



Belfast

Central School District

STUDENT TABLET HANDBOOK

Tablet Policy, Procedures, and Information

The policies, procedures and information within this document apply to all school issued Tablets used within the Belfast Central School District, as well as any other device considered by the Administration to come under this policy.



BELFAST CENTRAL SCHOOL DISTRICT STUDENT TABLET POLICY AND PROCEDURES

Purpose

The Belfast Central School District (BCS) is pleased to offer our student tablets for use at home. The purpose of BCS's tablets is to provide additional educational resources and communication tools for students and teachers. These tablets will help teachers to facilitate education and research consistent with the objectives of BCS.

Regulations

This form and all 1:1 Tablet participation forms must be signed and returned by a parent/guardian in order for the student to be able to take a tablet home. Refusal by a parent/guardian to execute all required forms will result in the student having privileges for computer use only during the school day ("Day User").

The use of BCS's technology resources is a privilege, not a right.

The privilege of using the technology resources provided by BCS is not transferable or extendable by students to people or groups outside the District and terminates when a student is no longer enrolled in BCS. This handbook is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy as well as the Student Use of Computerized Information Resources, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The Belfast Central School District's Student Code of Conduct shall be applied to all student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

1. RECEIVING YOUR TABLET

Students will receive their tablets at the beginning of each school year. They will be checked out of the Library Media Center. Each tablet is barcoded and labeled for each individual student.

1.1 Tablet Return and Fines

Individual school issued tablets and accessories must be returned to the Library Media Center at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment in the Belfast Central School District for any other reason must return their individual District-owned tablet by the date of termination. If a student fails to return the tablet at the end of the school year or upon termination of enrollment within the BCS, that student [or legal guardian] will be subject to criminal prosecution or civil liability. The student [or legal guardian] will also pay the replacement cost of the tablet, or if applicable, any insurance deductible. Failure to return the tablet will result in a theft report being filed with the district School Resource Officer. Furthermore, students [or legal guardian] will be responsible for any damage to the tablet, consistent with the District's tablet Protection Plan

2. TAKING CARE OF YOUR TABLET

Students are responsible for the general care of the tablet they have been issued by the District. Tablets that are broken or fail to work properly must be taken immediately to the Library Media Center for an evaluation of the equipment.

2.1 General Precautions

- The tablet is District property and all users will follow the Student Use of Computerized Information Resources Policy #7314 (Acceptable Use Guidelines) for technology within the Belfast Central School District.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted carefully into the tablet to prevent damage.
- Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of the Belfast Central School District.
- Tablets must never be left in an unlocked locker, unlocked car or any unsupervised, unsecured area.
- Students are responsible for keeping their tablet's battery charged for each school each day.
- If students use "skins" or other cases to "personalize" their tablets they must not take off any BCS labels.

2.2 Screen Care

- The tablet screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the tablet when it is closed.
- Do not place anything near or on the tablet that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the tablet against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. USING YOUR TABLET AT SCHOOL

Tablets are intended for use at school each day. In addition to teacher expectations for tablet use, school messages, announcements, calendars and schedules may be accessed using the tablet. Students must be responsible to bring their tablet to all classes on a daily basis.

3.1 Tablets Left at Home

If students leave their tablet at home, they are responsible for getting the course work completed as if they had their tablet present. The District will have a few loaner tablets for in school use. The loaners can be obtained from the Library Media Center.

3.2 Tablet Undergoing Repair

Loaner tablets will be issued to students when they leave their tablets for repair. There may be a delay in getting a tablet should the school not have enough to loan.

3.3 Charging Your Tablets Battery

Tablets must be brought to school each day in a fully charged condition. Students need to charge their tablets each evening by plugging them into an electrical wall outlet only. **Do not charge the tablets from a computer port. Use provided wall charger only.**

3.4 Screen savers/Background Photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, offensive content or other violent pictures will result in disciplinary action.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet Games are not allowed on the tablets. If game apps are installed, for any purpose, they must be approved and installed by a member of the BCS Technology Office.
- All software must be district provided. Data Storage will be through the Office 365 Portal.

3.6 Home Internet Access

Students are allowed and encouraged to set up wireless networks (WiFi) on their tablets. This will assist them with tablet use while at home. However, the Student Use of Computerized Information Resources must be followed while at home, or elsewhere while using a district owned device.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Tablet/Home Directory/Submitting Work to Teachers

There are several ways to manage files on the tablet:

- Email: Students and teachers can exchange course-related files through their school-supplied e-mail accounts. School Supplied email accounts are all within the Office 365 Portal.
- Cloud-Based Services: Each Student has an Office 365 account in which they can store their files. The district cannot be held responsible for the support of services or the data that the students may store on services other than Office 365.

4.2 Network Connectivity

The BCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data. Students are encouraged to save work often and have a technological contingency plan to back up their work to the tablet or a thumb drive.

5. SOFTWARE ON TABLETS

5.1 Originally Installed Software

The software originally installed by the BCS must remain on the tablet in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from tablets at the discretion of the Technology Office. Periodic checks of tablets will be made to ensure that students have not removed required apps.

5.2 Additional Software

The District's Technology Department will manage the applications on all tablets. All software will be distributed through the school's network. Students who install software without Technology Department approval may have their tablet and mobile computing privileges revoked and have software on the device erased.

5.3 Circumvention of Managed Settings

All student tablets are provisioned by the Technology Department for the purposes of initializing and managing all tablets in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration will result in the confiscation of the tablet and disciplinary action.

5.4 Inspection

Students may be selected at random to provide their tablet for inspection.

5.5 Procedure for reloading software

If technical difficulties occur or if unauthorized (non-District installed) software is discovered the tablet, the tablet will be restored from backup. The District does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In addition, this may result in confiscation of the tablet with usage allowed only during the school day. Illegal software is illegal and will not be permitted to remain on the device.

5.6 Software Upgrades

Upgrade versions of licensed software is available from time to time. Students may be required to check in their tablets for periodic updates.

6. ACCEPTABLE USE

6.1 Parent/Guardian Responsibilities

Talk to your children about values and the standards they should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and Email access to its students while on District property.
- Provide Internet blocking of inappropriate materials as able. The BCS complies with the Children's Internet Protection Act CIPA and Regulations of the Federal Communications Commission (FCC) and District Policy #8271 Children's Internet Protection Act; Internet Content Filtering/Safety Policy)
- Provide staff guidance to aid students in doing research and help assure student compliance of the Student Use of Computerized Information Resources.

6.3 Students Responsibilities are to:

- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to tablet/computer use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via the BCS's designated Internet System is at your own risk. The Belfast Central School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Help the BCS protect our computer system/device by contacting an administrator about any security problems they may encounter.

- Turn off and secure their tablet after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to produce a copy and turn it in to the building office.
- Return their tablet to the Library Media Center at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment for any other reason must return their individual school tablet on the date of termination.
- Failure to return the tablet may result in grades being held or potentially impact participation in graduation.

6.4 Student Activities Strictly Prohibited:

The following are strictly prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of sites selling term papers, book reports and other forms of student work.
- Messaging services-ex: MSN Messenger, ICQ, etc.
- Non-Educational Internet/computer games.
- Changing of tablet settings (exceptions include personal settings such as font size, brightness, etc.)
- Downloading unauthorized software.
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data
- Exchanging tablets and/or switching tablet identification labels to conceal fault of damage.
- Use of the District's Internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, EBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Belfast Central School District's Web filter.
- Engaging in behavior that promotes or facilitates cyber-bullying behavior directed towards a fellow student, faculty or staff member, administration or public official.

6.5 Tablet Care

Students will be held responsible for maintaining their individual tablets and keeping them in good working order.

- Tablet batteries must be charged and ready for school each day. Charge them only by plugging the tablet into an electrical wall outlet.
- Only labels or stickers approved by the BCS may be applied to the computer.
- Tablets that malfunction or are damaged must be reported to the Library Media Center. The school district will be responsible for repairing tablets that malfunction. Tablets that have been damaged from student misuse, neglect will be repaired with cost being paid for by the student. Students will be responsible for the entire cost of repairs to tablets that are damaged intentionally.
- Tablet damage: Students are responsible for any and all damage exceeding normal “wear and tear”.
- Tablets that are misplaced must be reported immediately to the Principal’s Office, and the Library Media Center.
- Tablets that are stolen must be reported immediately to the Principal’s Office.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or administrator.
- Plagiarism is a violation of the BCS Student Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to the Student Use of Computerized Information Resources and the Student Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

7. PROTECTING & STORING YOUR TABLET

7.1 Tablet Identification

Student tablets can be identified in the following ways:

- Record of serial number
- Completion of student/parent AUP
- District labels on the back of the tablets

7.2 Tablets Left in Unsupervised Areas

Under no circumstances should tablets be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and cars. Any tablet left in these areas is in danger of being stolen. If a tablet is found in an unsupervised area, it will be taken to the Technology Department.

8. REPAIRING OR REPLACING YOUR TABLET

Students will be held responsible for ALL damage to their tablets including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as chargers and cables will be charged the actual replacement cost.

9. Policies

#7314 Student Use of Computerize Information Resources

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the School District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

This policy is intended to establish general guidelines for the acceptable student use of the DCS and also to give students and parents/guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the School District. The District cannot screen or review all of the available content or materials on these external computer networks. Thus some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents/guardians.

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and /or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians must be willing to establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The appropriate/acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic device on school grounds or at school events.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES (ACCEPTABLE USE POLICY)

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be School District property subject to control and inspection. The Computer Coordinator may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. Students should **NOT** expect that information stored on the DCS will be private.

Notification

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Regulations will be established as necessary to implement the terms of this policy.

#8271 Children's Internet Protection Act: Internet Content Filtering/Safety Policy

SUBJECT: INTERNET SAFETY/INTERNET CONTENT FILTERING POLICY

In compliance with the Children's Internet Protection Act (CIPA) and Regulations of the Federal Communications Commission (FCC), the District has adopted and will enforce this Internet safety policy that ensures the use of technology protection measures (i.e., filtering or blocking of access to certain material on the Internet) on all District technology with Internet access. Such technology protection measures apply to Internet access by both adults and minors with regard to visual depictions that are obscene, child pornography, or, with respect to the use of technology by minors, considered harmful to such students. The District will provide for the education of students regarding appropriate online behavior including interacting with other individuals on social networking Web sites and in chat rooms, and regarding cyberbullying awareness and response. Further, appropriate monitoring of online activities of minors, as determined by the building/program supervisor, will also be enforced to ensure the safety of students when accessing the Internet.

Further, the Board of Education's decision to utilize technology protection measures and other safety procedures for staff and students when accessing the Internet fosters the educational mission of the schools including the selection of appropriate teaching/instructional materials and activities to enhance the schools' programs; and to help ensure the safety of personnel and students while online.

However, no filtering technology can guarantee that staff and students will be prevented from accessing all inappropriate locations. Proper safety procedures, as deemed appropriate by the applicable administrator/program supervisor, will be provided to ensure compliance with the CIPA.

In addition to the use of technology protection measures, the monitoring of online activities and access by minors to inappropriate matter on the Internet and World Wide Web *may* include, but shall not be limited to, the following guidelines:

- a) Ensuring the presence of a teacher and/or other appropriate District personnel when students are accessing the Internet including, but not limited to, the supervision of minors when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. As determined by the appropriate building administrator, the use of e-mail, chat rooms, as well as social networking Web sites, may be blocked as deemed necessary to ensure the safety of such students;
- b) Monitoring logs of access in order to keep track of the web sites visited by students as a measure to restrict access to materials harmful to minors;
- c) In compliance with this Internet Safety Policy as well as the District's Acceptable Use Policy, unauthorized access (including so-called "hacking") and other unlawful activities by minors are prohibited by the District; and student violations of such policies may result in disciplinary action; and
- d) Appropriate supervision and notification to minors regarding the prohibition as to unauthorized disclosure, use and dissemination of personal identification information regarding such students.

SUBJECT: INTERNET SAFETY/ INTERNET CONTENT FILTERING POLICY

The determination of what is "inappropriate" for minors shall be determined by the District and/or designated school official(s). It is acknowledged that the determination of such "inappropriate" material may vary depending upon the circumstances of the situation and the age of the students involved in online research.

The terms "minor," "child pornography," "harmful to minors," "obscene," "technology protection measure," "sexual act," and "sexual contact" will be as defined in accordance with CIPA and other applicable laws/regulations as may be appropriate and implemented pursuant to the District's educational mission.

**Under certain specified circumstances, the blocking or filtering technology measure(s) may be disabled for adults engaged in bona fide research or other lawful purposes. The power to disable can only be exercised by an administrator, supervisor, or other person authorized by the School District.*

The School District shall provide certification, pursuant to the requirements of CIPA, to document the District's adoption and enforcement of its Internet Safety Policy, including the operation and enforcement of technology protection measures (i.e., blocking/filtering of access to certain material on the Internet) for all School District technology with Internet access.

Internet Safety Instruction

In accordance with New York State Education Law, the School District may provide, to students in grades K through 12, instruction designed to promote the proper and safe use of the Internet. The Commissioner shall provide technical assistance to assist in the development of curricula for such course of study which shall be age appropriate and developed according to the needs and abilities of students at successive grade levels in order to provide awareness, skills, information and support to aid in the safe usage of the Internet.

Under the Protecting Children in the 21st Century Act, students will also be educated on appropriate interactions with other individuals on social networking Web sites and in chat rooms, as well as cyberbullying awareness and response.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices

Despite the existence of District policy, regulations and guidelines, it is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events.

The District is not responsible for inappropriate content or material accessed via a student's own personal technology or electronic device or via an unfiltered Internet connection received through a student's own personal technology or electronic device.

SUBJECT: CHILDREN'S INTERNET PROTECTION ACT: INTERNET CONTENT FILTERING/SAFETY POLICY

The District's Acceptable Use Policy and accompanying Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the Internet.

Student access to the District's computer system will automatically be provided unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District technology.

Notification/Authorization

The District has provided reasonable public notice and has held at least one (1) public hearing or meeting to address the proposed Internet Safety/Internet Content Filtering Policy prior to Board adoption. Additional public notice and a hearing or meeting is not necessary when amendments are made to the Internet Safety Policy in the future.

The District's Internet Safety/Internet Content Filtering Policy must be made available to the FCC upon request. Furthermore, appropriate actions will be taken to ensure the ready availability to the public of this policy as well as any other District policies relating to the use of technology.

The Internet Safety/Internet Content Filtering Policy is required to be retained by the school for at least five (5) years after the funding year in which the policy was relied upon to obtain E-rate funding.

47 United States Code (USC) Sections 254(h) and 254(l)
47 Code of Federal Regulations (CFR) Part 54
Education Law Section 814

Policies: #3410 Code of Conduct on School Property District Code of Conduct

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

The District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors and/or vendors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state or country.

The District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Code of Conduct shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Provisions prohibiting discrimination, bullying and/or harassment against any student, by employees or students on school property or at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, that creates a hostile environment by conduct, with or without physical contact threats, intimidation or abuse (verbal or non-verbal), of such a severe nature that:
 1. Has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being; or
 2. Reasonably causes or would reasonably be expected to cause a student to fear for his/her physical safety.

When the term "bullying" is used, even if not explicitly stated, such term includes cyberbullying, meaning such harassment or bullying that occurs through any form of electronic communication.

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

- Such conduct shall include, but is not limited to, threats, intimidation, or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender as defined in Education Law Section 11(6), or sex; provided that nothing in this subdivision shall be construed to prohibit a denial of admission into, or exclusion from, a course of instruction based on a person's gender that would be permissible under Education Law Sections 3201-a or 2854(2) (a) and Title IX of the Education Amendments of 1972 (20 USC Section 1681, et seq.), or to prohibit, as discrimination based on disability, actions that would be permissible under 504 of the Rehabilitation Act of 1973;
- c) Standards and procedures to assure security and safety of students and school personnel;
 - d) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
 - e) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a) (c) or the period of removal expires, whichever is less;
 - f) Disciplinary measures to be taken for incidents on school property or at school functions involving the use of tobacco, the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;
 - g) Provisions for responding to acts of discrimination, bullying and/or harassment against students by employees or students on school property, at a school function, or off school property when the actions create or would foreseeably create a risk of substantial disruption within the school environment or where it is foreseeable that the conduct might reach school property, pursuant to clause (b) of this subparagraph;
 - h) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
 - i) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;

- j) Provisions ensuring the Code of Conduct and its enforcement are in compliance with state and federal laws relating to students with disabilities;

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

- k) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- l) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- m) Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision (“PINS”) petition as defined in Articles 3 and 7 of the Family Court Act will be filed;
- n) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- o) A minimum suspension period for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher’s authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner’s Regulations, “repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom” shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three (3) or more occasions during a trimester, as applicable;
- p) A minimum suspension period for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a) (a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;
- q) A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior and a safe and supportive school climate, which shall be written in plain-language, publicized and explained in an age-appropriate manner to all students on an annual basis; and
- r) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline, including but not limited to, guidelines on promoting a safe and supportive school climate while discouraging, among other things, discrimination, bullying and/or

harassment against students by students and/or school employees; and including safe and supportive school climate concepts in the curriculum and classroom management.

The District's Code of Conduct shall be adopted by the Board of Education only after at least one (1) public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

The District's Code of Conduct shall be reviewed on an annual basis, and updated as necessary in accordance with law. The District may establish a committee pursuant to Education Law Section 2801(5) (a) to facilitate review of its Code of Conduct and the District's response to Code of Conduct violations. The School Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. The District shall file a copy of its Code of Conduct and any amendments with the commissioner, in a manner prescribed by the Commissioner, no later than thirty (30) days after their respective adoptions.

The Board of Education shall ensure community awareness of its Code of Conduct by:

- a) Posting the complete Code of Conduct on the Internet website, if any, including any annual updates and other amendments to the Code;
- b) Providing copies of a summary of the Code of Conduct to all students in an age-appropriate version, written in plain language, at a school assembly to be held at the beginning of each school year;
- c) Providing a plain language summary of the Code of Conduct to all parents or persons in parental relation to students before the beginning of each school year and making the summary available thereafter upon request;
- d) Providing each existing teacher with a copy of the complete Code of Conduct and a copy of any amendments to the Code as soon as practicable following initial adoption or amendment of the Code. New teachers shall be provided a complete copy of the current Code upon their employment; and
- e) Making complete copies available for review by students, parents or persons in parental relation to students, other school staff and other community members.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Sections 11(8), 801-a, 2801 and 3214

Vehicle and Traffic

Family Court Act Articles 3 and 7

Law Section 142
8 NYCRR Section 100.2