WEST SHORE SCHOOL DISTRICT

Online Learning
PARENT & STUDENT HANDBOOK

Presented in partnership with the Capital Area Online Learning Association

caola ™
world class learning

Revised July 10, 2017

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Opening Message

Dear Students, Parents, Guardians and Stakeholders,

Welcome to the Capital Area Online Learning Association (CAOLA) full time cyber option. CAOLA is a collaborative effort between CAIU, member school districts and Intermediate Units to provide new learning options for students. CAOLA's web-based courses meet the increasing demand for high quality student instruction that incorporate proven online learning practices and next generation software. Enrolling in CAOLA means students will have the opportunity to experience flexible and non-traditional learning options with individualized pacing. Students will learn from curriculum that is state aligned and rigorous with an emphasis in 21st century skills. Furthermore, students can continue to be a member of their local school and participate in school events and activities.

This handbook has been developed to provide you with an overview of the CAOLA organization, support system and important policies and procedures. CAOLA students remain enrolled in the local school and therefore will use the school as a resource. This handbook will provide you with clear guidelines on both your responsibilities and the schools responsibilities. It is important for you to remember that you have selected a program that is part of a public school and therefore must comply with various state and federal regulations.

We look forward to working with you this school year. Our commitment is to support student success and we are dedicated to achieving that goal together. If you have questions we are here to help. Please do not hesitate to contact your local school and discuss any concerns that you may have. Congratulations on joining CAOLA. We wish you a successful school year.

Holly A. Brzycki   Chris Champion
Supervisor of Online Learning,   Coordinator of Instructional Technology
Capital Area Intermediate Unit   West Shore School District

2017-2018 School Calendar

Students enrolled in online learning are expected to follow the school district calendar. Students wishing to deviate from the district calendar must contact their advisor to make arrangements.

Important Dates

School Year Begins for Students ....August 23, 2017
School Year Ends for Students ....June 1, 2018
Graduation* ....June 2, 2018
Work Year Ends for Teachers ....June 6, 2018

Cedar Cliff and Red Land High Schools will hold their commencement ceremonies on the same day. This date is tentative and, if additional make-up days are needed, will be rescheduled at the March 2018 Board meeting.

Student Days - 183 (Including Act 80 Days)

August	7	November	17	February	18	May	22
September	20	December	16	March	20	June	4
October	21	January	22	April	19	**Total**	**183**

Teacher Days - 191

School Not in Session on the Following Days

Teacher Orientation Days (Second Year Teachers Only) ....August 9 and 10, 2017
Teacher Orientation Days (New Hires Only)** ....August 14, 15, and 16, 2017
Staff Development ....August 17, 18, and 21, 2017
Staff Development Exchange Day ....August 22, 2017
Labor Day ....September 4, 2017
Fall Break ....October 9, 2017
Staff Development / Act 80 Day ....October 27, 2017
Kindergarten Only - Parent Conferences ....November 17, 2017
Parent Conferences / Staff Development / Act 80 Day ....November 20, 2017
Parent Conferences / Staff Development ....November 21, 2017
Thanksgiving Recess ....November 22, 23, 24, and 27, 2017
Holiday Recess...December 25, 2017 - January 1, 2018
Martin Luther King, Jr. Day / Staff Development / Act 80 Day ....January 15, 2018
Winter Break ....February 16 and 19, 2018
Spring Recess ....March 29, 30, and April 2, 2018
Spring Break...April 27, 2018
Memorial Day ....May 28, 2018
Early Dismissal - Secondary - 11:00 a.m. / Elementary - Noon / Staff Development (p.m.)...............June 1, 2018
Staff Development (Contract Exchange Days)...June 4 and 5, 2018

Three-Hour Early Dismissal / Staff Development (p.m.) Days

10:45 a.m.- AM Kindergarten Dismissal and PM Kindergarten Arrival, 11:45 a.m.- Secondary Dismissal, and 12:45 p.m. - Elementary Dismissal
September 29, 2017, November 10, 2017, December 22, 2017, January 12, 2018, February 2, 2018,
March 16, 2018, and May 25, 2018

Make-Up Days (if needed)	Report Period Ends		Progress Reports Due	Report Cards Issued
1. February 16, 2018	October 26, 2017	45 days	September 22, 2017	November 10, 2017
2. March 29, 2018	January 12, 2018	45 days	December 6, 2017	January 26, 2018
3. April 27, 2018	March 21, 2018	46 days	February 15, 2018	April 6, 2018
4. June 4,...2018***	June 1, 2018	47 days	April 26, 2018	June 15, 2018

** A fourth orientation day must be satisfied by attending 7.5 hours of NeTS meetings during the school year.

*** If necessary, the June 4 and 5, 2018, contract exchange days may be used as make-up days. If June 4..., 2018, becomes a student day, the exchange day(s) will move accordingly. Professional staff members are reminded they must be available to work on listed make-up days, including additional work days added to the end of the school year.

ADOPTED 3-16-2017 | CORRECTED 3-30-17

Online Learning Parent & Student Handbook

CAOLA Mission Statement

The member districts and the Capital Area Intermediate Unit will increase and extend learner options for achieving common goals by collaborating to develop and implement a regional, comprehensive, student-centered learning solution which effectively utilizes the latest technologies and research-based instructional strategies.

Attendance Policy

State Law provides that parents/legal guardians are responsible for ensuring that their student(s) attends school. Students taking online courses are expected to follow the school calendar, which is based on the minimum required 180 days per year.

Full time cyber students are expected to complete no less than 5 lessons a day, five days a week. Full time cyber students will arrange an appropriate schedule with their assigned mentor.
Students not attending school as mandated by the law will be considered truant. Students and their legal guardians are subject to local truancy laws and regulations.

Full time cyber students who fail to complete a total of 25 assignments per week will be counted absent using the following formula:

20-24 assignments completed:	1 day absent
15-19 assignments completed:	2 days absent
10-14 assignments completed:	3 days absent
5-9 assignments completed:	4 days absent
0-4 assignments completed:	5 days absent

On weeks where the District is not in attendance for five full days, the requirement for completion of assignments will be pro-rated.

Part-time students, those taking fewer than four (4) online courses at a time and who also attend courses at one of the District's buildings or Cumberland Perry Area Vocational Technical School, will have their attendance recorded at the building they attend.

Excused Absences

West Shore School District recognizes that circumstance can occur that will keep a student from completing daily lessons and signing into the system. These types of absences are considered excused absence and should fall into one of the categories below. Students are expected to work with their advisor and online teachers to make up any missed work.

- **Absence due to illness, health condition, family emergency**. The parent or legal guardian is expected to notify the assigned advisor via email prior to the absence unless the situation does not provide such opportunity. A doctor's note must be provided if the student misses three consecutive days due to illness.

- **Participation in school approved activity**. In order to be granted an excused absence the activity must be authorized by the advisor and parent. The affected online teachers must be notified prior to the event.

- **Parental request for temporary absence**. Upon parental request the advisor and appropriate school district personnel may temporarily excuse a student for agreed reasons. The request should be submitted in writing in advance and should state the reason and duration of the absence. An absence may not be approved if it is deemed to be detrimental to the student's academic progress.

- **Disciplinary actions**. Absences due to temporary suspensions are deemed excused for attendance record keeping.

Unexcused Absences

Any absence that does not fall into an excused absence category or is not adequately documented will be considered an unexcused absence. The parent or legal guardian will be notified of any unexcused absence. If two unexcused absences occur in a month a conference between the parent, advisor and student will occur. Three or more unexcused absences occurring in a month will require a conference with the parent, student, advisor and principal. At that time, an action plan will be determined to ensure student success. If a student has ten or more consecutive unexcused absences, he/she will be considered withdrawn from West Shore School District.

Parent Responsibilities

Parents/Guardians of cyber students have a unique opportunity and responsibility to participate in the education of their children. Parents are expected to:

- Directly supervise child's education at home

- Provide a physical environment conducive to child's educational needs

- Talk with child about taking online courses and help him or her fill out the "Am I a Good Candidate for an Online Learning Course" questionnaire.

- Go with student to meet with the school counselor to sign the contract and pacing agreement.

- Get the information needed to log in to monitor student's progress.

- Find out the name and contact information for student's Advisor.

- Attend any information sessions offered by the district.

- Log in at least weekly to monitor student's progress.

- Assist student in complying with all rules, policies, and procedures of the school

- Assist student in the submission of all forms, applications, and documentation to the school in a timely manner

- Instruct student on the correct procedure for logging in to record daily attendance

- Maintain regular contact with the school by telephone and email

- Monitor student's computer use to assure that computer equipment and software are used for educational purposes and in accordance with school policy

- Work with student and his/her Advisor to ensure successful completion of the curriculum within the allowable timeframe

- Assure that all work submitted by student was completed solely by that student

- Notify the school immediately of any change in student's contact information or academic status

- Provide student with transportation as needed to participate in standardized testing or other school activities

- Return all instructional materials and equipment to the school as requested by student's Advisor

Student Responsibilities

Students pursuing a cyber-education have expectations and policies that must be followed.

- Parent and students must meet with the school counselor to sign the contract and pacing agreement.

- Follow the school calendar.

- Agree to and follow all policies outlined in handbook.

- Establish a weekly meeting time with the advisor if requested by the student or advisor.

- Log in and take any diagnostic test.

- Log in and complete the daily lessons.

- Contact advisor and online teacher with any questions or problems while taking the course.

- Contact advisor when ready for proctored exam(s), if required by district policy.

- Notify advisor and online teachers of any planned excused absences.

- Use appropriate language, common sense and proper grammar and spelling when sending electronic communication

- Follow school's email and Acceptable Use Policy

- Not use any other student's login or password

Academic Support and Placement

- Each online course content and assignments are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified teachers and have been through a rigorous multi-step review process.

- Each lesson of each online course contains multiple methods for students to learn the material that accommodates different learning styles. Additionally, each online course has an online or hard copy textbook to specifically accomplish the lesson objectives. Furthermore, each lesson has an assessment in order to gauge the student's understanding of the lesson objectives. Note, however, that Advanced Placement courses may not have all of these features.

- Students enrolling as a full time cyber student will work with their Guidance Counselor or school representative and parent/legal guardian to determine proper placement in courses. The school will place the student at the appropriate level taking into consideration previous grades, courses taken, earned credit, academic performance, assessment tests, and graduation requirements.

- Each student will have an online teacher that will monitor the student's progress and, if necessary, create interventions to help the student master the lesson objectives.

- Each student will be able to seek assistance from an online, on-demand tutor. This tutor, is a highly-qualified teacher who can provide additional assistance to aid the student's learning. Online teachers will provide tutoring hours and means of contact to students.

- Each student will have an advisor appointed by the school district to help monitor the student's progress, and help coordinate assistance, if necessary

- Students are required to attend all state and school mandated assessments.

- Students and parents have continual access to student grades online. West Shore School District will issue progress reports, report cards, and diplomas.

Withdraw, Transfer and Dropping a Course

Withdraw

Students participating in the full time cyber model may withdraw from the program provided that the parent/legal guardian indicates in writing the reason for withdrawal, the name and location of the public or private school that the student will attend and expected exit date from the program. Parents may initiate withdrawal from the program by contacting the student's advisor. The local school will contact the parents to ensure proper paperwork is completed and equipment is returned to the school.

Transfers

Students taking online courses *may* continue with their school work if they transfer to another CAOLA member school district. Parents must contact both the current school and future school in order to make

arrangements for the student to continue with online courses. The new school has the authority to accept or deny any requests for continued participation in the full time cyber program.

Students enrolled in the full time cyber model that expect to be away from the home of residence for three or more weeks must fill out a temporary transfer of location form. This form must be submitted to the student's advisor no less than a week before the expected event is to occur. The local school has the authority to accept or deny any requests for location transfers. Students are expected to continue with their schoolwork regardless of their temporary location. Students with location transfers are still required to participate in state assessments.

Dropping a course
Students have 14 calendar days to drop an online course without incurring a penalty. The two-week window starts on the course start date and includes weekends. West Shore School District may charge a fee for dropping the course after the two-week window has expired.

Technology

Technical Support
- Technical Support will be provided to **full time** cyber students and only for the computer system, printer, and software, provided under the full time cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full time cyber program, and or to any students/families not enrolled in the full time cyber program.

- The full time cyber program will provide full time student with a computer, monitor, and printer along with two ink cartridges, and headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Capital Area Intermediate Unit and must be returned upon termination of the student's online learning.

- Full time cyber students will receive a reimbursement of up to $40.00 for local Internet Service Provider fees for each month the student is working.

- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden.

- Use of the full time cyber program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.

- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.

- Students, parents, or any third parties not participating in the full time cyber program are strictly forbidden from installing software received on any other computer system received as part of the computer distributed to them by the school. Such software shall not be loaned, given, or otherwise used on any other computer.

- The school reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.

- Full time cyber students will report all issues that they are having with the computer or courseware to the Capital Area Online Learning Association help desk. Reported issues must include the student's

name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students and Parents/Guardians can contact the helpdesk by calling: **717-732-8403** or emailing **caola-support@caiu.org.**

- Students taking single classes within the district building should report all issues to their advisor. The advisor will assist the student in resolving the problem.

- All issues reported during the school day will be responded by school personnel within 24 hours, or the next school day.

Computer Set-Up

- Full time cyber students and parents are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent with activation of the computer system. A step-by-step set-up instruction sheet will accompany the equipment sent to the household.

- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.

- DSL or Cable Internet connection is the recommended internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

- The student/parent must notify the school within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Advisor who will then forward the information to the appropriate personnel.

- **Replacement Equipment**
    - CAOLA will arrange for replacement equipment only after:
        - Copies of all applicable reports and claims have been received
        - Appropriate arrangements have been made by the student/family to compensate the school for the loss;
        - The family/student signs a revised agreement that reflects the issuance of new equipment;
        - The damaged equipment is returned, if applicable.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

West Shore School District follows the FERPA act and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in the online learning program.

Student Records

A cumulative file will be maintained for the student while enrolled in West Shore School District. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at West Shore School District, CAOLA and parents/legal guardians.

Special Education Services

West Shore School District is required under the Individuals with Disabilities Act (IDEA) to ensure educational services to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated within the courseware. Parents who believe their child is eligible for special education should contact the West Shore School District for further assistance. The West Shore School District will work with the parent and student to ensure proper procedures are followed with appropriate results. Communication between the student's advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Grading

- Students are assessed on a multitude of criteria such as assessments, quizzes, essays, tests, and forum discussions. Students have immediate and continuous access to grades by logging into the system. Grades for assessments and tests will be posted within 24-48 hours from the date they were submitted. Student GPA and class rank will be calculated by West Shore School District. Report cards and progress reports will be distributed by the local school districts.

- Students are permitted to make up missed assignments without grade penalty due to excused absences. Advisors will closely monitor student make up days and communicate with online teachers. An incomplete grade may be given on the quarterly report card if the student's make up days overlap with a quarter end date. The student will have ten days after the end of the marking period to complete any work or the incomplete may change to a 0%. Principals will be notified of incompletes for semester grades and may request a conference with the student and parent.

- Students are permitted to retake any major test that he or she has failed. The student must request a retake for the test through the advisor. The advisor will determine if the request is appropriate and will notify the online grader of the request. The higher score will be recorded in the grade book with the lower score being removed.

Testing Policies

Mandated testing

Students are required to participate in all school and state mandated assessments. Students will communicate with their advisor on the date and time that they are to arrive at the local school to take specified assessments.

Advanced Placement Exams

Students wishing to take AP exams must work with his or her West Shore School District guidance counselor to determine date, time and location. The cost of AP exams are the responsibility of the student.

SAT

Students wishing to take SAT exams must contact his or her West Shore School District guidance counselor to determine date, time and location

Graduation Requirements

Students will work with their guidance counselor(s) to ensure proper placement and credit fulfillment in order to meet graduation requirements. Students in grades nine through twelve will be classified by grade based on the number of credits they have earned.

Field Trips and Social Activities

Full time cyber students are encouraged to participate in school sponsored activities. Students must comply with all West Shore School District policies and not be on disciplinary action. Students wishing to attend field trips or social activities must first notify their advisors and make proper arrangements with West Shore School District. Once arrangements and permission is granted students will then notify their online teachers of their excused absence. Students are responsible for completing missed work during the field trip or social activity.

Full time cyber students should remember that they are still a member of West Shore School District and therefore should dress appropriately. West Shore School District's dress code policy will be enforced and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students also should be aware that when they attend a West Shore School District related function they are representing their local school and community. They should conduct themselves in an appropriate manner at all times as their conduct is a direct reflection on themselves, their families and their school.

Health Screening/ Immunization

Full time cyber students must follow all health screening/immunization programs required by West Shore School District.

Physical Education

Physical education requirements may be satisfied by participating in organized lessons, activities and events. Students that choose to participate in physical activities must work with their advisor to develop a fitness plan and keep a log of their activities.

Athletic and Club Eligibility

Students wishing to participate in West Shore School District's athletic program or clubs will need to express interest to their advisor. The advisor in turn will give the student the appropriate details of the club or program including academic restrictions. West Shore School District has the authority to enforce academic probation on any student that is participating in a club or activity. Advisors will work with students, parents and coaches/directors to assist students that are in danger of academic probation.

Code of Conduct

West Shore School District expects students enrolled in online learning to follow the local code of conduct policies. West Shore School District will not tolerate any actions from students, parents, staff or visitors that in any way interfere with the delivery of educational services, jeopardize the healthy, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. Student's age, maturity, natures of infraction and previous record are a few of the circumstances that will be taken into consideration when disciplining. The following infractions on the code of conduct may result in disciplinary action:

- Cheating-acting dishonestly, copying, or using someone else's work

- Violating the Academic integrity/Plagiarism Policy

- Insubordination- not accepting directions; refusing to cooperate with school staff and other agents

- Theft- taking property of another without right or permission

- Fighting-participating in physical contact with one or more students, faculty or staff

- Vandalism-purposeful destruction of misuse of CAOLA or West Shore School District property

- Violating Acceptable Use Policy

- Harassment or profane/obscene language or gestures towards students/staff/teachers/others

- Wrongful conduct- any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of West Shore School District or is disrespectful, harmful, or offensive to others or property

- Possession of drugs alcohol, tobacco or illicit substances at school related events or on school property.

- Possession of Weapons on school property or school related events.

- Hazing- any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.

- Bullying- Bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to exams, homework, course assignments, and the original creation of essays, compositions, term papers and scientific research. All work submitted by a student should be a true reflection of his or her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own

- Using another student's work in whole or part and handing it in as one's own

- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source

- Using another person's idea, opinion, or theory without citing the source

- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source

- Using quotations of another person's actual spoken or written word without citing the source

- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, West Shore School District will follow the policy on plagiarism as outlined below:

If the student acknowledges that he/she has plagiarized, the assistant principal will assign consequences as listed below.

If the situation remains unresolved, the Academic Integrity Board will meet with student, at which time the student will present his/her account of the incident along with all source material. Parents/guardians are invited to attend the meeting.

After considering the evidence of the incident, the Academic Integrity Board will make a decision and inform the student, the parents/guardians, and the teacher in writing.

The consequences for plagiarism are as follows:

1st Incident:
- Zero for the assignment
- Academic Integrity Board notified

2nd Incident:
- Zero for the assignment

- Loss of honor pass

- Possible suspension

All subsequent incidents will receive a zero for the assignment and suspension

*It is important for students and parents/guardians to recognize that due to the weight of some assignments, receiving a zero on an assignment could result in a grade of "F" for the marking period.

CAOLA Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

Students must:

- Respect and protect the privacy of others.

- Use only assigned accounts.

- Not view, use, or copy passwords, data, or networks to which they are not authorized.

- Not distribute private information about others or themselves.

- Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.

- Report security risks or violations to an advisor, teacher or network administrator.

- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.

- Respect and protect the intellectual property of others.

- Not infringe on copyrights (no making illegal copies of music, games, or movies).

- Not plagiarize.

- Respect and practice the principles of communication

- Communicate only in ways that are kind and respectful.

- Report threatening or discomforting materials to a teacher or advisor.

- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

- Not use the resources to further other acts that are criminal or violate the school's code of conduct.

- Not send spam, chain letters, or other mass unsolicited mailings.

- Not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Students may, if in accord with the policy above:

- Design and post web pages and other material from school resources.

- Use direct communications, such as online chat or instant messaging, with an advisor's permission and coordination with district technology staff.

- Install or download software, if also in conformity with laws and licenses, and under the supervision of the advisor and coordination with district technology staff.

- Use the resources for any educational purpose.

Consequences for Violation

- Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Technical Support and Computer Equipment Policy for Full Time Cyber Students

- Technical Support will be provided to full time cyber students and only for the computer system, printer, and software, provided under the full time cyber program. Technical Support cannot and will not be provided on local area networks in the home, computers not given to the student by the full time cyber program, and or to any students/families not enrolled in the full time cyber program.

- The full time cyber program will provide full time student with a laptop, case, printer along with two ink cartridges, mouse, thumb drive, headset with microphone, virus protection software, internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Capital Area Intermediate Unit and must be returned upon termination of the student's online learning.

- Full time cyber students will receive a reimbursement of up to $40.00 per family for local Internet Service Provider for each month the student is working. The student must be working for 30 days before the reimbursement begins. The CAOLA may terminate Internet reimbursement at its sole discretion.

- All use of the Internet and computer technology must be related to or in support of the educational goals of the student. Use of the Internet and computer technology for any illegal or non-educational activity, including but not limited to profit purposes, lobbying, gambling, advertising, transmitting offensive materials, hate mail, discriminating remarks or obtaining or housing obscene or pornographic material, is strictly forbidden.

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- Full time cyber students and parents are responsible for set-up of the system when the hardware arrives at the student's residence. Technical support staff will be available to assist the student/parent with activation of the computer system. A step-by-step set-up instruction sheet will accompany the equipment sent to the household.

- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.

- DSL or Cable Internet connection is recommended. Dial up modems are strongly advised against.

Lost/Damaged Property

- The student/parent must notify CAIU within three days of the occurrence or discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

- **Families/students are generally financially responsible for their equipment.** In most circumstances where there has been loss or damage, parents will file a claim with their homeowner's insurance carrier. The CAIU will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's Advisor who will then forward the information to the appropriate personnel.

- Replacement Equipment

   o   The CAOLA will arrange for replacement equipment only after:

   o   Copies of all applicable reports and claims have been received

   o   Appropriate arrangements have been made by the student/family to compensate the school for the loss;

   o   The family/student signs a revised agreement that reflects the issuance of new equipment;

   o   The damaged equipment is returned, if applicable.

Full-Time Cyber Student Equipment Return Checklist

☐   Laptop computer with power cord

☐   Printer with power cable and USB cable (if student needed)

☐   Mouse

☐   Headset

☐   Laptop carrying case

☐   Wireless router with power cord and blue networking cable (if student needed)

I have read and agree to the above terms. I will contact the CAOLA helpdesk to report broken or damaged equipment, or to seek support for the online program. I understand that I must return all computer equipment listed above. CAOLA will seek financial and/or legal action for equipment not returned once participation in online learning through the district has been terminated.

caola-support@caiu.org

717-732-8403

WEST SHORE SCHOOL DISTRICT

Student Contract

Certain standards are expected of students enrolling in online courses. This contract and policy makes both the student and the parents/guardian aware of the standards expected of students enrolling in such courses.

As a student taking online coursework, I am aware that:

1. Certain standards are expected of me, as a student, and inappropriate use of the Internet of any kind will not be tolerated.
2. Inappropriate language or messages will not be tolerated.
3. Because of the technology, anything I do in the coursework could be retrieved and printed by the teacher, administrator, or technology staff at any time.
4. Course procedures that must be followed are:
    a. Students must communicate with his or her teacher on a regular basis using acceptable language, proper grammar and spelling.
    b. Students must appropriately use information within the course.
    c. Students must maintain academic honesty.
    d. Students must follow CAOLA's Acceptable Use Policy and all other rules as specified by the teacher.
5. I will make a commitment to complete this coursework by _____ (insert date).
6. I will access the coursework _____ (insert number) times a week in order to remain on schedule.
7. I will contact my advisor with concerns or for assistance

If students do not or cannot abide by the above listed rules, the following procedures will be followed:
West Shore School District, the student, and his/her parents/guardian will be notified of the infraction. In the event of severe misconduct the student will be removed from the coursework.

Parent and Student Sign-off for Policies and Procedures

We have read and understand the following Policies, Procedures, and Information within the Online Learning Parent/Student Handbook and will abide by them. These include the following:

☐   Attendance Policy   ☐   Academic Integrity/Plagiarism Policy

☐   Parent Responsibilities   ☐   Acceptable Use Policy

☐   Student Responsibilities   ☐   Equipment Return Checklist

☐   Student Contract   ☐   Code of Conduct

_____   _____
Student Signature   Date

_____   _____
Parent/Guardian Signature   Date

Request for Location Transfer

Students enrolled in the full time cyber model that expect to be away from the home of residence for three or more weeks must complete this form and submit it to the student's assigned advisor no less than a week before the transfer is to take place.

_____   _____

Student First and Last Name   Date of Request

_____

Parent/Guardian Name

Reason for Request:

_____

_____

_____

Request dates: _____ to _____

Students are expected to log on and complete daily lessons. Please describe how and when the student will access the internet.

_____

_____

_____

Advisors are required to communicate through email and phone with students. Please provide a working phone number where the advisor will be able to reach the student at the new location:

_____

We understand that daily attendance and lesson completion is to be maintained while the student is temporarily away from the home of residence. We agree to communicate with the assigned advisor and online teacher frequently through email and phone. Failure to complete work in a timely manner and communicate with the school could result in unexcused absences and may impact the student's attendance status and grades.

_____   _____

Student Signature   Parent/Guardian Signature

FOR OFFICE USE ONLY

Request Approved: _____Yes _____ No   Date: _____

Person approving request _____   Signature: _____