

# **Shenango Cyber Academy**

**“Learning for a Lifetime”**



## **Student Handbook**

**2022-2023**

**Students and guardians are responsible for the reviewing the contents of this handbook**

# Shenango Area School District

## School Board

Mr. Merle Glass, President  
Mrs. Denise Palkovich, Vice President  
Mr. Randy Angelucci  
Mr. Andy Bruno  
Mr. Albert Burick Jr.

Mr. Doug Columbus  
Mrs. Jeana Colella  
Mr. John Colella  
Mr. Michael Miloser

## Administrative Staff

Superintendent  
Coordinator of Special Services  
Director of Technology  
School Psychologist  
High School Principal  
High School Assistant Principal  
Elementary Principal  
Elementary Assistant Principal

Dr. Michael Schreck  
Dr. James Janacone  
Mr. Robert Heath  
Ms. Erika Lunn  
Dr. Joseph McCormick  
Mr. Todd Anthony  
Mr. Adam Vincent  
Mr. Derek Sumner

## Contact Information

District Office:	2501 Old Pittsburgh Road, 724-658-7287
Junior/Senior High School:	2550 Ellwood Road, 724-658-5537
Elementary School:	2501 Old Pittsburgh Road, 724-658-5566
Technology:	2550 Ellwood Road, 724-658-5537
Transportation:	2501 Old Pittsburgh Road, 724-658-7287

## District Mission

The mission of the Shenango Area School District is to provide a learning environment that enables our students to acquire the skills and the knowledge to be productive citizens and lifelong learners.

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It is required that all students receive access to the Student Handbook and that a parent or guardian acknowledges that they have seen and understood the handbook each year. Special attention should be given to Article 12.14 of the PA Student Rights and Responsibilities section pertaining to searches. Administrative searches of students, lockers, and automobiles without warning, may occur to ensure the safety of our students. All lockers are the property of the school district and are on loan to the assigned student. In addition, attention should also be given to the statement found in Section 1317 PA School Code - Every teacher, vice-principal and principal in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending this school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them

**SHS STUDENT PERMISSIONS**  
**Parent/Guardian Signature Form**

**The preferred method to complete this form is by logging into the CSIU Parent Portal and submitting the information electronically.** In lieu of submitting this information electronically, parents and guardians could also complete this paper form and return it to the high school office. The SHS Student Handbook can be found online at **shenangoschools.org** or a paper copy is available by request through the High School Office. All students must have this information completed online or in paper form each school year.

**Handbook:** Please acknowledge below that you have access to a Shenango HS Student Handbook and are aware of and have knowledge of its contents and policies.

- I **have access and am aware** of the SHS Student Handbook content/policies
- I **do not have access or awareness** of the SHS Student Handbook content/policies

**Internet Permission:** Students can access networked computer services, such as the internet, at school and can be denied the privilege of using district technology if they violate school policy regarding their use. Please select from the following.

- I **grant** permission for my student(s) to use networked computer services
- I **do not grant** permission for my student(s) to use networked computer services

**Photo/Video Release:** Pictures and/or videos of students are frequently used in school related publications (online or in print), displays or through local media outlets. Please select from the following.

- I **grant** permission for my student(s)'s photo or video to be used
- I **do not grant** permission for my student(s)'s photo or video to be used

**COPPA Release:** Per COPPA requirements, parental consent is required for online direct communication with students under age 13. Please confirm below (if the age applies to you) if the student(s) can receive communication via Student Square.

- I **grant** permission for my student(s) to receive Student Square communication
- I **do not grant** permission for my student(s) to receive Student Square communication
- N/A – my student(s) are 13 years of age or older

**Military Access To Students:** The No Child Left Behind Act (NCLBA) requires that we request parents/guardians of students in grades 11 and 12 to complete a form indicating whether they grant permission for their child's name, address, and telephone number to be released to military recruiters. Also, we must advise you that if you fail to complete and return this form, all requests for information by the military will be honored.

- I **grant** permission for my student(s) to be contacted by the military
- I **do not grant** permission for my student(s) to be contacted by the military.
- N/A- my student is not in grade 11 or 12

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**List Student Name(s) and Grade(s)**

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**Parent/Guardian Signature**

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**Date**

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### **Introduction**

Shenango Area School District offers its students the opportunity to attend a full-time cyber school in a program that is based on an agreement between the school district and the student's family. Enrollment in Shenango Cyber Academy allows current Shenango students to remain active in offered activities including athletics and extracurricular activities and to enroll in online courses that are aligned with current PA standards.

By providing online curricula in place of in-school education, SCA provides opportunities and needed support for students whose situation is not well-suited to traditional school attendance. To provide a high-quality education through SCA, supports are provided to enrolled students by a certified Shenango teacher and online teachers of Edgenuity. The expectations and explanation of enrollment and online learning will be detailed in this supplemental handbook. To guide students, this handbook reviews topics that are of specific importance to SCA students.

Students who enroll in Shenango Cyber Academy are still considered to be students of Shenango Area School District. Therefore, they are expected to follow all policies set forth in this handbook, the Shenango School District Student Handbooks, and all District School Board Policies.

## Shenango Cyber Academy FAQs

Here at Shenango, we know we can provide the highest quality education to students attending school within our walls. Most students benefit greatly from in person instruction. However, we do understand the concerns families have during this time and may not feel that attendance at a brick-and-mortar school is the best choice for their student. This may have led families to explore other options for the upcoming school year. While cyber options are not optimal, Shenango does provide an excellent opportunity for families who are not comfortable with their children attending in person. We feel for several reasons that SCA is a better option than cyber programs provided from outside the district. If this is something your family may be interested in, please read the FAQ related to cyber options provided by the district and reach out to your building principal(s) or our SCA Coordinator, Jackie Lash.

### **What is Shenango Cyber Academy (SCA)?**

Shenango Area School District offers students the opportunity to attend a full-time cyber school if they are unable or do not feel comfortable attending school in person. Compared to enrolling in other cyber charter schools, SCA allows children to continue progressing toward a Shenango diploma, fully participate in extracurricular activities sponsored by the district, and remain connected with Shenango faculty and resources. Students who enroll in the SCA receive support from the Shenango Cyber Coordinator and online teachers from Edgenuity. For SCA students who complete all SASD graduation requirements, an SASD diploma will be earned, and students are eligible to participate in commencement ceremonies.

### **Is there a cost to attend Shenango Cyber Academy (SCA)?**

It is important to know that there is no such thing as a free cyber school. When a student enrolls in an 'outside' cyber charter program it costs the district and taxpayers over \$14,000 per year per student plus additional costs. When students enroll in the Shenango Cyber Academy it costs approximately \$1,500 per semester depending on the number of courses taken. SCA does not replicate all of the benefits of a traditional Shenango education, but it does offer a flexible quality online education, and at a fraction of the cost to you and other Shenango taxpayers when compared with Charter Schools (like PA Cyber, Agora and others).

### **Why should I choose Shenango Cyber Academy (SCA) over another cyber charter program?**

- As an SCA student, your child will remain a Wildcat, enrolled in Shenango and earning a Shenango diploma.
- The course and curriculum selections align with SASD. This is important to help students transition to a cyber program or back into Shenango should they return in a future semester.
- Compared to attending another cyber charter, enrolling in SCA allows for a personalized education for both the students and families. A Shenango faculty member is assigned to your family and supports you throughout the process. SCA students will remain in contact with Shenango faculty and will have ongoing access to our guidance, technology, athletic, activities and other resources
- If your decision to attend SCA is due to concerns over Covid-19, an eventual return in the absence of Covid-19 concerns will be smoother than students who return from other cyber programs.
- By staying part of the Shenango Area School District, students will also receive a Shenango High School diploma upon completion of graduation requirements.

- Students enrolled in SCA will have open and full access to Shenango athletic programs and student activities, the same as students attending in person.

**Will my child have access to a computer?**

Yes, the district provides equipment for use for full-time cyber students. Students may also use their own home computer if it has essential software.

**What classes will my child take?**

Edgenuity has a wide variety of online courses. The SCA Coordinator will work with your current school counselors and teachers to develop a schedule of classes that resembles a Shenango High School schedule as closely as possible and keeps the student on track for graduation from Shenango.

**Can I enroll as a part-time SCA student?**

At this time, students may only enroll in SCA as full-time students. This means that students may not take a combination of Shenango High School and Cyber Academy courses simultaneously.

**Who will deliver the instruction?**

All the coursework for which students enroll is developed by Edgenuity, a leading provider of K–12 online learning solutions. A certified teacher will be provided by Shenango Area School District to work closely with SCA students. Additionally, students will receive online support by course teachers who assist in monitoring online academic attendance and progress.

**Will my child be able to participate in school-related sports and activities?**

Yes. Your child can participate in all school-related athletics and activities just as they had before enrolling in SCA. Each student is still considered a Shenango Area School District student.

**If my child has an IEP or 504 plan, can they still participate in cyber studies?**

All school district students have the opportunity to participate in the cyber program. However, students with an IEP plan must first attend a meeting with their IEP team. During this meeting, important details and specific needs will be reviewed to ensure the delivery of an appropriate schedule of classes and supports.

**Can students work on Saturdays and Sundays instead of during the week?**

Students are strongly encouraged to attend their online studies each school day and may utilize the weekends to catch up with their studies or work ahead in their studies to reach required levels of progress and performance.

**What if my student wants to return to the building (brick and mortar) vs. cyber education?**

Students are still enrolled at Shenango and can transition back to the traditional in-person setting. Students/families work with their school counselor and the cyber coordinator to transition back at an optimal time (end of a nine weeks).

**How will SCA be monitored and provide additional academic support?**

The certified Shenango instructor will closely monitor the academic progress of each student. There will be an induction meeting and orientation to ensure that students understand expectations and are comfortable working independently. Ongoing monitoring and communication with students and parents will occur during enrollment to ensure that students are always in a position to be successful and to benefit from online opportunities.

## **Enrollment**

Shenango students who are interested in enrolling in SCA must complete all necessary requirements prior to the beginning of the school year and initial registration may occur with administrative permission through the 4th week of the school year. Students with special circumstances including medical needs, family emergencies or other issues beyond their control wishing to enroll throughout the school year will receive special consideration by school administrators to ensure enrollment addresses any unique needs. Partial enrollment or a la carte course selection is not an option for enrollment at this time, therefore Students who enroll in SCA will do so as full-time students. All students will receive a Chromebook to use while enrolled in SCA. The computer and other equipment issued remains the property of the Shenango School District. When a student graduates, moves to another district, or re-enroll in Shenango, they must return the Chromebook to the Shenango Cyber Coordinator. Students and parents/guardians are responsible for any loss or damage that occurs to the equipment.

Prior to enrolling in SCA, each student should closely review their personal strengths to measure their ability and willingness to complete work independently. Although teachers are assigned by Edgenuity and Shenango, the level of independent work is greater in SCA. It is recommended that a student have a dedicated workspace at home and a schedule that provides support and structure. To qualify for grade promotion and graduation status, students who attend SCA must meet traditional SASD graduation requirements as explained in the Shenango Handbook. Any questions regarding the appropriateness of SCA for students regarding content and graduation status can be directed to the SCA Coordinator or the assigned school counselor.

SCA Coordinator	Jackie Lash	<a href="mailto:jlash@shenango.k12.pa.us">jlash@shenango.k12.pa.us</a>
Jr. High School (grades 7, 8, 9)	Deanna Othites	<a href="mailto:dothites@shenango.k12.pa.us">dothites@shenango.k12.pa.us</a>
Sr. High School (grades 10, 11, 12)	Julie Cavalier	<a href="mailto:jcavalier@shenango.k12.pa.us">jcavalier@shenango.k12.pa.us</a>
Elementary School (grades K-6)	Joy DeOtto	<a href="mailto:jdeotto@shenango.k12.pa.us">jdeotto@shenango.k12.pa.us</a>

Consideration for enrollment will be based upon past and current academic performance, attendance, and/or disciplinary concerns. A student may be denied enrollment based on previous academic, attendance and/or disciplinary concerns, including but not limited to the following concerns:

- Enrollment in the Shenango Cyber Academy will not afford the student the necessary opportunity to gain required credits and/or to meet graduation requirements in a timely fashion
- Course options do not match a student's career focus and/or special interests
- A student's important traits such as self-motivation and the ability to work independently are not considered sufficient to lead to academic success.
- Student has a history of excessive unexcused absences

SCA students who decide to leave SCA and re-enrolled into Shenango High School are encouraged to do so within specific dates. Re-enrollment to Shenango is recommended to occur no sooner than the end of the first semester to allow teachers and school counselors ample time to evaluate for progress, calculate grades, and plan for appropriate academic course scheduling and alignment.

The enrollment of students into SCA will continue the partnership between Shenango school and its families. As part of this collaboration each side will have certain responsibilities that are necessary to ensure the effectiveness of SCA experience. Below are a few commitments to be made by Shenango, students, and families that will help each SCA student to be successful.

## District Commitments

1. Shenango School District will provide a contact person within the district to address any/all concerns within a reasonable amount of time. The SCA Coordinator, Jackie Lash, will be responsible for direct communication and correspondence for SCA students.
2. The district will provide a computer and related equipment to facilitate online studies for students who are enrolled full time in Shenango Cyber Academy. Computers and equipment are collected at the end of each school year to perform basic maintenance and updates and redistributed at the start of the new schoolyear.
3. A student email account will be provided to each student and support will be provided to students and parents/guardians to gain access to various student communication and information systems.
4. Shenango school counselors and the SCA Coordinator will work to ensure that appropriate and challenging levels of education are presented to each SCA student.
5. SCA will be active in monitoring, communicating, and providing support for students and families during the enrollment and education process of SCA.
6. Shenango School District will issue a letter grade and appropriate credit towards graduation for each course completed upon verification of academic performance.

## Family Commitments

1. The family will maintain a home learning environment that supports academic progress.
2. The family will take steps to ensure Shenango School District property is being used EXCLUSIVELY by the student who has been issued the computer and related equipment.
3. The family will designate a primary contact for the purposes of communicating with online educators and SCA teachers.
4. The family will monitor student performance and ensure the student contacts Edgenuity teachers or SCA staff for academic support and to report technical difficulties when progress appears to be stalled.
5. The family will refrain from attempting to make repairs to district property and will report technology problems to SASD through the helpdesk email.
6. Students will abide by all district policies and adhere to the Shenango Area School District's Code of Conduct while attending school events and participating in their online studies.
7. The student is responsible for the safekeeping and return of Shenango School District's equipment.
8. Students will meet or exceed all expectations for minimum login time, which amounts to approximately 40 minutes per class per day.



## **Academics**

Academic success in Shenango Cyber Academy does not come easily and requires students to be self-motivated, disciplined, independent learners capable of working on a computer for several hours a day. Families considering whether virtual learning will be the most effective manner of educating their child are recommended to contact a school representative including school counselors, the school's SCA Coordinator and building principals. It is recommended that a meeting be held between the student, the student's parent/guardian, a school counselor, and the SCA classroom educator to review past success and discuss any concerns. A review of the student's past academic and discipline records will occur, as well as consideration of any other relevant circumstances that may affect the student's education. For students identified as having specific learning or developmental needs, the special education case manager will also attend, if applicable.

### *Elementary Promotion/Retention*

In grades K-6, promotion to the next grade is based upon a student's final grades, which is an average of all marking periods. If a student fails both core classes of math and reading, they are considered a strong candidate for retention.

### *Junior High Promotion/Retention*

In grades seven and eight, promotion to the next grade is based upon a student's final grades, which is an average of all marking periods. SCA students in grades seven and eight must enroll in a minimum of five (5) credits per semester. Students are only permitted to take core subjects in their respective grade levels, no blending of seventh and eighth grade schedules is permitted. To be promoted to the next grade level, a student must not fail more than one credit for the school year. If a student fails two (2) or more classes, he/she will be required to take credit recovery course(s) in summer school or face retention.

### *Senior High Class Status*

It is the responsibility of the student to maintain satisfactory academic progress by accumulating sufficient credits toward graduation requirements. To meet the graduation requirement of 26 total credits, the following minimum credits must be accumulated so that a student may move on to the next grade level. Seniors must take at least one credit in each of the four core subjects. Consult page 6 of the Shenango Student Handbook for clarification for credit accumulation associated with specific class status.

### *Graduation Requirements*

To become eligible for graduation, a senior high SCA student must successfully earn 26 credits in the required content areas, demonstrate proficiency on the Keystone Biology, Literature and Algebra 1 assessments, and successfully complete requirements for the senior project. SCA students should review the detailed explanation of requirements for subject credits, testing, and senior project requirements. Refer to Board Policy 217 and the Shenango High School Student Handbook for more complete details.

The high school diploma is granted upon successful completion of state- and district-mandated subjects and those requirements set forth by SASD. Students who do not satisfy the requirements will not receive a diploma or participate in the commencement ceremony. All financial obligations

must also be satisfied before participating in commencement. The diploma will not be issued prior to the scheduled graduation date of the student's class.

## Report Cards

At the end of each semester, report cards will be posted to the CSIU Student Portal. Parents may also request through the office for a copy to be mailed. Report card grades will reflect student test results, homework, projects, participation, etc. as determined by the Edgenuity course teachers and the SCA Coordinator. The report card should be examined by the parent. The grades will be displayed as percentages.

A+ = 98 to 100	C+ = 77 to 79	F = 0 to 59
A = 93 to 97	C = 73 to 76	I = Incomplete
A- = 90 to 92	C- = 70 to 72	W = Withdrew
B+ = 87 to 89	D+ = 67 to 69	WF = Withdrew Failing
B = 83 to 86	D = 63 to 66	NC = No Credit
B- = 80 to 82	D- = 60 to 62	

## Honor Roll

SCA students will be acknowledged with the same honor status as in-school students. To be on the HONOR ROLL, all grades must be equal to or above 80%.

To achieve status of HIGH HONOR ROLL, all grades must be equal to or above 90%.

## Course Credit

To receive credit for a course, a student must pass a **minimum of two (2) nine-week grading periods** and receive a **passing percentage for the final average** of the course. During the first three (3) grading periods, a student will not be able to earn lower than a grade of 45%. During the fourth (4th) and final grading period, the student will receive the grade earned, which could be lower than 45%. A passing grade for a course is 60% or higher. If a student withdraws from a full year course at the semester break, partial credit will not be granted. To receive credit, the course must be completed and meet the above criteria.

## Academic Integrity

Plagiarizing (the use of words or ideas of another person without giving credit to the source); copying homework, tests, or quizzes; or using a paper from the Internet, or any other method used to cheat on a task or assignment is considered an Academic Integrity Violation. Any Academic Integrity Violation is grounds for disciplinary action, which can include but is not limited to the following leveled consequences:

- 1st Offense: Zero on the assignment
- 2nd Offense: Zero on the assignment
- 3rd Offense: 20% grade reduction for 9-week grading period
- 4th Offense: NC for a final course grade

In addition, the student's name will be reported to the cyber coordinator and the building principal and the parent/guardian will be notified. All academic integrity offenses accumulate from grade to grade and from class to class. Infractions occurring in future school years after a 1<sup>st</sup> offense has occurred will begin as a 2<sup>nd</sup> offense and proceed through the leveled consequences.

## Academic Eligibility (Extra-Curricular)

Participation in any athletic or non-athletic activity, elective, or program of Shenango Junior - Senior High School is a privilege that students of SCA can enjoy. For a student to be eligible for that privilege the student must meet all the requirements for attendance, conduct, and academics. Eligibility requires a student to be passing a minimum of four (4) core subjects or a total of five (5) subjects that meet at least five (5) days each week for at least one (1) period a day. Core subjects are defined as Math, Science, Social Studies, and English / Reading. For further clarification, SCA students should refer to the Shenango Student Handbook section on Academic Eligibility (Co-curricular) found on page 8.

## State Testing Requirements

Shenango Area Cyber Academy students are expected to take all required state testing, including Keystone exams and PSSAs, in their home building. Exam dates and times will be communicated to families by the school administrators and school counselors.

### PSSA

Shenango Area Cyber Students in grades 3 through 8 will take the PSSA tests in their home building during the testing windows as defined by the PDE. Students will be required to test within the school in testing groups. When possible, steps will be taken to allow SCA students to test in locations that are easily accessible, familiar, and comfortable to create a positive testing experience. Students in all grades 3 through 8 will test in English Language Arts and Math. Students in grades 4 and 8 will also test in the subject of Science.

### Keystone Exams

Students must also demonstrate proficiency on standardized testing as determined by the Pennsylvania Department of Education. Students will be required to take the Algebra I and Biology Keystone Exams once they have completed those respective courses, as well as the English Literature Keystone at the end of their 10th grade English Literature course. Students who do not pass the Keystone exam(s) will be given the opportunity and will be expected to retake the exam at the appropriate time. Keystone exam dates and times will be communicated to cyber students by their school counselor.

## Monitoring Academic Progress

Parents/guardians should monitor student progress daily. Student performance will also be monitored by SCA Cyber Coordinator through the review on login and performance data. It is recommended students login to each of their courses and actively participate for a minimum of 40 minutes per class, per school day. For example, a student enrolled in 5 classes should work for a minimum of 200 minutes or 3.5 hours each day. If a student is falling behind in their course progress or grade performance, the Edgenuity and SCA teachers will reach out to the student and parent/guardian.

Self-reflection is an integral component of the monitoring process. Students will be challenged to consider the following: 1. Pacing: Are you behind, at pace or ahead in each course? 2. Attendance: Are you working diligently on a daily basis in every course? 3. Performance: Are you meeting the course requirements established by your teacher?

## **Attendance**

Research indicates that good school attendance habits are important to academic success. Please help us support the academic success of your child by complying with the state attendance law and Shenango Area School District policy. Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates students of compulsory school age to attend school. Compulsory school age means a student must continue schooling until age 18 or graduate from a regularly accredited high school, whichever comes first. The Shenango Area Board of School Directors also requires regular school attendance as research shows a direct correlation between school attendance and grade point average.

SCA students are responsible for regular participation and attendance. To ensure success, students are strongly recommended to participate in online learning each day that school is in session according to the Shenango Area School District academic calendar. Students may work additionally during times when SASD is not in sessions, such as weekends and holidays to improve the progress levels.

- Full-time Shenango Cyber Academy students will be considered in full attendance if they are making adequate progress in their courses. Adequate progress is defined as meeting the course's target completion percentage and maintaining a passing grade.
- Cyber Academy students who are not maintaining adequate progress and/or showing poor attendance will receive contact and support from Edgenuity teachers and the SCA Coordinator. If performance does not improve, a meeting may be necessary with the student, parents/guardians/ SCA Coordinator and a school counselor to review progress and to develop an improvement plan.
- All Shenango Area School District students will follow the same academic, discipline, and attendance guidelines. This includes students who attend in the school buildings and those who enroll in the Shenango Cyber Academy (SCA).

### Student Improvement Plan

If a student is falling behind in their work, not regularly accessing their courses, and/or achieving passing grades in their courses, the Edgenuity teachers and the SCA Coordinator may determine that an improvement plan is needed. This type of plan may include several interventions including, but not limited to:

- Increased check-ins/correspondence with the SCA Coordinator
- Attendance plan requiring students to log in for a minimum of 4-5 hours per day that school is in attendance.
- In-person attendance within the SCA classroom in Shenango High School until improvements are made and performance is up to passing standards
- Transition to return to regular school. If improvements are not noticed after several improvement steps, the recommendation may be made to return school.

### Extra-Curricular Participation

Students enrolled in the Shenango Cyber Academy will have an opportunity to participate in Shenango School District extra-curricular activities. Students who participate in district activities are subject to academic and attendance monitoring as per district, WPIAL and PIAA policies and procedures. Insufficient academic progress and daily or cumulative attendance as defined within the SHS student handbook may result in restricted participation in athletic and other extra-curricular activities.

## **Technology**

### Network Access

**Purpose** - Shenango Area School District recognizes that technology has become a critical component of student learning. Our goal is to help all students develop into critical thinkers who use data, innovation, and creativity in order to become skilled problem solvers and learners in the 21st century. Technology skills are a necessity for our students for lifelong learning, in the workplace, and in the global community. However, access is a privilege, not a right, and carries with it responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming people, infrastructure, or hardware.

For the protection of students, filtering of content, monitoring of the network, and protection of information will be conducted in accordance with Act 197 (Pennsylvania House Bill 2262), The Children's Internet Protection Act (CIPA). Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the Internet may include the potential for access to inappropriate materials for school-aged students. Every user must take responsibility for his or her use of the network and avoid these sites.

The Family Educational Rights and Privacy Act (FERPA) is a law that protects the privacy of student education records. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to parties or under the conditions outlined in the law.

**Delegation** - The Superintendent with the assistance of the Technology Director will develop appropriate written permission agreements for student use of district technology through Shenango Area School District facilities. The Technology Director will conduct training programs with staff members on appropriate use of the technology. All staff members will be responsible for monitoring student use of the data network to ensure that they comply with this policy.

**Authority** - It shall be the policy of the Board of School Directors of the Shenango Area School District that in order to access Shenango Area School District technology, it will be necessary for students in grades K-12 to agree, in writing, to the following regulations for accessing the data network:

### **REGULATIONS FOR DISTRICT TECHNOLOGY**

**Hardware devices and Software: Includes, but not limited to, all computers, laptops, Chromebooks, tablets, printers, and all programs installed on said devices.**

- Hardware and software shall not be destroyed, modified, or abused in any way. Intentionally altering the files and/or the hardware on district computers will be viewed as vandalism. Each student will be held responsible for the intentional altering of a device that occurs while said device is in his/her possession.
- The user shall be responsible for damages to the district's equipment, systems, and software resulting from deliberate or willful acts. Students, parents, or guardians will be charged for willful damage to hardware.
- Shenango Area School District shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.
- Shenango Area School District assumes no responsibility for configuration, installation of software, or support of personal devices.

- Shenango Area School District assumes no responsibility for lost, damaged or stolen devices. Students use their personal devices at their own risk.
- Shenango Area School District assumes no responsibility for content viewed or accessed by students who “tether” their personal device and use their cellular data network.
- Personal devices must be powered off or silenced during the school day unless otherwise permitted by district procedures.
- Personal and District devices with camera and video capability can be used only for educational use when authorized by the building principal, district administration, or designated professional staff member for the purposes of participation in educational activities. The Board prohibits all other photography, audio recording, and/or video recording, via electronic devices by students during the instructional day in district buildings, on district property, and when engaged in a school-sponsored activity. The Board prohibits students from taking, storing, disseminating, transferring, viewing, possessing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including, but not limited to, texting and emailing. Because such violations may constitute a crime under local, state and/or federal law, the district shall report such conduct to local, state and/or federal law enforcement agencies.
- Users are not permitted to load or use unauthorized or privately owned content onto any device.
- Users are responsible for backing up information on their district issued devices.

**Internet and Intranet: The Shenango Area School District utilizes a local area network, a wireless network and provides access to the internet for academic purposes.**

- Users (including guests) of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.
- All district networks (including guest networks) are filtered for content and all traffic is logged. Regardless of what network you are attached to, the acceptable use policy must be always followed.
- District devices will be always filtered for inappropriate content. Removal of the program that governs this is not permitted.
- The internet, network, and computer technology may not be used for illegal activity; transmitting or willfully receiving offensive materials; hate mail; discriminating remarks; or to willfully obtain or send obscene, pornographic, sexist, racist, anarchist, violent or bomb making material. If for any reason such material is received, the material is to be deleted immediately. Saving, forwarding, or printing of said material is strictly prohibited.
- Users shall not intentionally seek information, obtain copies of, or modify data, or passwords belonging to other users or misrepresent other users on the network. Users may not give their password to anyone. Users may not send or receive a message with someone else’s name on it.
- All users of the Student Information System (SIS) and Financial Information System will be required to use passwords with syntax requirements as specified by the Superintendent or their designee in accordance with the capabilities of the SIS.
- Any unauthorized attempt to access the Shenango Area School District’s servers, mainframe, routers, networking equipment, internet filters, or operating systems either from on campus or off campus will be considered an attempt at “hacking” and is prohibited.

- Network accounts are to be used only by the authorized owner of the account for an authorized purpose. Attempts to log on to the Internet, network or workstation under an assumed identification will result in cancellation of the user's privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet or other technological services.
- The Shenango Area School District reserves the right to log Internet use and monitor computer activity by remote access while still respecting the privacy of user accounts.
- The Shenango Area School District may terminate the availability of Internet, network, or computer technologies accessibility at its sole discretion.

### **Shenango School District Chromebook Initiative**

- School District Chromebook will be provided to students in grades kindergarten through twelve. Students are responsible for the general care of the Chromebook they have been issued by the school.
- Students leaving the district must return the Chromebook and charger to the district. Student, parents, or guardians will be charged the cost of lost chargers.
- Damages to the Chromebook will be charged to the student, parents, or guardians. Student, parents, or guardians will be charged the cost of repair or the full cost of replacement.
- Lost Chromebook are the responsibility of the student. If a Chromebook is lost, the student will be charged the replacement cost.
- Device insurance is available to provide a low-cost solution in the event of an accident or loss/theft.
- It is recommended that each student bring their own headphones or earbuds.
- A protective case is provided by the district. The Chromebook is to be always kept in this case and should not be removed.
- Shenango Area School District utilizes GoGuardian for filtering and classroom management. For this reason, students may only log in with their Shenango account and GoGuardian cannot be disabled. Because it is linked to their school Google account, GoGuardian extensions will self-install on any chrome browser the student logs into. It is recommended they create and use a non-school account on personal devices unless using it for schoolwork.
- Students may decorate their cases with stickers that can be easily removed, but may not add stickers, decals, etc. or add any markings on their Chromebooks.
- At the end of each school year, the Chromebook is to be returned to the Shenango Area School District in good working condition (without cracked screens, with working hinges, with working keyboard, etc.) and cosmetically correct (free of intentional scratches, with all screw covers, etc.). If the Chromebook is damaged, the student will be charged the cost of repair or the full cost of replacement

### **Digital Etiquette**

**The Shenango Area School District will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.**

There can be serious repercussions with the inappropriate use of social and digital media that can affect your future. All users must abide by rules of network etiquette, which include but are not limited to the following:

- Users may not swear, use vulgarities, harass, or use any other inappropriate language. Abusive language will not be tolerated.
  - Do not write anything ANYWHERE you would not want your parents to read or to be read out loud in a court of law.

- Even though you delete a message, it is backed up on a server somewhere.
  - Speech that is inappropriate for class is not appropriate for use online.
  - What you say and do online should be reflective of who you are.
  - You are representatives of the school when you are online in class.
- Use of the network to create or transmit material likely to be offensive or objectionable to recipients is prohibited.
    - Even though you may be in a "private" space nothing online is really private.
  - Users are NOT permitted to reveal their personal address or phone number or those of other students and colleagues.
    - Respect others' privacy and your own.
    - Don't give out personal information about yourself or someone else.
    - Instant messages, away messages, and profiles can be copied and pasted.
  - All communication should be clearly identifiable as to who created it.
    - Do not send anonymous messages.
    - Do not send messages claiming to have been written by someone else.
    - Having a copy of something doesn't mean you have the right to copy or distribute.
  - Respect the ideas of others and if you disagree be constructive, not critical or rude.
  - Users are expected to adhere to copyright laws.
    - Fraudulent or illegal copying, communication, taking or modification of material is prohibited and will be referred to the appropriate authorities.
    - The illegal use of copyrighted software, files, pictures, music, or other electronic information is a violation of federal law and therefore strictly prohibited.
    - Students may not use plagiarized information to complete assignments. All Internet sources must be cited.
  - Cyber Bullying will NOT be tolerated.
  - Users may not send documents, images, sound, video, or other communications for the purpose of cheating.
  - Users may not quote personal communications in a public form without the original author's prior consent.

**Limitations of Liability:** In no event shall the Shenango Area School District be liable for any damages, whether direct, indirect, special, or consequential, arising out of the use of the Internet. Use of information obtained via the Internet is at the user's own risk.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

**Failure to follow the procedures listed above will result in suspension or loss of the right to access the Internet, to use Shenango Area School District's technology, and the user may be subject to other disciplinary or legal actions.**





