

# Paris Union School District #95

## Elementary Teacher Handbook

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## FORWARD

This handbook serves as an orientation and guide to the School Code of Illinois, the Policies of the Board of Education of Paris Union School District #95, and to the administrative decisions as they pertain to teachers.

The handbook in no way can be a complete guide, and its distribution by the administration does not negate the need for the teacher to read the School Code, the School Board Policy Manual, the negotiated contract between the Board and the Association of Paris Teachers, or the elementary school handbook.

**ADMINISTRATION OF MEDICATIONS TO STUDENTS (Bd. Policy 720.14)**

When it is absolutely necessary that a child take medication at school, there are specified procedures that must be followed. A form "Request for School Administration of Medication" must be completed in full and signed by both the physician and the parent, and returned to the school. The completed form will be sent to the school nurse who will make a copy and return the original to the school principal.

Any medication brought to the school by a student must be in a container that is appropriately labeled by the physician or pharmacist. The medication will be kept in a locked cabinet and will be administered to the child by the same person each day.

**ATTENDANCE AT MEETINGS**

Teachers are expected to attend all staff meetings, both building and district-wide unless excused by the principal.

**AUDIO-VISUAL USAGE**

All audio-visual presentations should be an integral part of the lesson plan. They should be introduced, presented and a follow-up activity should be pursued. Teachers should be especially careful about grouping classes together due to the safety hazard posed from having too many students in one room in case of an emergency situation. Any grouping of students should be supervised by an appropriate number of teachers to provide for a safe evacuation.

**BULLETIN BOARDS AND POSTING MATERIALS (Bd. Policy 730.13)**

School bulletin boards are for the purpose of internal communications and school business items only. Classroom bulletin boards are for instructional purposes, the display of student work and student motivation. All other materials posted on any school bulletin boards or elsewhere in school building by any organization or individual shall have prior approval of the building principal and shall be posted only in approved spaces. Unapproved or improperly displayed materials will be removed.

**CANINE SEARCHES (Bd. Policy 710.22)**

Paris Union School District #95 recognizes that it has the primary function of providing a safe and drug free environment for schools. The Board of Education authorizes the Superintendent of Schools to request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for alcohol and illegal drugs including searches conducted through the use of specially trained dogs.

**CARE OF SCHOOL PROPERTY (Bd. Policy 24-17)**

Every teacher shall see that the property of the district under their care and control is not unnecessarily damaged or destroyed.

Every teacher shall satisfactorily account for all property belonging to the district. Students and their parents are responsible for replacing or paying for lost or damaged equipment, school owned books, building or other school property.

**CHILD ABUSE/NEGLECT**

All personnel are required to observe the physical and emotional well-being of the students. Any suspected instances of child abuse or neglect shall be reported to the Department of Children and Family Services and the building principal. A written summary should be made of the extent of the suspected abuse or neglect. This should include date, time and other relevant information to support a report to DCFS.

### **COLLECTED FUNDS**

Teachers are responsible for the safe-keeping of all funds that they collect. Funds should not be kept in classrooms overnight.

### **COMMEMORATIVE HOLIDAYS (School Code 24-2)**

Teachers are required to observe the following commemorative holidays with appropriate classroom activities that will lead to student understanding and appreciation:

4th Friday of September	Native American Day
October 9	Leif Erickson Day
February 15	Susan B. Anthony Day
Designated Annually	Arbor and Bird Day
Week of May 1	Illinois Law Week

### **COMMITTEES**

All staff members are expected as part of their normal duties, to serve on a committee pertaining to school activities, when such committee assignments are made by the building principal. Committee service may be part of the staff members' evaluation.

### **COPY MACHINES**

Copy machines are to be used for school business. Persons using the copy machines should be aware of the penalties for violation of copyright laws. The administration assumes no responsibility for violation of copyright laws by an employee. Office personnel will handle all maintenance supplies for the copiers.

### **DISTRICT NURSE**

The district nurse provides services to the students, parents and teachers. These services include a variety of responsibilities.

The nurse works with administration through established written policies and procedures to plan appropriate school health programs for students and other personnel. Another of the nurse's responsibilities is to provide assistance to parents and teachers in working out solutions to specific health problems of students. The nurse serves as a resource person for all health problems, is knowledgeable about all community health agencies and resources and can refer families to them.

One of the nurse's major responsibilities is the appraisal of the current health status of each student through:

- \*screening tests
- \*checking past health history
- \*observing students
- \*conferring with parents, teachers and students

### **EDUCATION BEYOND BS**

Course work must be reported to the Superintendent's office by August 1 in order to insure advancement on the current year's salary schedule. If a staff member has not received a copy of grades at that time, make notification and verify at a later date. Course work beyond the Master's degree must have prior approval of the Superintendent before enrollment in the class to receive advancement on the salary schedule.

## **EMERGENCY DRILLS (Bd. Policy 720.23)**

**FIRE DRILLS** are conducted periodically during the school year. When the fire alarm sounds, all students are to leave their work immediately and walk to the designated exit. The method for evacuation will be disseminated by the building principal during the first staff meeting and should be explained to the students by the classroom teacher during the first week of school. Procedures will be posted throughout the building. Teachers, during any evacuation, should take their class roster with them so roll may be taken. Classroom doors should be closed.

**TORNADO DRILLS/WARNING** –all students should leave their work immediately and move to the designated areas of the building. Once students have arrived in their designated area, they should assume the crouched position and remain there until instructed that conditions are clear. Parents may pick up their children when a tornado warning exists, but students will not be allowed to go home alone as long as the warning is in effect. Procedures should be posted throughout the building and teachers should explain them to their students.

## **EMERGENCY SCHOOL CLOSINGS (Bd. Policy 720.04)**

If you have doubts concerning the weather and school closing, you should listen in the morning prior to leaving for work. We will also attempt to get the news to Channel 10 and the radio stations in Terre Haute if possible. An attempt to inform employees through the school phone tree will be made concerning the emergency closing of school. Employees who cannot get to work because of bad road conditions will be docked in pay if school is in session. When school emergency closings occur during the school day, students and teachers will remain at school until students can be dismissed in a safe and orderly fashion. Parents may come to school and pick their children up when this procedure is in effect.

## **EMPLOYEES' CHILDREN**

Teachers and classified personnel are not to bring their children to school during work hours.

## **EMPLOYEE CONDUCT (Bd. Policy 500.19)**

Students tend to model the adult behavior that they observe. The Board expects that the entire staff will set the kind of example that will benefit student conduct and behavior, as well as contribute to the educational goals and objectives of the district. Teachers should be in their rooms ready to begin instruction when the students arrive so that the students will be punctual and have a serious regard for the educational process. Education can be fun, but its importance demands that those in charge set the tone.

## **FIELD TRIPS (Bd. Policy 645.09)**

Field trips will be scheduled and planned to provide students with educational experiences which are integral parts of the educational program and the teacher's lesson plans.

**WALKING TRIPS** - The classroom teacher should complete the appropriate request form (available in the office) and submit it to the building principal for approval well in advance of the proposed trip. The principal will either approve or deny the trip.

**TRANSPORTED TRIPS** - The classroom teacher should plan well ahead for transported field trips, including the cost of the trip in the budget request for the upcoming year. The appropriate form should be completed by the teacher and submitted to the building principal for approval. If the principal approved the trip, the request shall be forwarded to the Superintendent for his/her approval and to allow

transportation arrangements to be made by the central office. Parental permission in writing should be secured for all field trips. All school trips shall be adequately supervised by staff members and other adults.

#### **FUNDRAISING CAMPAIGNS (Bd. Policy 730.12)**

In general, fundraising in school is a poor idea. No group should solicit funds from teachers or students during the school day. No group of individual should sell items in the school during the school day. This does not apply to Board approved fundraising activities conducted by parent service organizations of the school or to approved student activity fundraising.

#### **HOMEWORK (Bd. Policy 655.05)**

The types, frequency, and quantity of homework should be based on the needs of the individual student as determined by the professional judgment of the teacher. When homework is assigned, it should be meaningful work and not busy work. All homework should be utilized in some manner (discussed, corrected, and/or graded, etc.) In most cases, homework should not be used as an initial teaching device, but as reinforcement for skills already explained by the teacher. Teachers should have students begin homework assignments during the regular class period so that they will be available to help with problems. Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

#### **LESSON PLANS (Bd. Policy 671)**

Good classroom instruction depends upon good planning. Lesson plans should be current and clear enough so that they may be followed by a substitute teacher as well as the regular classroom teacher. Minimum plans should include major learning objectives of the lesson, the page numbers that the teacher hopes to cover, the materials used and other pertinent information. Failure to maintain clear, current, complete lesson plans in an appropriate place readily available to the building principal may result in disciplinary action.

#### **NONDISCRIMINATION**

Paris Union District #95 does not discriminate on the basis of sex, race, age, color, marital status, religion, national origin or disability.

#### **ORDERING ON APPROVAL OR FOR PREVIEWING**

No materials may be ordered on approval or for previewing purposes without the consent of the building principal. Materials ordered without permission of the building principal or held beyond the time for return without charge, become the classroom teacher's financial responsibility. All materials ordered on approval will be submitted to the Superintendent's office on a regular requisition form.

#### **PARENT CONFERENCES (Bd. Policy 655.03)**

Parent-teacher conferences shall be conducted on a regular basis as a means of reporting student progress to the parents. Close communication with parents should be maintained to assure parent support of the educational endeavors of the student and the teacher.

Communication other than formal conferences is also encouraged. Phone call and letters are other modes of communication that may be used. Communication contacts should be of a positive nature as well as a negative nature. Parents are more supportive if they receive calls of praise rather than solely calls of complaint.

Teachers should make every effort to be available to meet with parents whenever a parent feels that the situation requires it.

**PERSONNEL FILES** (Bd. Policy 520.27)

Personnel files for each employee are maintained at the Superintendent's office. For a description of personnel files, how to put material in the file, view the file, etc., see Appendix A.

**PLAYGROUND DUTY**

Morning duty will be assigned on a regular rotating basis. Duty teachers are to be on the playground from 20 minutes before the entry bell rings until all students are in the building. Morning playground duty officially ends when the students are in the building.

**PROMOTION AND RETENTION OF STUDENTS** (Bd. Policy 655.06)

When a teacher feels that a student may not be able to meet the grade level requirements due to their quarterly performance, AIMSWeb results, STAR reading, and/or the student's readiness level, the building principal and parents should be notified. Notification should never be later than the end of the third quarter of the current year. Before reading a final decision on retention in grade, the expertise of other personnel should be used in reaching a decision. The ultimate responsibility for placement, promotion, or retention shall rest with the building principal.

**PUBLICITY / PRESS RELEASES** (Bd. Policies 805.7-.09)

Part of maintaining good public relations for the school system lies in an active use of the local media to publicize events in the schools which are of a positive nature. The most effective way of communicating is to do so in an organized fashion. For this reason, all media contacts must be made with the knowledge of the building principal. All media releases concerning noteworthy events in the schools shall be handled as follows:

1. All news media are to report to the principal's office.
2. Any news media personnel desiring an interview with a staff member during school hours must arrange the interview with the approval of the building principal.
3. Television cameras will be permitted in the buildings only with prior approval of the Superintendent of Schools.
4. Teachers will be allowed to be interviewed only during their preparation period in an area assigned by the building principal.

**STUDENT ATTENDANCE** (School Code 24-18; Bd. Policies 705.12-.14)

Student attendance and punctuality are important aspects of the educational process. Teachers are expected to maintain an accurate register. Such register shall reflect all of each student's absences or tardies. This hand register shall be turned in at the end of the year as a backup record for student attendance and grades. Teachers shall take attendance each morning and afternoon and submit the attendance along with lunch and breakfast counts to the office on the appropriate forms.

**STUDENTS LEAVING CAMPUS**

No student is allowed to leave the school grounds during the school day without securing permission from the school office. Because the school serves "in loco parentis", students can be released during school time ONLY to parents/guardians or to someone with written permission from parents/guardians.

**REPORT CARDS** (Bd. Policy 725.01)

Report cards are issued quarterly. They are to be taken home, examined by the parent, signed and returned.

**SCHOOL DAY - LENGTH**

Teachers are required to be at the building no later than 30 minutes before the student tardy bell and in their



classroom or teaching area when the student entry bell sounds. Teachers are not to leave during the school day without permission of the building principal (except during their lunch break) until 30 minutes after students are dismissed.

**SEX EQUITY POLICY / GRIEVANCE PROCEDURE (Bd. Policy 700.01)**

It is the policy of the Paris Union School District #95 not to discriminate on the basis of sex in its educational and extracurricular programs and activities as required by Illinois PA 79-597 or Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois Sex Equity Rules and Title IX and/or the Sex Equity Grievance Procedures may be directed to the Coordinator for Nondiscrimination for Paris Union School #95, 300 South Eads Ave. Paris, IL 61944; telephone (217) 465-8448.

**STUDENT CONTESTS (Bd. Policy 730.08)**

It is the general policy of the Board of Education to deny promotional aid, school time, faculty assistance to student contests involving essay writing, poster-making, or other activities sponsored by organizations outside the school. Exceptions may be made by the Superintendent, but the worthiness of the cause, or the opportunities for individuals to win prizes, shall not in themselves constitute sufficient reason for exception to this general policy.

When exceptions are made, the contest or project should not interfere with the operation of regular classes, or require a teacher to sacrifice time from the regularly planned program for students. The participation of teachers and students in any approved contest shall be voluntary.

**STUDENT DISCIPLINE (School Code 24-24)**

Teachers shall maintain discipline in the schools, including the school grounds and further including after hours school activities. All disciplinary efforts of staff members are to be directed toward changes in student behavior and the attainment of student self-discipline. The following disciplinary methods shall be used by District staff with the students:

1. Individual discussions with the students
2. Whenever possible, students may become involved in defining acceptable standards of behavior.
3. Parental involvement in cases where a student repeatedly exhibits lack of responsibility of self-discipline.
4. As a consequence of a student's action, the student may be placed in a supervised area, detained from recess, denied participation in school activities, detained during non-school hours, suspended-school, suspended from riding the bus or otherwise disciplined.

The law of the State of Illinois prohibits the use of any form of corporal punishment as a mode of discipline.

Students who are detained after school for disciplinary reasons or to make up work should not be held after 30 minutes. If possible, parents should be notified that the child is staying after school and the reason. The teacher who is responsible for the child should see that the child gets safely across those street crossings normally covered by an adult crossing guard.

While not required, it is wise for the individual teacher to keep a log of disciplinary incidents including time, date, and pertinent details. Such a record would be valuable in terms of refreshing the teacher's memory if questions concerning discipline or child abuse were to arise.

Good behavior is learned. It is important that good conduct be expected and rewarded by the adults in charge. Expectations and consequences must be consistent so that students always know. All students should

be informed of the consequences of their actions. Any student involved in a disciplinary situation should always be counseled concerning what they did that was wrong, why it was wrong, and what they could have done to handle the situation.

Students tend to model observed behavior. All students should be treated with respect, consideration, and courtesy. Let the student know that you disapprove of their behavior but not of them as a person. Never use sarcasm, ridicule or excessive displays of temper in dealing with students. Always make sure of the facts before taking any disciplinary action. Do not make rash statements or act impulsively.

#### **STUDENT INJURY (Bd. Policy 720.13)**

Any accident involving a student will require that the person having supervision or jurisdiction over the student at the time of the accident send a District #95 Accident Report to the District Nurse's Office. A copy of the report also needs to be filed in the student's health record. The District Nurse will also send a copy of the report to the Superintendent. Teachers are legally responsible for students under their supervision. For this reason, students should never be left without supervision and teachers should exercise prudence in what they expect or allow students to do.

#### **STUDENT RIGHTS AND RESPONSIBILITIES (Bd. Policy 710)**

Since students are children we tend to forget that by law they have the same rights as other citizens. Each teacher should read and familiarize themselves with the sections in the Student and Parent Handbook on student rights and responsibilities and the Student Records Act.

#### **SUBSTITUTE TEACHER FOLDERS**

each teacher will have a substitute folder on file in the office of the building principal. The folder will include:

1. Class roster
2. Seating chart
3. Copy of the school calendar
4. Copy of the substitute summary form
5. Copy of the classroom teacher's schedule
6. Note on the location of the lesson plans
7. List of any additional duties (playground, etc.)
8. Copy of the bell schedule
9. Pertinent medical or behavioral information that the substitute should know about specific students.

#### **TEACHER ABSENCE (Bd. Policy 521.01)**

Sick leave shall be interpreted to mean personal illness, quarantine at home, or serious illness, or death in the immediate family. The Superintendent or his/her designee shall monitor the use of employee sick leave. Excessive absenteeism or a recurring pattern of absenteeism shall be reviewed by the Superintendent and/or his/her designee. The Superintendent shall follow the Board of Education policy and/or statute in determining remedial procedures.

All employees may use one (1) sick leave day each school year in order to attend the funeral of a person not defined as immediate family.

As soon as an employee realizes that they will not be able to be on the job due to illness, they should notify the building principal, preferable before 7:00 a.m. If an employee is unable to reach the building principal, the building secretary should be notified. In no case shall the teacher secure their own substitute.

If no call to the contrary is received by the school before 3:00 p.m., the building principal will assume that the sick employee has sufficiently recovered to be able to work on the following day and will release the substitute.

Teacher absence due to personal leave shall be dependent upon the securing of a substitute that the building principal feels is qualified to handle the job. Early notification of the need for a personal leave day is better in terms of securing a qualified substitute. No personal leave day shall be approved for the day before or the day following a vacation unless approved by the Superintendent. Due to fairness to substitutes and students, no personal leave days should be requested for the last two (2) weeks of the school term except for serious emergencies.

#### **TEACHER EVALUATION (Bd. Policy 520.20)**

Both tenured and non-tenured teachers will be continuously evaluated throughout the year for the purpose of improvement of instruction. Evaluation shall be conducted in accordance with the procedures developed by the contract between the Board of Education and the teachers.

#### **TEACHER SCHEDULES / ELEMENTARY CURRICULUM (School Code Sect. 7)**

Each elementary teacher is expected to submit two (2) copies of their classroom schedule to the building principal, one of the copies will be forwarded to the central office. A copy of the schedule should be in the substitute teacher file in the office. Each teacher's schedule shall include: language arts, science, mathematics, social studies, music, art, daily physical education, career education, conservation, the daily Pledge of Allegiance, and at least one (1) hour of safety education per week. (See Appendix B for scheduling information).

#### **TELEPHONE USAGE (Bd. Policy 747)**

The office telephones are business phones and should be so used. Teachers will be called to the phone in case of emergency only. A record of incoming calls will be kept in the office, and the teacher may return those calls when convenient. Any long distance call involving school business should be logged on the appropriate form.

No other long distance calls should be charged to school phones. Cell phones should only be used for an emergency during instruction time.

Students may use the phone only with the permission of the office staff. They must give their reason for using the phone and if the reason is not of serious nature, permission may be refused.

#### **TRANSCRIPTS (School Code 24-23)**

Each certified staff member shall file with the Superintendent an up to date copy of his/her transcript of credit showing all earned college credits.

#### **TRANSFER OF STUDENTS**

If a student moves during the school year, the student or parent should inform the office of the change of address. Students will attend the same attendance center for the school year, despite the district change of address.

When the classroom teacher is notified that a student will no longer be enrolled, all materials pertaining to that student should be submitted to the office. The student's grade card and cumulative folder should be updated and submitted.

#### **TUTORING (Bd. Policy 520.23)**

No teacher shall tutor a child from their own class, and only in unusual circumstances shall a contractual teacher tutor a child enrolled in the District.

**VISITORS AND GUESTS (Bd. Policy 745)**

Parents are encouraged to visit classrooms as observers. All visitors must check in at the school office.

Arrangements for a visitor should be made one (1) day in advance of the visit when possible and all such arrangements are subject to the approval of the building principal.

School age students and ex-students not currently enrolled should not plan to visit school when classes are in session and may not be in the building during or after school without the permission of the principal.

**APPENDIX A**  
**Personnel Files**

## DISTRICT PERSONNEL FILE

(Information for tenured teachers and administrators)

### Description of Individual Personnel File

An individual file and only one file is maintained for each employee in the district. This file is kept at the Superintendent's Office.

The following items are maintained in each file.

- a) original contract, annual extension of contract, and supplemental duty assignments
- b) copy of official transcript and special training certification
- c) copy of required medical forms
- d) copies of evaluation summaries and/or data and correspondence related to evaluation as submitted by evaluators
- e) copies of evaluation related data submitted by teachers

The purpose of the file is to provide information to support possible letters of reference and generally provide a record of accomplishments of each employee in the district.

The privacy of individual files is strictly maintained. The materials may be examined only by (1) the employee, (2) the employee's immediate supervisor, or (3) the Superintendent or Superintendent's designee. At any time when materials in a folder are examined, including examination by the employee, the person examining the file is to sign and date the record card in the folder so that each employee is informed of file reviews.

Materials in these files are never removed to be sent to prospective employers. An employee may grant permission for another person to review their file by providing such person with written permission to do so or by accompanying the person to the record office. If an employee wishes to have reference letters and other documents sent to prospective employers, educational institutions, etc., it is the responsibility of the employee to arrange for this transmittal through a placement office of other agency. The local district does not provide placement service or send materials from individual files.

Materials submitted by employees for inclusion in the personnel file must be accompanied by the appropriate form.

Please attach this sheet to data you wish to have placed in your personnel file and send directly to Superintendent of Schools - Paris District #95. (Additional copies of this form may be duplicated.)

Tenured teachers and administrators are to attach this sheet to each document or set of documents they wish to have permanently placed in their personnel file. The following information may be helpful in determining what should be submitted for retention in your file.

General Guidelines

1. Data to be placed are to be sent directly to the Superintendent with this sheet attached.
2. All materials are to be on 8 ½ x 11" sheets to be stored in a letter size filing folder.
3. Only summaries of data are to be forwarded for permanent storage. If considerable time is spent preparing materials to be placed, the limited space will be better utilized.
4. An employee is not required to place materials in the personnel file and placing materials will not result in a negative evaluation.

Employee's Name \_\_\_\_\_

School and Position \_\_\_\_\_

Date \_\_\_\_\_

I hereby request that the attached information be permanently placed in my PERSONNEL FILE.

Employee Signature \_\_\_\_\_

If attached data are not self-explaining, attach necessary clarification.

# Acceptable Use of the Internet

All use of the Internet shall be consistent with the Paris Union School District 95 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state *all* required or prescribed behavior by users. However, some specific privileges, disciplinary action, and/or appropriate legal action.

## Terms and Conditions

1. **Acceptable Use** - Access to the Paris Union School District 95 Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the Paris Union School District 95 Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable use are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused
  - c. Downloading copyrighted material for other than personal use
  - d. Using the network for private financial or commercial gain
  - e. Wastefully using resources, such as file space
  - f. Gaining unauthorized access to resources or entities
  - g. Invading the privacy of individuals
  - h. Using another user's account or password
  - i. Posting material authorized or created by another without his/her consent
  - j. Posting anonymous messages
  - k. Using the network for commercial or private advertising
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - m. Using the network while access privileges are suspended or revoked
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
    - a. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    - b. Do not reveal the personal addresses or telephone numbers of students or colleagues.
    - c. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - d. Do not use the network in any way that would disrupt its use by other users.
    - e. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The Paris Union School District 95 makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-



deliveries, or service interruptions caused by its negligence or the users' own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

#### Instruction

##### **Access to the Internet**

The Paris Union District 95 goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

Paris Union District 95 is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-mail, on-line services, and bulletin board systems.

##### **Curriculum**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

##### **Acceptable Use**

All use of the District's connection to the Internet must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored or read by school officials.

**Authorization for Internet Access**

Each teacher must sign the District's Authorization for Internet Access as a condition for using the District's Internet connection. Each student and his/her parent(s) / guardian(s) must sign the Authorization before being granted unsupervised use.

The failure of any student or teacher to follow the terms of the Authorization for Internet Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## Letter to Parent(s) / Guardian(s) Regarding Student Use of the Internet

Dear Parent(s) / Guardian(s),

We now have the ability to enhance your child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to: Limited electronic mail communications with people all over the world; Information from government sources, research institutions, and other sources; Discussion groups; Many libraries, including the catalog of the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of privilege to use this resource. Remember that you are legally responsible for your child's actions.

The Paris Union District 95 takes precautions to prevent access to materials that are defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the Paris Union School District 95 supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have an Internet account, sign the following Authorization form and return it to your school.

### Terms and Conditions

1. **Acceptable Use** - Access to the Paris Union School District 95 Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the Paris Union School District 95 Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable use are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused
  - c. Downloading copyrighted material for other than personal use
  - d. Using the network for private financial or commercial gain
  - e. Wastefully using resources, such as file space
  - f. Gaining unauthorized access to resources or entities
  - g. Invading the privacy of individuals

- h. Using another user's account or password
  - i. Posting material authorized or created by another without his/her consent
  - j. Posting anonymous messages
  - k. Using the network for commercial or private advertising
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
  - m. Using the network while access privileges are suspended or revoked
4. **Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The Paris Union School District 95 makes no warranties of any kind, whether expressed or implied, for the services it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. **Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep the user's account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is limited to, the uploading or creation of computer viruses.
9. **Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Students, parent(s) / guardian(s), and teachers need only sign this Authorization for Internet Access once while enrolled or employed by the School District.

I understand and will abide by the above Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board Members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

Date \_\_\_\_\_

User Signature \_\_\_\_\_

The following is required if the user is a student:

I have read this Authorization for Internet Access. I understand that access is designed for educational purposes and that Paris Union District 95 has taken precautions to elimination controversial material. However, I also recognize it is impossible for Paris District 95 to restrict access to all controversial and inappropriate materials. I will hold harmless Paris Union District 95, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for the supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Paris Union District 95 Internet.

Date \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

