

E-Cigarette/Tobacco Policy Violation Form

STUDENT NAME: (First then last)	PS ID #	School	Grade
_____	_____	_____	_____
DATE OF VIOLATION(S):	#1	#2	Subsequent
ADMIN NAME:	Date: _____		

****All classes, groups or contracts, deemed appropriate, must be completed within 60 days or the student may be brought before or return to the Attendance and Discipline Committee. All violations are cumulative regardless of the type of violation.**

***Violation number will start over numerically if there are twenty-four (24) months between violations.

Knowingly Present During Use/Possession of (check one): Date: _____ Vape Cigarettes Chew/smokeless tobacco

FIRST VIOLATION - SRO Contacted

Tobacco/Nicotine/Vape (Use/possession):
(Check one)

E-cigarettes Cigarettes

Chew/smokeless tobacco

Consider for expulsion for one semester or complete ALL of the following within 60 days:

1. Suspension up to 2 school days.
2. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice.
3. Complete 4 INDEPTH classes with designated school personnel.

Tobacco/Nicotine/Vape (Distribution/Sale): (check one)

E-Cigarettes Cigarettes Chew/smokeless tobacco

Consider for expulsion for one semester or complete ALL of the following within 60 days:

1. Suspension up to 4 school days.
2. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice.
3. Complete 4 INDEPTH classes with designated school personnel with possible additional prevention curriculum.

SECOND VIOLATION - SRO Contacted

Tobacco/Nicotine/Vape (Use/Possession):
(Check one)

E-Cigarettes Cigarettes

Chew/smokeless tobacco

Considered for expulsion for one semester or complete ALL of the following within 60 days.

1. Suspension for up to 4 school days.
2. Ineligible to participate in all school activities for remainder of that school year.
3. 4 Tobacco Education Group (TEG) classes.
4. Optional Drug/Alcohol Assessment may be offered.

Tobacco/Nicotine/Vape (Distribution/Sale): (Check one)

E-Cigarettes Cigarettes Chew/smokeless tobacco

Student may be recommended for expulsion for up to two semesters to be determined by a District Attendance and Disciplinary Committee. **Upon return to a West Ada School the student will complete ALL of the following in 60 days:**

1. Suspension for up to 4 school days
2. Ineligible to participate in all school activities for the remainder of that school year.
3. 4 Tobacco Education Group (TEG) classes.
4. Optional Drug/Alcohol Assessment may be offered.

SUBSEQUENT VIOLATION - SRO Contacted

Tobacco/Nicotine/Vape (Use/Possession): (Check one)

E-Cigarettes Cigarettes

Chew/smokeless tobacco

Suspension for up to 4 school days. Student may be recommended for expulsion for up to two semesters to be determined by a District Attendance and Disciplinary Committee.

Upon return to a West Ada School the student will complete ALL of the following in 60 days:

1. Ineligible to participate in all school activities for the remainder of that school year.
2. Drug/Alcohol Assessment.
3. 3 evening Parent Information Classes.
4. 4-8 Insight Sessions with School Counselor/Drug Prevention Counselor.

Tobacco/Nicotine/Vape (Distribution): (Check one)

E-Cigarettes Cigarettes Chew/smokeless tobacco

Student will be recommended for expulsion for two semesters to be determined by a District Attendance and Disciplinary Committee.

Upon return to a West Ada School or a team has decided the student will attend an Alternative location program. The student will complete ALL of the following in 60 days:

1. Ineligible to participate in all school activities for the remainder of that school year.
2. Drug/Alcohol Assessment.
3. 3 evening Parent Information Classes.
4. 4-8 Insight Sessions with School Counselor/Drug Prevention Counselor.

Student Signature: _____ Parent Signature: _____ Date: _____

Parent Contacted via: Parent came to the school Phone call Email Other (list) _____

Copies to: Administrator Parent DPC/Counselor District Drug Education Coordinator

Updated: 2/10/20

APPENDIX F

Alcohol and Drug Policy Violation Form

STUDENT NAME: _____ PS ID # _____ School _____ Grade _____
 (First then last)

DATE OF VIOLATION(S): #1 _____ #2 _____ Subsequent _____

ADMIN NAME: _____ Date: _____

****All assessments, classes, groups or contracts, deemed appropriate, must be completed within 60 days or the student may be brought before or return to the Attendance and Discipline Committee. All violations are cumulative regardless of the type of violation.***** Violation number will start over numerically if there are twenty-four (24) months between violations.

Knowingly Present During Use/Possession of (check one): Date: _____ Alcohol Marijuana/THC
 Other

FIRST VIOLATION - <input type="checkbox"/> SRO Contacted	
<p><u>Drug/Alcohol (Use/Possession): (Check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for up to 4 school days and considered for expulsion for one semester or complete ALL of the following within 60 days:</p> <ol style="list-style-type: none"> 1. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice. 2. Drug/Alcohol assessment 3. 3 Parent Information Classes 4. 4-8 Insight Sessions to be determined by School Counselor/Drug Prevention Counselor 	<p><u>Drug/Alcohol (Distribution/Sale): (Check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for 5 days pending consideration for expulsion for one semester, and upon return, must complete all of the following within 60 days.</p> <ol style="list-style-type: none"> 1. Ineligible to participate in all school activities for 21 calendar days (high school) or 14 calendar days (middle school), 7 days of which will be without practice. 2. Drug/Alcohol assessment 3. 3 Parent Information Classes 4. 4-8 Insight Sessions to be determined by School Counselor/Drug Prevention Counselor

SECOND VIOLATION - <input type="checkbox"/> SRO Contacted	
<p><u>Drugs/Alcohol (Use/Possession): (check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for 5 school days pending consideration for expulsion for one semester.</p> <p>Upon return to a West Ada School the student will complete ALL of the following in 60 days: A Drug/Alcohol Assessment, 3 Parent Information Classes, 4-8 Insight Sessions to be determined by School Counselor or Drug Prevention Counselor and follow assessment recommendations within 60 days. Student eligibility for athletics and activities will be determined by Policy 502.5.</p>	<p><u>Drugs/Alcohol (Distribution/Sale): (Check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for 5 school days pending consideration for expulsion for up to two semesters to be determined by a District Attendance and Disciplinary Committee.</p> <p>Upon return to a West Ada School the student will complete ALL of the following in 60 days: A Drug/Alcohol Assessment, 3 Parent Information Classes, 4-8 Insight Sessions to be determined by School Counselor or Drug Prevention Counselor and follow assessment recommendations within 60 days. Student eligibility for athletics and activities will be determined by Policy 502.5.</p>

SUBSEQUENT VIOLATION - <input type="checkbox"/> SRO Contacted	
<p><u>Drugs/Alcohol (Use/Possession): (check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for 5 school days pending consideration for expulsion for two semesters and, upon return to any West Ada school a transition meeting will occur and the interventions that the student will complete to be determined by school administrator and other personnel. Student eligibility for athletics and activities will be determined by Policy 502.5.</p>	<p><u>Drugs/Alcohol (Distribution/Sale): (Check one)</u> <input type="checkbox"/> Vape Device/THC <input type="checkbox"/> Marijuana <input type="checkbox"/> Alcohol <input type="checkbox"/> Other</p> <p>Suspension for 5 school days pending consideration for expulsion for two semesters and, upon return to any West Ada school a transition meeting will occur and the interventions that the student will complete to be determined by school administrator and other personnel. Student eligibility for athletics and activities will be determined by Policy 502.5.</p>

Student Signature: _____ Parent Signature: _____ Date: _____

Parent Contacted via: Parent came to the school Phone call Email Other (list) _____

*Copies to: Administrator Parent DPC/Counselor District Drug Education Coordinator

APPENDIX G

**WEST ADA SCHOOL DISTRICT:
TOBACCO, DRUG & ALCOHOL ACTIVITIES POLICY VIOLATION FORM**
(Complete this form if the violation occurred off campus during the student’s activity/athletic season)

Student Name: _____ ID#: _____

School: _____

Date of Violation: #1 _____ #2 _____

*Documented or cited by law enforcement for (SELECT ONE): Distribution/Sale Use/Possession

FIRST VIOLATION: Tobacco/Nicotine/Vape - E-Cigarettes Cigarettes Chew/smokeless tobacco
Drug/Alcohol - Vape Device/THC Marijuana Alcohol Other

High school students:

- 1) For a first violation, the student will be ineligible for participation in all school activities for a period of twenty- one (21) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity.
- 2) For a second violation within the same school year, the student will not be allowed to participate in any sport/activities for the remainder of that school year.

Middle school students:

- 1) For a first violation, the student will be ineligible for participation in all school activities for a period of fourteen (14) days. After the first seven (7) days, the student will be allowed to attend practices, but not participate in the activity.
- 2) For a second violation within the same school year, the student will not be allowed to participate in any sport/activities for the remainder of that school year.

The student and parent/guardian must also agree to complete the following (set up by the Drug Prevention Counselor):

- 1. Drug/alcohol assessment. Student must follow the recommendations thereof.
- 2. Insight group – 8 sessions during the school day.
- 3. Parent Information Classes (PIC) – classes are 3 consecutive evenings. Parents and student attend together.

-OR-

*If parent/guardian and student choose not to complete the above within a 60-day time period, an additional twenty-one (21) (high school) or fourteen (14) (middle school) days without practice or participation will be imposed.

SECOND VIOLATION:

Tobacco/Nicotine/Vape - E-Cigarettes Cigarettes Chew/smokeless tobacco

Drug/Alcohol - Vape Device/THC Marijuana Alcohol Other

***The student will not be allowed to participate in any games or practice, for any sport or extracurricular activity/club the student is a member of, for the remainder of the current school year.**

Administrator’s Signature: _____ Date: _____

Parent’s Signature: _____ Date: _____

Student’s Signature: _____ Date: _____

Updated: 3/2/20



West Ada School District

**PARENT AND STUDENT ONE-TO-ONE DEVICE
HANDBOOK**

WEST ADA ONE-TO-ONE PROGRAM OVERVIEW

The focus of the One-to-One Program in the West Ada School District is to provide modern tools and resources for the development of responsible, productive students, capable of adapting to a changing, diverse world. The goal is to empower our students to maximize their full potential and prepare them for life-long learning. The purpose of the One-to-One Device is for students to have an educational tool which encourages engagement, innovation, collaboration, reading, critical thinking, research skills, and the ethical use of information. The immersion of technology into the learning environment does not diminish the vital role of the teacher. Effective teaching strategies blended with technology supports all students with engaging personalized learning.

COMPONENTS OF THE ONE-TO-ONE PROGRAM

To ensure equitable access to district curriculum and online learning opportunities, West Ada School District will issue a one-to-one mobile device, device charger and optional device case to all students. The same device may be provided to students in a school or grade level to help ensure online safety (web filtering/anti-virus), provide access to instructional materials, and simplify technical support while maximizing instructional time. Students are expected to utilize their district issued device for classroom instruction, and to bring their device to school every day charged and in working order.

Devices Issued to Early Elementary Students

- Grade K-2, classroom sets of iPads with cases or **laptops and cases (based upon school preference)** will be issued and assigned to students.
- In the event of a remote learning declaration, West Ada elementary schools will communicate with parents on a device pickup/distribution plan to enable students to use these devices at home.

Devices Issued to Intermediate Elementary and Secondary Students

- Grades 3-12 laptops, device chargers, and optional device case and stylus will be issued to all students.
- Students in these grade levels are expected to take their device home each day to ensure they are fully charged and ready for use.

All Grades

- Any student who needs assistance with home internet access may request a district issued cellular hotspot.
- The West Ada School District will offer an optional device protection plan to cover accidental damage to district devices.

Microsoft 365

West Ada staff and students primarily use the cloud-based Microsoft 365 suite of tools that include: **Word, PowerPoint, Excel, Outlook, Teams, OneNote, SharePoint, and OneDrive.** **OneDrive** provides cloud-based file storage and Microsoft **OneNote** is used by many teachers as the class/course digital notebook. **OneNote** "Class Notebook" provides a read-only content library, a shared collaboration space, and a personal section for each student to create content in. The use of Microsoft **Teams** as a learning platform has become an integral tool to help staff and students stay organized, have conversations, submit assignments, and collaborate using all Microsoft tools in one place. Microsoft 365 allows students and teachers to collaborate in a safe and secure environment from anywhere at any time.

Internet Access, Antivirus & Web Filtering

All students will be given access to the Internet. Parents may sign and submit an optional "Limited Internet Access Form", to restrict students to adopted curriculum. To protect students, the district deploys multiple scanning and filtering solutions on district devices and district provided internet hotspots. These solutions are designed to prevent students from accessing inappropriate or harmful sites. These solutions are also designed to prevent viruses and malware on devices, helping to protect personally identifiable information.

Online Curriculum Resources

The district has adopted numerous curriculums and learning resources with online components for student use. In addition, school libraries and teachers may provide access to approved supplementary online resources for student use (See [District Policy 602.1](#)). Additional educational resources used by each building can be located on the District's Website at <https://www.westada.org/COPPA>.

USING YOUR DEVICE

Devices are intended for educational use, such as accessing school messages, announcements, calendars, schedules, completing schoolwork, and submitting assignments. Families who have sufficient technology resources at home, may opt out of taking district devices home by contacting your school's administration. Please understand that due to licensing agreements some Technology programs and resources cannot be installed on personal devices and technical support for personal device is limited to best effort based upon time and resources available.

District Policies and Program Guidelines

Computers and computer networks, including Internet access, provide valuable tools that support the education of students in West Ada School District. The student and his/her parent(s) should read and discuss the district policies concerning computer use. One-to-One devices

are school property and all users are required to follow West Ada School District Policy, West Ada School District Student Handbooks, all “West Ada One-To-One” guidelines, and relevant school/classroom rules. Relevant district policies and guidelines are published to the District’s website:

- 502.81: Student Technology and Internet Acceptable Use
- 502.82: Student Data Privacy and Security
- 605: Instructional Technology
- West Ada One-To-One Guidelines
- West Ada Student Handbooks

Privacy

Students should not have any expectation of privacy concerning their use of district devices. Applications and services offered through the district technology services, including the District’s Microsoft 365 domain (including e-mail), web browsing activity, and browsing history are not to be considered private. Any messages sent or received, and any files created or saved through the system are available for review. This content may be viewed by School/District administration during an investigation, or by West Ada School District’s Technology Department during the review of a possible policy violation.

District Technology and Account Usage

Use of any district technology or district provided accounts, including Microsoft 365, for harassment, bullying, or any inappropriate use is not allowed and may result in potential disciplinary actions up to and including, loss of privileges, suspension or expulsion, and notification of law enforcement when appropriate.

Saving Documents

Students are expected to save work in designated cloud storage locations (OneDrive), school/teacher designated locations available through Microsoft 365 accounts or other applications that are authorized by West Ada School District. Any work saved directly on the device will **NOT** be backed up during the device troubleshooting or re-imaging. It is the student’s responsibility to ensure work is not lost due to device failure or accidental deletion.

Student E-Mail

Students are assigned a district e-mail account through the district’s Microsoft 365 domain. This account should only be used for school related activities. The district may restrict e-mail communication, allowing only student-to-staff messaging to occur. This restriction is set based upon the student’s grade level and will be determined by the West Ada School District. No other e-mail account should be used for school-related activities or for communicating with teachers and district staff. Student e-mail accounts and account content are the property of West Ada School District. Use of these accounts must be in compliance with district policy and are subject to search at any time. The district does not archive student emails. Emails older than 90days may be deleted from the system.

CLOUD-BASED ACCOUNTS AND SOCIAL MEDIA:

Students using social media or cloud-based accounts (such as Google or Microsoft 365) for school purposes will be expected to behave appropriately and comply with District Policies and Guidelines.

Background Photos, Profile Pictures, and Screensavers

If the West Ada School District device policies may permit, students may change background photos, profile pictures and screen savers. Inappropriate media may not be used in any of these areas, on District devices or on any District provided accounts. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures may result in disciplinary actions ([Policy 502.81](#)).

Sound, Music, Games, and Programs

Applications and digital content to support classroom learning will be provided by the district. Students will not be allowed to add or install their own applications on school devices. Educational activities and storage use will take priority over personal use. The district reserves the right to clear the device of all personal files or programs as needed for educational activities and storage.

Photos and Videos Taken with the Device

Students may not take photos or videos of other students, staff, or anyone without their permission. The possession, forwarding, or uploading of unauthorized photos or videos to any website, network storage area, or sharing with another person is strictly forbidden. In addition, photos and video taken with the device may not be used to slander, bully, or denigrate any student, staff member, or anyone on or off the campus at any time. Photos and videos taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study.

Video Conferencing

Any inappropriate use of video conferencing services may result in disciplinary action. All video messaging or video conferencing activities are to be in support of a student's education. Students are obligated to following these guidelines and meet all online meeting expectations designated by teachers. Good video messaging practices include:

- Start video messaging/conference calls with video off and your microphone muted.
- When possible blur your background or set a background effect.
- Ensure you are in a quiet area that is free from disrupting background noises and activities.
- Do not allow other people to be seen in the background (District staff may request a parent to verify that they are present and authorize video use).

Off-Campus Internet Access

Students may connect to other secure wireless networks through their device settings when not at school. When district devices are used at home or at any other location and are connected to the internet, the District's Internet Filter will restrict access to content to the same levels as those in West Ada schools.

DEVICE CHECK-OUT AND CHECK-IN

Device Check-Out

In grades K-5, iPads or laptops (device charger and optional case and stylus) will be initially assigned to classrooms and made available for check-out by students for at home use as necessary.

In grades 6-12, student laptops (device charger, and optional case and stylus) will be individually distributed at the beginning of the school year and to new students as they enroll.

Device Check-In

School devices, device chargers, and any optional accessories such as charging cables and carrying cases must be returned during designated check-in/renewal times. Devices will be examined periodically during the school year to ensure they are functioning properly and being maintained by the students. Students who transfer to another school, withdraw, are suspended, or expelled, or terminate enrollment in the West Ada School District for any other reason during the school year, must return their school device and accessories on or before the date of withdrawal. Students are responsible for any missing or damaged items.

Device Return Policy

School devices, device chargers, and any optional accessories must be returned to the designated school location. Students who withdraw, complete graduation coursework early, or terminate enrollment at West Ada School District for any other reason must return their student laptop and accessories on the date of termination. Students who fail to return a device including accessories at the specified check-in time or upon termination of enrollment, may be subject to fines (replacement cost of the laptop and/or accessories), criminal prosecution and/or civil liability. Failure to return the district laptop may result in a theft report being filed with the local police department.

TAKING CARE OF YOUR DISTRICT DEVICE

Food and Drinks

At no time should there be any type of beverage or food within two feet of the device.

Carrying Your Device

One-to-One devices should be stored in an appropriate case when not in use. Cases protect devices when carrying and storing. Devices should be carried by the case handles, case shoulder strap or by placing a case in the student's backpack.

Device Personalization

Students may personalize/customize their **LAPTOP CASE** by placing stickers, patches, writing or attach luggage tags. Students **MAY NOT** personalize the **One-to-One DEVICES** in any way. Students should not:

- Place stickers, write on, inscribe, or scratch the device.
- Remove or cover district or manufacturer labels and stickers.
- Place inappropriate images depicting the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang-related symbols, or pictures on their device case.

Screen Care

Clean the screen only with a soft dry cloth or anti-static cloth. Laptop screens can be damaged if subjected to rough treatment. The touch screens are particularly sensitive to damage from excessive pressure. Students should not do any of the following:

- lean on top of the laptop when it is opened or closed.
- place objects on the keyboard.
- place anything in the case that could apply pressure to the screen.
- bump or drop the laptop against lockers, walls, car doors, floors, etc., as it could possibly break the screen.

Storing Your Device

Students are responsible for their district device both in and out of school, including during extracurricular activities. Costs associated with a lost, stolen, or damaged device also apply to extracurricular activities. When students are not using their device, it should be stored in a case and kept with the student, or in their locker (if available). Nothing should be stacked on the device when stored at home, in a locker or bag/backpack. Devices that are left in school lockers or PE lockers overnight remain the responsibility of the student. Devices should not be stored in a vehicle parked at school or at home. Students should be prepared to store their device in a location where it be plugged into a surge protector to charge and be ready for use every day.

Traveling with Your Device

Students should logout or lock the device before traveling anywhere, including between home and school. The device should never be left unattended in a vehicle. If unavoidable, it is recommended to lock the device in the trunk before reaching your destination.

If a student is ever in a situation where someone threatens them for their device, the student should give the device to them and tell a district staff member and/or guardian as soon as possible.

DAMAGE, LOSS, THEFT OF DISTRICT ISSUED DEVICES AND ACCESSORIES

Whenever a student encounters an issue with their district issued technology, they are required to report the issue to a teacher or school staff member. Students will be held responsible for ALL damage or loss to their device, device charger, accessories and district provided case resulting from negligence or misuse. This includes accessories not covered by warranty including, but not limited to broken screens, cracked pieces, or device inoperability. In the event of damage not covered by the warranty or an optional device protection plan, the student and parent will be billed for the cost of repairs. Repairs must be made by the West Ada School District Technology Department or the districts authorized service provider. The student may check out a loaner device until repairs are made.

Building administrators will consider the situation that led to the damage or loss. This may result in limiting device use to in-school only, for a period to be determined by the administrator. Students are still required to complete all school assignments, and teachers will make reasonable accommodations as needed. Building level administration may request a parent/guardian meeting with the student to develop a plan to minimize potential future loss or damage.

District Device Warranty Coverage, Normal Wear and Tear, and Device Batteries

All district technology is purchased with a warranty to cover manufacture related issues. These repairs typically are the failure of internal and external parts due to normal usage. The repair costs associated with warranty repairs, repair for normal wear and team, and the replacement of device batteries is at no charge to the student and/or parent/guardian.

Optional Device Protection Plan

The West Ada School District offers an optional device protection plan to families that covers accidental breakage or damage that might occur during the school year. The optional insurance plan can be purchased for \$25.00 per device per year and will cover one claim per school year for the full cost of repair or replacement. After the first claim, families will be responsible for a \$20.00 fee for subsequent claims. The initial protection plan enrollment period is open until the last school day in October. Student enrolling on or before October 1, will have 30 days to enroll in an option device protection plan. Eligible families may qualify for financial assistance to help cover the cost of an optional device protection plan by contacting your building administrator.

Events Covered by Optional Insurance Coverage

- Accident damage from drops, spills, liquid submersion
- natural disasters i.e. fire, flood, power surge by lightning
- vandalism (contact school administrator)
- a single lost device (contact school administrator)
- theft (contact school administrator and file a police report)
- incidental damage to someone else's device
- accidental damage to a district provided Internet access point (hotspot)

Claim events are subject to evaluation by the building administrator and/or the West Ada School District's Technology Department on a case-by-case basis when the nature of a claim event is in question.

Events and Items NOT Covered by Optional Device Insurance

All devices and accessories (charger, and optional case, and stylus) that are issued to students are the responsibility of the student to maintain and return at the end of the school year. The optional device protection program will not cover the cost of:

- Any technology **accessory** that is lost, stolen or damaged
- Any damage or lost devices due to gross negligence

Actual device and accessory repair and replacement costs are maintained on the West Ada Technology Support website (<https://www.westada.org/domain/10858>).

Responsibility for Device Repairs

Any repairs that are not covered by warranty or the purchase of optional insurance fall into one of five categories.

- **Accidental** - Is an unfortunate happening that occurs unintentionally and results in damage or loss
- **Negligence** – A state of being careless, the lack of ordinary care of property
- **Gross Negligence** - To consciously or voluntarily disregard the need to use reasonable care
- **Lost** - To lose a device due to negligence or gross negligence without filing a police report
- **Stolen** - When a device is stolen not due to negligence and a police report has not been filed

For each of these five categories, a fine may be assessed for the repairs based upon the circumstances of the incident. Fines are based upon the district's One-To-One Repair Guidelines and are assessed at the building administrator's discretion. In no circumstances will the fine exceed the cost of the repair or replacement of the device.

Loaner Devices

When a student's district issued device has been turned in for repair, the school will issue the student a loaner device. The loaner device is provided so that learning is not disrupted. Students are responsible for the care of the loaner device under the same One-to-One Device guidelines, which means students can still be fined for damages to loaner devices.

Responsible Use Agreement

Use of West Ada School District technology equipment and services is a privilege, not a right. This Agreement outlines the expectations for responsible, ethical, and lawful use of District technology both on and off school premises. Violation of any of the terms and conditions in West Ada School District Policy, District Student Handbooks, this Agreement, or published Guidelines, may result in termination of privileges, and access to District technology resources may be revoked. Violations may result in disciplinary action up to and including suspension, expulsion and, when applicable, notification of law enforcement agencies.

As parent/guardian of a student with access to a device and/or mobile hotspot, I am responsible for:

- Talking to my child about appropriate and responsible use of District equipment and the Internet. Information about safe and responsible use of technology is available on the "West Ada Technology Support" web site.
- Monitoring and controlling the use and hours of accessibility to District equipment in my home.

By checking out and taking school assigned equipment home, I and my parent/guardian agree to:

- Return assigned devices and device chargers at designed check-in times.
- Return assigned device if I transfer, withdraw, am suspended, expelled or terminate enrollment.
- Pay fines assessed for intentionally damaged devices or for the replacement of a device that is not returned in satisfactory working condition at the costs published on the West Ada Technology Support website.
- Follow District guidelines for the care of an assigned device including keeping the device in good working order, charging the device, keeping the device away from extreme heat or cold, pets and moisture.
- Not personalize the device in any way or remove any District or manufacturer labels or identifiers.

- Report issues with assigned equipment to my teacher or other responsible adult.

As a student of the West Ada School District, I:

- Pledge to use school assigned equipment for educational purposes under the direction of District staff.
- Will strive to be a responsible digital citizen and encourage others to do so by following all West Ada School District policies, District Student Handbooks, and school/classroom rules and regulations.
- Will review and abide by all additional guidelines for the use and care of a school assigned device that are posted on the “West Ada Technology Support” website (<https://www.westada.org/domain/10858>) and that may be emailed to my District provided e-mail account.

As a responsible digital citizen, I will:

- Keep private information private. My password(s) and identity are mine and not to be shared.
- Treat others with respect both online and offline and have appropriate conversations in all my interactions with others, and I understand that a failure to do so may result in school, district and/or legal consequences.
- Report anyone who tries to use technology tools to hurt or harass me to an appropriate authority (teacher, principal, parent, etc.).
- Be responsible for backing up my files, saving my work in designated storage locations, and understand that files saved to the device may be removed or erased during troubleshooting, repair and/or re-imagining of the device.

As a responsible digital citizen, I understand:

- Information I post online leaves a “digital footprint” that can have lasting effects.
- Cyber-bullying is a violation of West Ada School District policies and I can be subject to disciplinary action if I am bullying others online, even if it’s outside of school.
- The West Ada School District does not condone or permit the viewing or use of inappropriate material and uses content filtering software to protect students and staff to the extent possible. Content filtering tools are not completely fail-safe. School and District personnel have the authority and responsibility to monitor appropriate use of technology tools, even when used at home.
- Using a school computer, District network, District provided accounts and services is not private, even when using a personal device at school or a school device at home. Teachers and District staff may review my work and activities when I am using District provided technology resources.
- Any use of West Ada School District accounts, including login histories and browsing activities, can be inspected at any time and without prior notice.
- Accounts may be created for me for school-related use on services such as (but not limited to): The District’s network system, Office 365, E-Mail, and PowerSchool. A complete list of services used, along with links to privacy policies and terms can be found on the District websites. All services comply with District policy [502.82 Student Data Privacy and Security](#).

As a responsible digital citizen, I will NOT:

- Capture, record or transmit the words and/or images of any staff member or student without their express permission. Photos and video taken with the device are for educational purposes only and should be directly related to classroom assignments, projects, and areas of study. Photos and video taken with the device may not be used to slander, bully or denigrate any student, staff member, or anyone on or off the campus at any time.
- Remove or alter originally installed applications and resources or install any applications on the device without the expressed verbal or written permission of the District Technology Department.

- Customize backgrounds, profiles or screensavers with inappropriate language or images, including the presence of guns, weapons, pornographic materials, alcohol, drugs, or gang-related pictures.
- Create, transmit, or communicate any material accessible via the Internet that contains items that are illegal, obscene, harassing, insulting, ostracizing, or intimidating to others.

I acknowledge that I have read and understand the West Ada School District's Responsible Use Agreement. I agree to abide by these and all other applicable policies, procedures and guidelines of the District.

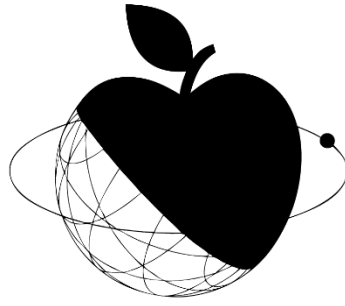
CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)

Dear Parents/Guardians of school-aged children under the age of 13,

As technology becomes an integral part of education, students are using digital resources on a daily basis. Safety and proper usage of the chosen technology is a vital part of implementation. The Children's Online Privacy Protection Act (COPPA) is a law designed to ensure the online privacy and safety of personal information of children younger than age 13. If your student is under age 13, you can review COPPA at (<http://www.ftc.gov/ogc/coppa1.htm>). All websites, programs, and applications with their associated privacy policies that currently utilize personal identifiable information are listed on the district and individual school websites under the "Parents and Students" web link <https://www.westada.org/coppa>. COPPA permits school districts to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator.

If you are unable to access this information, a hard copy will be provided at your request. Throughout the West Ada School District, we use this information for instructional purposes only. Please be aware that your student's teacher may or may not be using all websites, programs, and applications listed. The list will be updated on the district and school websites as it relates to current educational practices. It is important that you read over the information provided.

By signing below, I confirm reading or understand the Children's Online Privacy Protection Act (COPPA). I give permission for the West Ada School District, as well as the school my student(s) attends, to share the personal information of my child needed to utilize the websites, programs, and applications listed on the district or school websites. I understand that this information will be utilized for instructional purposes only. I understand that I may check the district or school website for an updated list of websites, programs, and applications used in the school or district throughout the year.



**Virtual School House
Secondary Student & Parent
Handbook Addendum
2021-2022**

Welcome to Virtual School House!

Admissions

Program Scope

Virtual School House (VSH) is an accredited, full-time, online, diploma-granting public charter high school serving students in grades K-12. All students will be classified as

full-time public-school students. Full-time status is defined as students enrolled in a minimum of:

- Secondary Students: 3 classes per quarter. Most students will average 3 classes per term, with a maximum of 4.
 - Students must take a minimum of 12 courses a year to stay on target for graduation.

Transfer Credits

VSH will transfer in credits from any accredited institution.

Graduation requirements for students who transfer into VSH after completing at least one term of course work at another accredited institution will be reviewed on a case-by-case basis. VSH graduation requirements, including the senior project requirement and required credits, will be evaluated as necessary to reflect student's progress toward graduation at past schools. Transfer students must provide or authorize transfer of transcripts for all previous high school work prior to their first day of course work.

Students must comply with the state-mandated minimum graduation requirements and mandated testing. These requirements are subject to change from year to year per Board policy and requirements of the State Board of Education.

Registration/Course Selection

During registration, enrolling students and families have the opportunity to request their course choices. Upon admission an Academic Counselor will review those choices and contact the student and family to discuss courses and graduation requirements. Students are provided detailed course information as well as several tools to help them establish graduation plans.

Registration and course selection is conducted online. VSH courses with their associated credits and descriptions are published in the course catalog on the VSH Website at: <https://www.westada.org/Page/85269>

Student/Parent Orientation

New students are provided with an online Orientation course each term that enables them to become familiar with all aspects of the VSH online learning environment. All orientation information is available to students and their families digitally through their Welcome email and corresponding links; this is also posted on our VSH Website.

VSH offers a Parent University to assist parents in understanding the different platforms used throughout the day. Our Parent University provides instruction on how to navigate the Learning Systems and other keys to success. Please check our VSH Website for Live Parent University offerings, or to watch the Archives of presentations.

Student ID Cards

Student ID cards will only be issued to students that either participate in the VSH school picture day or submit a school appropriate picture. Students will need a school issued ID if they travel to a different building for class(es) or play sports. Students will request an ID by emailing the principal.

Add/Drop Period

Students may add or drop courses up to five (5) days following the first day of each term. After that date, students may petition the Principal to add a course. Students wishing to drop a course after Day 5 will be guided by the Withdrawal procedures. Students cannot drop below two (2) credits during the term unless otherwise permitted by the Principal or as addressed in an individual student's IEP or Section 504 Plan.

Course Load

Students who enroll after the start of their freshman year are eligible to transfer credits earned towards their graduation requirements. Students must complete a minimum of one term of coursework before being eligible to earn a diploma. In the first term of enrollment, students will be enrolled in a minimum of two (2) courses. However, enrolling in less than three (3) courses in each term does not ensure graduation within four (4) years. In addition, it is typical in the first term of enrollment that students will be enrolled in no more than three (3) courses so that the student does not become overwhelmed. If there is a reason for the student to be enrolled in four (4) courses the first term, they should contact their Counselor so they can assess the special circumstance. If a student requests to enroll in more than four (4) courses in a term, he or she must receive approval from the Counselor and Principal and sign an overload contract. Additionally, the needs of a student on an IEP or 504 will be addressed on an individual basis.

Credit for Courses

Credit for coursework completed at VSH can be earned through percentage/letter grade.

To earn percentage/letter grade credit for a course at VSH, students must earn at least 60% of the total points possible in the course.

Credit Recovery

Courses related to credit recovery are available to students throughout the West Ada School District, that meet specific criteria. Classes are limited to specific core graduation requirements. Students interested in a credit recovery program should contact their School Counselor.

Federal and State Mandated Testing

All students enrolled and attending ninth through twelfth grade at VSH are required to participate in all statewide assessments developed by the Idaho State Department of Education, as well as any assessment developed by the United States Department of Education or the Idaho Legislature to implement the federal Elementary and Secondary Education Act (ESEA) assessment requirements. Failure to respond to reasonable attempts to contact the student and/or parent could result in disciplinary and or truancy action.

National Standardized Achievement Testing

Because standardized achievement and proficiency tests are often important to college admissions, VSH will make available test information, including registration deadlines, testing dates and locations, test fees, etc., for the following tests:

- ISAT (Idaho Standards Achievement Test)
- PSAT (Preliminary SAT)
- SAT (Scholastic Aptitude Test)

Graduation and Graduation Requirements

Graduation Requirements - General

To earn a diploma through Virtual High School, incoming students must meet the following requirements that meet Idaho state graduation requirements.

Diploma Types

VSH offers the regular high school diploma as outlined by the State of Idaho, Board of Education.

Subject	Regular Diploma minimum # credits
English	8
Speech	1
Math*	6
Science (<i>all must be lab based</i>)**	6
Eastern Geographical Perspectives	1
US History	4
American Government	2
Economics	1
Health Education	1
Humanities	2
Electives	12
PE	2
Minimum credits to graduate	46
<i>Additional criteria</i>	N/A

* Including courses that meet Algebra I and Geometry standards. 2 credits must be taken in last year of high school.

** Lab-based science courses include but are not limited to: Biology, Chemistry and Physics

In addition to these credit requirements, students are required to:

- Take a Civics Exam in conjunction with the US Government completion
- Take an approved College Readiness Exam (*the school recommends students take the SAT during their junior year which is provided free of cost by the State of Idaho*)
- Complete the Senior Project

Transfer Credits

VSH will accept transfer credits from any accredited institution. VSH reserves the right to refuse transfer credits from non-accredited institutions or for homeschool experiences.

Diploma Authorization

Students who graduate from VSH will earn a diploma from Virtual High School.

Record Keeping

Attendance Tracking

VSH is most concerned with student progress made toward graduation requirements. We recognize that many of our students have work and family responsibilities that make “traditional” school attendance difficult to comply with, and that is why they choose to attend our school.

However, attendance must be tracked for State and Federal reporting. State and federal reporting is based on tracking a combination of seat time and progress in courses. To promote accurate reporting and in order to complete courses with a passing grade in the term, students should keep on track with lesson completion so that they do not become so far behind that it is impossible to pass the course by the end of the term.

All teachers at VSH use a weekly pacing guide of assignments, and full-time students are usually enrolled in 3 courses each quarter. Lesson completion is the same as attendance when you're at an online school, and students not engaging in their classes is the primary cause of failure.

Therefore, it is the procedure at VSH to track lesson completion for every student each week, and to count students as absent if they do not meet their minimum lesson completion. Attendance will be taken through PowerSchool. If absences become excessive and lack of work completion is observed, VSH will contact parents to discuss options.