG Community Schools

OFFICE ADDRESS: 403 Barnes Street, Ida Grove, Iowa 51445

PHONE NUMBER: (712) 364-2360

OFFICE HOURS: Monday-Friday, 8-4

Provisions for all Employees

Employees shall become familiar with all provisions of building and district faculty handbook, student handbook, and other rules and regulations of the school district.

Student Conduct - Responsibility of all Staff

The conduct and control of students is the responsibility of all teachers in the building and on the school grounds. Teachers should exercise control beyond the confines of their classroom or activity. Student behavior will change with continued positive encouragement from the teachers and staff.

Supervision and Responsibilities

Never leave the area for which you are responsible, this would include class time. If you have students in the room, you should be in the room. If you have an emergency, call the office or have someone cover for you.

Between classes, teachers should step out into the hallway, but be ready to commence class at the designated times. You are responsible for being where you are assigned.

Discipline

Discipline or classroom management is built on the basis of mutual respect and getting to know your students. Teachers should always respect students and treat them in the way you would like to be treated or the way you would like your own children treated by other teachers. It is important that we communicate with parents regarding their child's behaviors.

Any detentions assigned will be served with the teacher issuing the detention. It would be beneficial to document each instance. Reminder that any detention should be served within 2 days, if not, it is doubled. If not served within 2 days after doubling it becomes an In-School-Suspension. Please let me know immediately if the detention becomes doubled.

If it becomes necessary to send a student to the office, please inform the office that the student is coming. Please provide information to the office as to why the student was sent.

Some general thoughts:

- Have all students remain in assigned seats until you dismiss the class. Please do NOT allow students to line up by the door or stand outside the door.
- Avoid "spur of the moment" discipline. There is nothing wrong with delaying a decision for a reasonable period of time.
- Think before you act or threaten.
- The best discipline is handled one on one, not in front of the class.
- Support all school members. If you put other staff or students down in front of the students, you are not being respectful and are being subversive to the whole school.
- Want an organized student? Demonstrate it by being organized yourself. Clean, organized work area is a great example.
- Be consistent.

Practices and Use of the Facilities

Whenever it is necessary to practice with the students at night, only those who are directly involved with the activity should be admitted to the building. Students must never be admitted without a teacher/staff member in charge. Custodians cannot be expected to assume responsibility for student supervision. If students are on 'break' from your activity or practice, make sure they stay in the practice area; they are not to roam the building.

Teachers should never give their school keys to students. Arrangements for building use involving students after school hours are to be cleared through Mr. Allen's office. Scheduling in advance should avoid conflicts and responsibility for the building can be determined in advance. Please note that just because you are first on the calendar does not mean your activity takes precedence (i.e. athletic events are often scheduled 2-3 years in advance, while they may not be on the calendar, they are still scheduled for specific dates)

Athletics and Activity Supervision

The supervisor is required to be present from the time the first student arrives until the last student leaves the parking lot. Never leave students in the school buildings without supervision.

Substitute Teachers

When you need to have a substitute teacher for illness, etc:

1. Contact the principal, or secretary, prior to **6:30 AM**, on the day to be absent.
2. Have complete plans available for daily lessons.
3. All contacts for substitutes will be made through the Principal's office.

Please complete a Substitute Information folder at the beginning of the school year and keep it updated with the change of each semester. A list of necessary items for this folder will be provided. This sub folder will remain in your room so it can continually be updated and in a location in which it can be easily located.

Procedures for Reporting Student Progress

Progress Reports:

- Completed at mid-term of each quarter, dates listed below:
1st quarter - September 26
2nd quarter - November 28
3rd quarter - February 13
4th quarter - April 17
- All progress reports provided to the office should include current grade, grade report and a list of those students on the D and F list.
- JMC MUST BE UPDATED WEEKLY

Parents should also receive positive communications about their child. This goes a long way in developing positive relationships with students and their parents. Work with our At Risk Coordinator to get parents involved early if students are struggling in your classroom.

Lesson Planning

Teachers should utilize APL strategies such as bell-ringers, and posting learning goals. Learning goals are not an agenda for the day, but are expected outcomes for student learning. Teachers are expected to plan and maintain long-range and short term planning. Weekly lesson plans are expected to be maintained and readily accessible if needed by an administrator, or sub, at the start of each week. Focus on teaching and assessing for understanding the process.

Grading Scale

The following is the grading scale adopted by the OABCIG Boards of Education. Students should be informed in writing on the first day of class how they will be assessed and graded. A copy should be posted in the classroom.

100-93	A
92-90	A-
89-86	B+
85-83	B
82-80	B-
79-76	C+
75-73	C
72-70	C-
69-66	D+
66-63	D
62-60	D-

All teachers are expected to use JMC for grades. All semester tests each semester should be kept for a minimum of 3 weeks.

Teachers are to keep grades up-to-date a minimum of once per week, including any late work. It is better for teachers, students, parents and education in general to keep grades up on an ongoing basis.

If a student is receiving an F in your classroom contact the parents weekly. While we hope parents would be checking regularly, we know that will not always happen. Contact early, and contact often.

Success – Time should be used productively, should be a **quiet** study time. Emphasis on **QUIET**.

1. Seniors – Seniors will be part of success for the 2018-19 school year. They may have the ability to earn open campus for the 2nd semester.
2. Students will be allowed to use technology, but will need to be quiet doing so. This means the use of headphones etc.
 - a. Students on the D/F list will not be allowed to use their phones during this time and should be monitored that they are working on homework. Please make students aware of this during the first few days of school.
3. **We will work to provide upper class mentors and tutors to help freshman.**
4. Students **MUST** check in to their own success prior to moving to another group and be in their normal success for the first five minutes, students will then be able to move to another group if that teacher has give the student permission. This can be done with a pass, a phone call or email
5. Groups will be kept the same over time, with mixed grade sections.
 - a. Those students who are consistently experiencing academic difficulties in a certain subject will be moved to that teacher to receive additional supports.
6. Staff members will update JMC on a weekly basis
 - a. The D/F list will be checked the first day of the week at 8:30 to determine who is on the list. If you are on that list you will not be able to use technology during that week unless you are working directly with a staff member

Semester Tests

Teachers will administer semester tests during classes near the end of each semester. The semester test will count as 10%-20% of the semester grade and each quarter grade will count as an equal part of the semester grade.

- If a project is the final for the semester, students are required to attend class during the designated semester test time. Teachers are expected to have an activity or assignment during the testing time if not giving a written semester test.
- Expectations are that semester tests are given on the designated days unless otherwise approved by the administration. Individual accommodations can be made on a student-by-student basis.
- We will once again have an Iowa Assessment Incentive involving Semester Tests

Parent-Teacher Conferences

Parent/Teacher Conferences will be held twice yearly. These dates are:

- Monday October 29th and Thursday November 1st.
- Tuesday/Thursday, March 19 and 21

There will be no school on Friday, November 2 and Friday, March 22 to make up time for conferences. These days are non-contract days.

Special Education Teacher Collaboration

It is very important for the general education teacher and the special education teacher meet and discuss the education of those students whom they share and maintain open lines of communication. We all have the responsibility of ensuring all students are given the best education possible.

The general education teacher and the special education teacher must work together to provide for the best education for all students. Please keep the special education teachers informed as to the progress of special education students and provide them with the supporting materials they need. Some students will need to have accommodations and modifications made for them to be successful in the general education classroom.

The Special Education Department will let you know which students in your classroom are special education students and the needed modifications. An information sheet on each special education student is on file in the SPED Room.

Professional Learning Communities (PLCs)

PLCs are designed to enhance the educational program by providing time for teachers to collaborate on professional development, student progress, and other curriculum related issues. PLC's will be implemented during Professional Development, and many other times during the year.

Assignments and Homework

Homework assignments are necessary. There is a delicate balance between homework and allowing time in class to do assignments. Research tells us that busy-work types of assignments do not promote learning. Therefore, the assignments should be meaningful, what is meaningful to you, and what is meaningful to students might differ. **FOCUS** on higher-level thinking. Things such as word finds, fill in the blank, cross word puzzles are very low level and should be limited if used at all. Reflect upon the type of homework you are giving. Is it worthwhile? Do students view it as worthwhile? Do you find certain assignments that have a high rate of late, or non-complete work? How does the assignment benefit the student academically?

Textbooks

All textbooks should be labeled. Each new book should be assigned a number corresponding to the year purchased, i.e. 13-1; 13-2, etc. Textbooks are to be checked out to students. Students are to place their names in the book and the teacher should keep a record of the book numbers distributed to students. Please stress the importance of students signing their name in the book, as it is easier to return if we know whom it belongs to.

Damage, misuse, or abnormal wear of books will be charged to the student. If lost (new) - full price of new book; 1 - 5 years old - \$50, 6-10 years old \$25, over 10 years old \$10. Damaged books (still usable) – hardbound - \$1.00 to \$5.00, paperback - \$.50 to \$1.50.

Building Use

It is the responsibility of each teacher to report to the office all cases of abuse to the building or equipment. A clean environment makes for a more positive climate. Before leaving your room, see that it is in proper order, windows closed and locked, lights off, and shades adjusted. Over the years custodial hours have been drastically reduced in this building. Please do your part to keep your room neat, and organized. If you make a mess in the teacher workroom while eating please clean it up.

If you need to use the building/facilities for a special activity you are required to fill out a building usage form, which can be found in the HS office.

Please make sure to check doors, windows, etc if you are in the building after hours.

Forms

All necessary forms (paperwork) can be found in the HS Office. These forms would include: Absence Reports, Transportation Requests, Purchase Orders, Green Sheets for recording collecting of money from students, Travel Claim Form, Accident Report, PE Waivers, Use of School Facilities Form, Print Shop Requests, Deficiency Reports, Disciplinary Reports, Fund Raiser Requests, and Workman's Comp Report.

Please make sure to complete all paperwork in a timely manner.

The Absence Form covers all reasons for being gone. This could include health related, personal, bereavement, etc. Your allowed days of leave are all covered in the master contract.

Injury and First Aid

In case an accident of a minor nature occurs, first aid materials can be found in the office.

All injuries, both major and minor, should be reported to the office immediately. Common sense should dictate how the injury is reported. This can be done by a call to the office, sending a student to the office, or sending the injured student to the office. The office will contact parents, doctor or hospital as needed. A Report of Injury Form should be filled out and filed in the office. Injury report forms are available in the office. Please be as specific as possible on these forms for liability purposes.

Blood Contact: The district has procedures designed to deal with bleeding incidents. Teachers should contact the office if a bleeding incident occurs that the student cannot handle on his/her own.

AED's (Defibrillator) can be found in the gymnasium in case of emergency

Co-Curricular Activities

Activities are important to the overall development of our students. There will be times when students will miss school because of an activity. These times will be kept to a minimum, but we will occasionally need your cooperation to allow students to be gone or dismissed early. Your support is appreciated.

Class and Activity Sponsors

All activities should be cleared by the administration before they are scheduled. Also, any activity that requires monies through fundraising, selling or soliciting of funds, etc., must be approved by the administration.

Do not allow the students to use charge accounts. Plan ahead and file a request for the money before the goods are purchased. All purchases need to have prior approval from the principal. If it is necessary for a teacher to use a charge account, sign the ticket and fill out a requisition form. If cash is paid, an expense form should be completed with the receipt attached.

All money collected should be turned in to the office immediately and deposited daily!
Under no circumstances should teachers store money in their classroom!

Good Conduct Policy

If you witness a student purchase, or use, alcohol or tobacco products please report it to the office.

Attendance

Attendance should be taken by the teacher each class period as soon as possible. Attendance will be taken by the teacher and recorded in JMC. Please make sure you have class listed printed and available for subs when needed.

Announcements

Please e-mail all items you want in the daily bulletin to the office by 8:30 AM. Please email the announcement as you would like it in the bulletin. Please put "announcement" in the subject line. Announcements will be emailed to students each morning.

School Calendar

Mr. Allen will keep the “Master” calendar. All events must be recorded on this calendar. Please schedule your event with him. It will be advantageous to schedule events as soon as possible.

Copiers

There are two copiers available in the building: one in the library and one in the office area. You will be assigned a code that will allow you to access both copiers.

Visitors

If you see someone in the building that you do not recognize, please ask if they need help and direct him or her to the office.

Telephone Use

Mrs. Tromp will take messages and deliver them to you via email, or in person, depending upon the content of the message.

Miscellaneous

- Wednesday of each week is set-aside for family night. ALL students need to be out of the building prior to 6:00 on Wednesday evenings.
- Be sure to close and lock all windows and turn off all lights in your room before leaving for the night. Also lock classroom doors whenever you leave your room.

Tornado Drills and Tornadoes

Teachers are to keep students calm and quiet during this time. General locations for each classroom should be posted by the door in each room, in large enough print to be visible from a distance. It is your responsibility to have these posted! (See last page for dates of both Tornado and fire drills)

Tornado drills will be signaled by short continuous rings of the bell system. Two drills are required each semester.

Fire Drills and Fires

All students and staff should exit by the route designated for their room. Please make sure the exits are posted and that students are informed. Teachers and students should not take time to close windows, please exit immediately. Teachers are to keep students calm and quiet during this time. Fire drills will be announced by the fire alarm system. Two drills are required each semester.

Cell Phone Policy

In the classroom cell phones should be turned off and put away. Students should place phone in backpack, bag, or pocket. They should not be out unless instructed by staff member. If student is using their phone without permission it should be taken and brought to the office where student can pick up at the end of the day. Phones may be used during lunch and passing time. Set a great example, **STAY OFF YOUR PHONE DURING THE DAY.**

Chromebook Distribution

Student computers will be distributed prior to the start of the school year.

Computers

Reminder that all emails you send from a school computer, as well as your browsing history, are subject to open records law. So, be careful what you email, and where you browse.

Beyke, Kate	Art	Mauritz, Benjamin	Band
Bleckwehl, Kim	Transportation	Miesner, Jeff	PE
Boger, Morgan	At-Risk, Math	Nielsen, Andrea	FCS
Broderson, Pat	Custodian	Nieman, Randy	Social Studies
Brown, Kurt	Business	Nollen, Jeff	Custodian
Brown, Steve	Social Studies	Otto, Kaye	Language Arts
Chizek, Megan	Math	Pedersen, Jacob	Vocal
Chizek, Travis	Math	Rasmussen, Donna	Special Education
Conover, Sheri	Para	Renze, Mary	Kitchen
Eason, Melanie	Para	Sadler, Carol	Science
Eisele, Erik	Spanish	Schiernbeck, Shelly	FLEX
Foreman, Ashley	Language Arts	Spetman, Heather	Special Education
Hadden, Kari	Business	Spotts, Jeff	Student Services
Hartwig, Byron	Industrial Tech	Rohlf, Angie	Para
Hoefling, Mistaya	Curriculum	Tromp, Tasha	Administrative Asst.
Iverson, Allison	Para	Uhl, Sharon	Para
Johnson, Tyler	Social Studies	Walter, Roger	Maintenance
Jurgensen, Kariann	Language Arts	Weeda, Julie	Technology
Komarek, Angie	Kitchen	Wells, April	Special Ed, At-Risk
Linman, Vicki	Kitchen	Weber, Paul	Science
Loger, Amanda	Para	Whitney, Paige	Ag
Lund, Susan	Para - STC		
Maass, Susie	Science		

Bullying

According to the State of Iowa the definition of harassment and bullying in the law is: “Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
- Has a substantially detrimental effect on the student's physical or mental health;
- Has the effect of substantially interfering with a student's academic performance;
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A reminder to be vigilant in your monitoring of actions which students would perceive as bullying. While there is a difference in rude, disrespectful or mean behavior and bullying, it is still important to work to reduce those types of behaviors. In past surveys students have stated this type of behavior happens most frequently in the hallways between classes. The best way to stop it is to be visible.

Child Abuse Policy

IDENTIFYING AND REPORTING CHILD ABUSE

It is Iowa state law and the policy of the OABCIG School District that any licensed employee, certified para-educator, instructor employed by a community college, or holder of a coaching authorization, who has a reasonable belief that a child under the age of 18 has been abused, as defined by law, by a person responsible for the care of that child, as defined by law, shall report the suspected abuse verbally to the Department of Human Services (DHS) within twenty-four hours, and follow the verbal report with a written report on appropriate forms. In addition, any licensed employee, certified para-educator, instructor employed by a community college, or holder of a coaching authorization, who has a reasonable belief that a child under the age of 12 has been sexually abused by anyone, shall contact the Department of Human Services and report that suspicion as well.

The reporting of suspected abuse by non-licensed employees is encouraged.

The failure on the part of an employee who is a mandatory reporter to make a report as required by law may subject the employee to disciplinary sanctions up to and including discharge.

It is also the policy of the OABCIG School District that reports of child abuse remain confidential as required by law.

The OABCIG School District will provide the training for employees as required by law in the identification and reporting of child abuse within six months of initial employment. Within one month of initial employment, the school shall also provide each new employee who is a mandatory reporter with the legal requirements of child abuse reporting.

The OABCIG School District administration and staff will cooperate fully with DHS personnel in conducting a child abuse investigation by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purpose of interviews. The OABCIG School District recognizes that it has no obligation to contact the parents or guardians of a child suspected to have been abused.

PROCEDURES FOR INVESTIGATING ALLEGATIONS OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

It is the policy of the OABCIG School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. Any school employee who commits such acts is subject to disciplinary sanctions up to and including discharge.

It is the policy of the OABCIG School District to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process.

The OABCIG School District has appointed a level-one investigator(s) and alternate(s), and has arranged for or contracted with a trained, experienced professional to serve as the level-two investigator. The level-one investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of the OABCIG School District.

The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education (Chapter 102) to carry out this policy.

Drills for the 2018-19 School Year

Fire Drills

September 7 – 2:53
September 28 – 8:15
March 7 – 3:27
April 18 – 8:15

Tornado Drills

October 5 – 2:53
October 25 – 8:15
March 15 (depending upon severe weather awareness county drill)
May 3 – 8:17

EMPLOYEE TECHNOLOGY AND INTERNET USE (OABCIG TECHNOLOGY HANDBOOK FOR STAFF)

Internet and Online Policies

The OABCIG Community School District recognizes the role of technology in preparing students for success in life and work in the 21st century. It also requires students and staff to learn to use the District's technology resources appropriately. To that end, the District will provide students and staff with appropriate access to its network; including the Internet and other resources available through it. A majority of the sites available are highly respectable and of value from a research point of view, which is why we are making this tool available.

We have taken steps to try to prevent intentional access to some of the sites that are not considered to be appropriate, but with the growth of the Internet there are new sites popping up all the time and we cannot provide total isolation from the unsuitable sites.

The purpose of the District's network is to support and enhance education. Uses that might be acceptable on a personal account on another system may not be acceptable on the District's educational system. Appropriate uses include instructional activities and assignments, as well as professional or career development activities.

We do expect that the students and staff of OABCIG will hold themselves to a higher standard of conduct and use their Internet and Online access for an educational research tool. The following is a list of OABCIG Internet and Online guidelines; they may be amended as the need arises:

- The use of the District network and access to the Internet is a privilege, not a right.
- Users will be held responsible for their actions when using the network.
- As a user of the Internet, you 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.
- You should adhere to online protocol:
 - Respect and follow all copyright and license agreements.
 - Cite all quotes, references and sources.
 - Remain on the system only long enough to get needed information, and then exit the system.
 - Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- You shall not intentionally access, download, or send 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; or will cause the commission of unlawful acts or the violation of lawful school regulations.
- If you gain access to any service via the Internet, which has a cost involved, or if you incur other types of costs, you will be responsible for these costs. You should be aware that network storage areas might be treated like school lockers. Network administrators/staff members may review files and communications to maintain system integrity and insure that users are using the system responsibly. Do not expect that files stored on the district server will always be private.
- Inappropriate uses will result in suspension or revocation of user privileges and/or other disciplinary action.
- User activity, which is an apparent violation of law, may be disclosed to law enforcement authorities or other third parties without prior consent of the offending person.
- Demonstrated intent to violate this policy may be considered the same as an actual policy violation.
 - (Demonstrated intent means evidence of actions that, if successful or if carried out as intended, would result in a policy violation.)

Additional Employee Technology Use Rules

The OABCIG Community School District provides computers, networks and Internet access to support the educational mission of the district to enhance the curriculum and learning opportunities for students and staff. All OABCIG computers and technology tools remain under the control, custody and supervision of the school district.

- The school district reserves the right to monitor all activity by employees.
- Employees have no expectation of privacy in their use of school technology.
- Employees are to utilize the school technology, networks and Internet services for school-related purposes and performance of job duties.
- Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.
 - "Incidental personal use" is defined as use by an employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable district policies, procedures and rules.
- The intent of these rules is to provide employees with general requirements for utilizing the school's technologies, Internet, and networks. The School Board rules may be supplemented by more specific administrative procedures and rules governing day-to-day management and operation of the systems.
- These rules provide general guidelines and examples of prohibited uses for illustrative purposes but do not attempt to state all required or prohibited activities by users. Employees who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the system administrator.
- Failure to comply with Board policy, these rules and/or other established procedures or rules governing technology use may result in disciplinary action, up to and including discharge. Illegal uses of the OABCIG Community School District technology will also result in referral to law enforcement and/or educational authorities.

Access to School Technology, Networks and Internet Services

- The level of access that employees have to school technology, networks and Internet services is based upon specific employee job requirements and needs.

Acceptable Use

- Employee access to the school technology, networks and Internet services is provided for administrative, educational, communication and research purposes consistent with the school district's educational mission, curriculum and instructional goals. General rules and exceptions for professional behavior and communication apply to use of the school technology, networks and Internet services.
- Employees are to utilize the school technology, networks and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users.
 - "Incidental personal use" is defined as use by an employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures and rules.

Prohibited Use

- The employee is responsible for his/her actions and activities involving school technology, technology tools, networks and Internet services and for his/her files, passwords and accounts. General examples of unacceptable uses, which are expressly prohibited, include but are not limited to, the following:
 - Any use that is illegal or in violation of Board policy, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, illegal activities, etc.
 - Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
 - Any inappropriate communications with students or minors.
 - Any use for private financial gain, or commercial, advertising or solicitation purposes.
 - Any use as a forum for communicating by e-mail, or any other medium, with other school users or outside parties to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school-sponsored purpose, whether for-profit or not-for-profit.
 - No employee shall knowingly provide school e-mail addresses to outside parties whose intent is to communication with school employees, students and/or families for non-school purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the building principal or other appropriate administrator.
 - Any communication that represents personal views as those of the school district or that could be misinterpreted as such.

- Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.
- Opening or forwarding any e-mail attachments (executable files) from unknown sources and/or that may contain viruses.
- Sending mass e-mails to school users or outside parties for school or non-school purposes without the permission of the system administrator.
- Any malicious use or disruption of the school technology, technology tools, networks and Internet services or breach of security features.
- Any misuse or damage to the school technology equipment.
- Misuse of passwords or accounts (employee or other users).
- Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct.
- Any attempt to access unauthorized sites.
- Failing to report a known breach of security to the system administrator.
- Using school computers, technology tools, networks and Internet services after such access has been denied or revoked.
- Any attempt to delete, erase or otherwise conceal any information stored on a school computer that violates these rules.

No Expectation of Privacy

- The OABCIG Community School District retains control, custody and supervision of all computers, technology tools, networks and Internet services owned or leased by the district. The district reserves the right to monitor all activity by employees and other system users. Employees have no expectation of privacy in their use of technology, including e-mail messages and stored files.

CIPA & Content Filtering

In accordance with requirements of the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA), all equipment connecting to the Internet from any connection located within the District’s buildings will be filtered. Content filtering and blocking of inappropriate Internet content and materials is done at the district level for all users; students, staff, and guests.

The district complies with all local, state, and federal rules and regulations for filtering and blocking content. Specifically, the Child Internet Protection Act (CIPA) guidelines are strictly adhered to by the OABCIG Community School District. **The District must take effective steps to prevent users from accessing or transmitting visual depictions of material deemed obscene, child pornography, and any material deemed harmful to minors as those terms are defined in CIPA. The District will also take effective steps to prevent users from accessing or transmitting offensive, disruptive, or harmful data or any "inappropriate matter" as that term is used in the NCIPA. This includes, but is not limited to, messages, files, or data that contain the following:**

- Alcohol, tobacco or drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior
- Gambling
- “Hacking”
- Unauthorized disclosure of personal identification information
- Any unlawful activities by minors and/or adults

Backgrounds and Screensavers

- Any images set as a device background must be school appropriate and comply with District and School Board Policy. Inappropriate media may not be used as a device background. Presence of guns, weapons, adult material, inappropriate language, alcohol, drugs, or gang-related symbols, etc. will result in disciplinary action.

Copyright and Plagiarism

- All staff are expected to follow all copyright laws as outlined in *Fair Use Doctrine of the United States Copyright Law (Title 17, USC)*. The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission.

- Acknowledging the source of the copyrighted material does not substitute for obtaining permission. Copyright protects the particular way authors have expressed themselves. The safest course is to get permission from the copyright owner before using copyrighted material.
- Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. To "Plagiarize" means that you are stealing and passing off the ideas or words of another as one's own. You should never use another person's work without crediting the source. In other words, plagiarism is an act of fraud. It involves stealing someone else's work and lying about it afterward.

Confidentiality of Information

- Employees are expected to use appropriate judgment and caution in communications concerning students and staff to ensure that personally identifiable information remains confidential.

Digital Citizenship - Internet & Online Safety Education

- Staff members will participate in professional development instruction, as appropriate, in accordance with the provisions of this policy.
- Instruction shall include:
 - The safety and security of students while using e-mail, chat rooms, social networking sites and other forms of electronic communications, including the proper use of and behavior in an online environment;
 - The inherent danger of students disclosing personally identifiable information online;
 - The use of netiquette to avoid cyber bullying and steps for dealing with the issue of a cyber bully;
 - The need for firewalls, virus and spyware blocking software; and,
 - The consequences of unauthorized access (e.g., "hacking"), cyber bullying and other unlawful or inappropriate activities by students or staff online.
 - Students may not access social media for personal use from the District network but may be permitted limited access to social media for educational use in accordance with a teacher's approved plan.

Staff Responsibilities to Students

- Teachers, staff members and volunteers, who utilize school for instructional purposes with students have a duty to supervise such use.
- Teachers, staff members and volunteers, are expected to be familiar with the district's policies and rules concerning student technology and Internet use and to enforce them.
 - When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal, technology coordinators, or network administrator.
- School staff will help ensure student compliance with the district's **Responsible Use Procedures**.
- In accordance with the Broadband Data Improvement Act (S.1492), all staff members are responsible for providing instruction for their students, and adherence to, the appropriate use of technology and online safety and security as specified above (Digital Citizenship - Internet & Online Safety Education).

Compensation for Losses, Costs and/or Damages

- The OABCIG Community School District assumes no responsibility for any unauthorized charges made by employees including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its technology, network, or Internet (such as copyright violations).
- The employee shall be responsible for any losses, costs or damages incurred by the OABCIG Community School District related to violations of this policy and/or these rules.
