

2018-2019 Parent-Student Handbook



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Director's Message

To those of you entering a program at the Anderson Districts I & II Career and Technology Center (ACTC) for the first time, we extend a sincere "Welcome!" To those of you returning, we are very pleased to have you back.

Our goals at the Center is to provide you with the opportunity to have academic rigor while exploring career paths that lead to a successful career. We want you to gain the knowledge and skills you need to pursue higher education or to enter directly into the world of work. We urge you to use the facilities and develop your full potential. Each staff member stands ready to assist you. Remember, what you get out of the program you have selected will depend, for the most part, on what you put into it.

A handwritten signature in cursive script that reads "Hollie Harrell".

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Mission Statement

The mission of Anderson Districts I & II Career & Technology Center (ACTC) is to prepare students for successful careers and post-secondary education through quality instruction.

Belief Statements

We believe...

- We believe the students' safety and welfare is our number one priority.
- We believe the work ethic is a necessary element in training students to be successful.
- We believe a successful organization needs to be dedicated to continuous improvement.
- We believe all faculty and staff must be competent, have caring attitudes, and be positive role models for students.
- We believe the feeder high schools should provide equal opportunity for all students to include an ACTC program in their four-year plan.
- We believe programs must be customer driven with business and industry as our ultimate customer. ACTC is the educational hub of the community with business, industry, faculty, staff, and the community working as a team.
- We believe educators and administrators from both districts and ACTC should work together to improve the educational process.
- We believe students should have the freedom to express their beliefs and maintain individual dignity.
- We believe lifelong learning is essential to success.

Accreditation

ACTC is fully accredited by the South Carolina Department of Education and the Southern Association of Colleges and Schools.

Course Offerings

Automotive Collision Technology
Automotive Technology
Computer Services
Construction
Cosmetology
Culinary Arts
Digital Art Design

Firefighting
Graphic Communications
Health Science
Law Enforcement
Marketing
Media Broadcasting
Mechatronics

Nail Technology
Agriculture
PLTW Biomedical
PLTW Engineering
Skin Care
Sports Medicine
Welding Technologies

Staff

Hollie Harrell Director
Juana Arreguin.....Custodian
Justin Atkin Maintenance Supervisor
Cheryl BayneHR Administrator
Hal Black.....Maintenance Assistant
Debbie Brock Accounts Payable
Derek Cooper..... Custodian
Brian Gordan..... Maintenance Assistant

Stacey Scott.....Assistant Director
Stephen Goss Technology Coordinator
Wendy Greer..... Receptionist/Attendance
Greg Hawkins School Resource Officer
Trista Kane Student Services Assistant
Kelli Lancaster Work Based Learning Coordinator
Chris Latsch..... Guidance Counselor
Jason Lawton..... Maintenance Assistance

Jenny McAlister..... Business Manager
 Michael McCall..... Maintenance Assistance
 Mary Anne McCreary Teacher Assistance
 Alison McElveen Career Coach
 Abbie PiotrowskyAdministrator

Elmer Ramirez Maintenance Assistant
 Mirian Ramirez Custodian
 Sharon Riddle Career Coach
 Jon Sexton..... Technology Coordinator

Faculty

Bryan Bacher PLTW Engineering
 John Boone..... Media Broadcasting
 Jane Broadwell Health Science/ PLTW Biomedical
 Winston Cely..... Media Broadcasting
 John Cothran Construction Technology
 James Davis PLTW Engineering
 Jim Ettari..... Law Enforcement
 Shannon Everhart Health Science
 Kale FortenberryAutomotive Technology
 Keith Godlewski PLTW Engineering
 Joellyn Hayden Graphic Communications
 Trevor Hollingsworth PLTW Engineering
 Alison JoyeCosmetology
 Travis LeakeWelding Technologies

Lisa Lennon PLTW Engineering
 Brandon Loftus PLTW Engineering
 George Manley Computer Services
 Brian McClain..... Marketing
 Chris Moree Culinary Arts
 Lori Anna Moseley Plant, Animal, & Wildlife Science
 Carolyn Olver Health Science/PLTW Biomedical
 Luke Riddle Firefighting
 Shan Rogers Automotive Collision Technology
 Jody Smith Health Science/PLTW Biomedical
 Becky Stoddard..... Health Science/PLTW Biomedical
 Danita Swaney..... Digital Art Design
 Casey Todd..... Skin Care/Nail Technology
 Julia Voyles..... Sports Medicine

Board of Trustees

Greg Tysl Chairperson
 Nancy Upton Member
 Phil Ashley Member

Robbie Binnicker Superintendent, Dist. One
 Dr. Richard Rosenberger Superintendent, Dist. Two

Daily Operations

School begins at 8:20 am and 12:15 pm and ends according to each home high school schedule.

Drop Off and Pick Up Times: Students may be dropped off at the main office beginning at 7:30 am. Students should remain in the main office until 8:00 am. Students must be picked up by 3:30 pm.

General Regulations

1. Students must report directly to their classroom when arriving on campus.
2. Students are not allowed to sell or distribute items of any kind without the approval from Administration.
3. Students may not leave the school grounds during the day without the permission from Administration.
4. Students will not be permitted to get another student out of class.
5. Students may not bring any food or drink into the building.

Grading System

The numerical breaks for corresponding letter grades are: A = 90–100 B = 80–89 C = 70–79 D = 60–69 F = 0-59 Students with a grade of below a 69 will not be allowed to return to the program the following school year.

Exemption

All sophomores must take the final exam. At the discretion of the instructor, juniors may exempt with a 90 semester average in the class and seniors may also be exempt with an 80 semester average in the class. Exempted students do not have to attend the day of the exam. If a project is the final exam, no one will exempt therefore they must come each day.

Plagiarism/Cheating

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

Students are expected to use honesty and integrity when completing assignments. Any form of cheating/plagiarism is prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student’s homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student’s test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test or quiz answers;
- Taking a test or quiz in part or in whole to use or to give others;
- Copying information from a source without proper citations;
- Taking papers from other students, publications, or the Internet.

Violators will be disciplined on a case-by-case basis depending on the seriousness of the violation, Prior violations, and other factors. ACTC will use the following policy in dealing with any incident of cheating on tests, projects, written assignments, or any other assignment in which the teacher directs students to work alone:

- **1ST OFFENSE CONSEQUENCES:**
 1. The student will be given a zero on the test or assignment.
 2. The student’s parents will be notified.
 3. If identity violations/cheating involve computer testing or cell phone usage, there will be further consequences.

- **2ND OFFENSE CONSEQUENCES:**
 1. The student will be given a zero on the test or assignment.
 2. The student's parents will be notified.
 3. The student will be suspended from school.

Additional Consequences will be determined by administration.

Attendance

The South Carolina State law requires that all students who attend public school in South Carolina must be in attendance a minimum of 170 days to receive credit for any course. This law is excusable only for cases of illness certified by a physician. The student is responsible for being aware of his overall number of days, absences, and his individual class absences. Absences fall into two categories: excused and unexcused.

Lawful Absences:

1. Illness - Illness that is certified by a doctor's statement is an excused absence. AN ILLNESS NOT ACCOMPLANIED BY A DOCTOR'S STATEMENT WILL BE AN UNLAWFUL OR UNEXCUSED ABSENCE.
2. Illness or Death in the Family - When there has been a serious illness or death in the student's immediate family and the student has been absent as a result of either of these, then the absence will be excused. Administration may require evidence in addition to a parent/guardian statement.
3. School Functions/Activities - Student absences that are school-related will be counted as an excused absence.
4. Religious Holidays of Faith - Student may be excused for religious holidays of their faith when these holidays fall on a school day. Administration may require evidence in addition to a statement from a parent/guardian.

In addition to the above four specific types, Administration has the discretion of deciding if an absence is excused or unexcused.

Unlawful Absences:

1. Students who are willfully absent from school without the knowledge of their parents.
2. Students who are absent from school without acceptable cause with the knowledge of their parents.
3. Absences for which a student fails to furnish a valid excuse. This could include absence(s) for religious holidays unless adequately documented as determined by the proper school official.
4. Students missing the bus to the Center because of circumstances which are their own fault will be charged with an unlawful absence.

The law requires school districts to develop a plan of intervention after a certain number of unexcused absences. This requires contact with parents to determine the cause of absence and develop a plan if necessary, for improved attendance.

Tardiness

Classes begin promptly at the time scheduled. The student will be referred to the Office when they accumulate 3 (three) or more unexcused tardies. Any student arriving after the tardy bell at the Center will sign-in at the front office before going to his/her class.

Tardies start over each semester.

<u>Number of Tardies</u>	<u>Action Taken to Car Driver</u>	<u>Action Taken to Bus Rider</u>
3	Student Notified	Student Notified
4	Administration Warning	Administration Warning
5	Parent/Guardian Contacted	Parent/Guardian Contacted
6	Two (2) weeks on bus	One (1) day suspension
7	One (1) month on bus	One (1) day suspension
8	Rest of year on bus	Two (2) day suspension
9 or above	Minimum three day (3) suspension and required parent/guardian conference	

Early Dismissals or Leaving School

1. A student may leave prior to regular dismissal time because of personal illness, death in immediate family, religious observances, medical or dental appointments, and/or in the performance of school duties, provided proper authorization is granted. Students are not dismissed to assist the volunteer fire departments.
2. In the case of illness, the parent/guardian will be called and notified of the fact and requested to come and pick up the student. In cases where the student drives his/her vehicle, and the parent/guardian cannot be contacted, the student, except in case of medical emergency, will be placed in the sick room and subsequently sent back to his/her home high school or home at the end of his/her class.
3. Students who wish to leave early must have a written statement from a parent/guardian requesting the student's early dismissal. The written statement must be dated and signed by the parent/guardian, state the student's full name, the time the student is to sign out, the reason for signing out, and a phone number where the parent/guardian can be reached. The student is to give the note to the front office prior to going to class (a.m. or p.m.).

Dismissals count as absences for the periods missed and will be processed in the same manner as absences. Each course is counted as two (2) periods. Students must attend 75% of each session in order for daily attendance to be counted. Every student must sign out with the front office before leaving campus.

Credit

The Center follows the same policy as the high school in denying credit because of excessive absences. **Denial of credit by state law will be assigned a grade of FA (Failure Due Absences) which calculates to a 50/F.**

Students who attend every other day for the full year may have no more than six (6) unexcused absences in each class. Students who attend every other day for a semester may have no more than three (3) unexcused absences in each class.

Please note that if a student leaves school early, the same attendance policies apply on a period-by-period basis. Too many unexcused early releases may result in a student not receiving credit. Seniors who need the Center's course to graduate may make up an absence according to administrative policy.

Saturday School

Saturday school will be offered in January for students with first semester classes, and in May for year-long and second semester students. Exact dates TBA. There is a fee for attending and certain criteria must be met.

Discipline

The philosophy of ACTC presumes that the student desires the best possible education in preparing for career opportunities and technology. Therefore, the instructor is not required to issue a warning with a disciplinary offense. It is the instructor's discretion as to whether or not the offense warrants referral to the Assistant Director. Mature and sensible behavior is required. ***During an out-of-school suspension, the student may not attend classes, participate in school activities, or visit the school grounds at his/her home high school as well as the Center.***

Cell Phone / Paging Device Policy

For purposes of this policy, paging devices are defined as any telecommunications device that delivers communication to the possessor, including cell phones, pagers, etc.

- The operation of cell phones/paging devices are not allowed during class and should remain off.
- The operation of cell phones/paging devices are not allowed in route to the Career Center on school buses and should remain off.
- The operation of cell phones/paging devices are allowed after the regular school day has ended and in cases when teachers allow them for instructional purposes.
- Cell phones/paging devices must remain off and stored out of sight while on campus and on buses.

In essence, cell phones/paging devices may be brought to school but must be turned off and out of sight until the end of the school day unless students have teacher's permission to use for instructional purposes.

If a cell phone/paging device goes off in class, the student should turn the phone off and give the phone to the teacher. The teacher will turn the device in to an administrator.

First Offense- Confiscation of the device, warning issued to the student, conference with parent/legal guardian, the device returned to the parent/guardian.

Second Offense- Confiscation of the device, warning issued to the student, conference with parent/legal guardian, the device returned to the parent/guardian.

Third Offense- Confiscation of the device, student will receive one (1) day out-of-school suspension, conference with parent/legal guardian, the device returned to the parent/guardian.

Fourth Offense- Confiscation of the device, student will receive three (3) days out-of-school suspension, the device returned to the parent/guardian at end of year.

REFUSAL TO TURN OVER PHONE TO AN ADMINISTRATOR IS AN AUTOMATIC THREE (3) DAYS OUT-OF-SCHOOL SUSPENSION.

Dress Code

The Administration reserves the right to make the final decision in regards to appropriate and inappropriate dress. Any student who violates the dress code will not be allowed to attend class. A parent/guardian will be notified and the student will be expected to change clothes. Chronic offenders may be suspended. No student body hygiene or clothing will be allowed to interfere with other student's educational process.

1. Shorts/skirts must be no shorter than 3 inches above the knee, both front and back while being worn at the waist. They should not be tightly fitted and must not expose skin or undergarment at the midriff/waist/hips. (This includes a top that is worn over tight leggings.)
2. Tank tops, net shirts, crop tops and cut-off shorts are not to be worn this includes low cut tops showing cleavage. Straps must be 3 inches across shoulder. The underarm area should not be visible.
3. Clothes with holes above the knee are prohibited, all clothing must be hemmed. Holes must have permanent patches.
4. Midriffs and backs must be covered at all times. The standard used will be that no midriff is visible when the student's hand is raised above the head.
5. Shoes must be worn at all times.
6. Unusual and/or distracting attire such as hanging belts, hanging chains, pants laden with holes should not exceed above the knee, shorts with underwear protruding or shorts over sweat pants, is not appropriate for school.
7. Pants must fit around the waist appropriately and stay up without the aid of a belt, rope, or suspenders.
8. Items of jewelry (spiked bracelets, belts, handcuffs, chains, and other such items that could be used as a weapon) or pose as a safety hazard are not allowed. This includes but not limited to body/tongue piercings, earrings that enlarge the earlobe and any jewelry that disfigures or distorts the body. Piercings should be limited to the ears only.
9. Clothing or jewelry having inappropriate or undesirable advertising, lettering or symbols cannot be worn at school (shirts or other apparel representing drugs, tobacco, alcohol, racial slurs, sex, gangs, violence, etc., in either word or picture). Clothing which leads to or may foreseeably result in the disruption of the school environment may not be worn.
10. The Center will respect special dress up days approved by the high school (i.e., pajama day, hippie day, etc.), as long as it does not affect safety. Pajama tops and/or bottoms are not appropriate including bedroom shoes on normal school days.
11. Special events such as graduation, senior showcase, awards programs are considered "dress up" events. Appropriate attire will be worn or students will be denied admission and/or participation. The appropriate attire will be communicated prior to the event.
12. Safety regulations in certain classes/labs may require special dress code standards. Special dress code standards as they apply to safety will be provided by the Center's classroom instructor.

Use of Tobacco Products

Smoking or possession of any tobacco products is not allowed on ACTC campus, nor in your personal vehicle. This includes smokeless tobacco, cigarettes, electronic cigarettes, vapor cigarettes, and any apparatus to smoke vapor.

FIRST OFFENSE: A warning, confiscation of the product or apparatus, and parent contact

SECOND OFFENSE: ISS or OSS suspension.

THIRD OFFENSE: Up to 5 days OSS and possible fine of \$110.00 from the SRO.

Search Dogs

In the interest of maintaining a drug-free and firearms-free environment, the Center's classrooms as well as personal vehicles will be subject to a search by trained K-9 dogs on a periodic basis throughout the year. All searches will be unannounced. When conducting a classroom/locker search, each class will be asked to leave the classroom/lab and remain in the hallway until the search is completed. During a vehicle search, if the search dog reacts to a particular vehicle, the driver will be summoned to their vehicle where a complete search will be conducted. All discipline will be referenced to the home high school.

Guidance and Counseling

The mission of the Center's guidance program, in conjunction with other services, is to develop well adjusted, responsible, and productive individuals by assisting all students in their academic, personal, social and career growth.

The Center has a full-time guidance counselor and career specialist available to the students, faculty, and parents. Students may see the counselor before or after class, during class with a pass from the instructor, or by appointment. Should the counselor be unable to see a student when he/she comes to the guidance office, the counselor will give the student a definite time and date to return. The guidance department provides individual and group counseling, career assessments and career counseling, and assist students with post secondary planning, scheduling problems, discipline problems (as an intervention plan), attendance problems and other issues that affect school performance.

Changing of Schedules

After school starts, a limited number of schedules may be changed if it is in the best interest of the student, if space is available, and if the course losing the student does not suffer because of low enrollment. Except for unusual cases, no change in assignment will be made **after the first five school days of being enrolled in the class**. Changing schedules must be approved by the instructor, Guidance Counselor, and Assistant Director.

Student Report Cards/Progress Reports

Close cooperation between the school and home is an important part of the education of each student. Parents are invited to visit or call the school and make appointments with the administrators, instructors, or counselor. Two types of reports are used to motivate the student and keep parents/guardians informed of their student's progress:

1. Interim progress reports are notices sent to parents/guardians giving an opportunity for better understanding of a student's current achievement in order for steps to be taken to bring about progress, where needed, by the end of the grading period.
2. Report cards are issued to students at the end of each nine-week period. The information on the report card is intended to help the parents in promoting the best interest of the student and to stimulate and inspire desirable growth with the school concerning any special interest or weakness of the student.

Both reports include the student's attendance. Please contact the Center if there are further concerns regarding student absences.

Career-Technical Honor Society

The purpose of this organization is to promote the ideals of honesty, service, leadership, career development, and skilled workmanship among the career-technical students of America; to reward meritorious achievement in career-technical education, to encourage and assist career technical students in their pursuit of educational and career goals, to develop a greater awareness within the American business, industry and service communities about the talents and abilities of students engaged in career-technical education, and to provide career-technical students with a greater awareness of the world of work. Members are selected by faculty and administration recommendations which are based on grades, attendance, employability rating and leadership quality.

Student Organizations

Student organizations provide opportunities to reinforce classroom/laboratory job skill training with the development and cultivation of leadership skills. By increasing opportunities for individual achievement in organizing and conducting meetings and related activities, students enhance their preparation for more productive careers. Co-curricular activities which closely parallel classroom curriculum contribute dynamically to the total learning experience. Skills developed and demonstrated in such activities make students more attractive to support groups and prospective employers. In addition, students are motivated and teachers are challenged to greater achievement. Learning is most effective when opportunities are provided for students to achieve their personal goals and career goals. These opportunities abound in a student organization.

Any student expressing an interest in an appropriate organization will be given the opportunity to join and actively participate. Prerequisites for competing in leadership or skills competition and running for office at the local, state and national level include the following:

1. No out-of-school suspensions for the previous year or current year at the high school or at the Center
2. Good attendance
3. Recommendation from instructor/advisor and high school principal
4. Minimum GPA of 2.0 overall and 3.0 in their career and technology program

Work Based Learning Activities

School-to-Career programs are an integral and very important part of services the Center offers to each student desiring career awareness, career exploration, and first-hand experience in the workplace. These programs are designed to ease the transition from the classroom to the world of work.

It is the philosophy of the faculty and administration that School-to-Career programs enhance the total learning process. Therefore, students are encouraged to participate in an appropriate option such as Job Shadowing, Service Learning, School Enterprises, Internship, Co-Op, or Youth Apprenticeship. These programs combine paid and unpaid work experience with classroom instruction to help you become successful in your future career.

At the Center, you will begin social, personal, and work transition training as part of your preparation for employment. Career development opportunities are available to you through job market information, résumé preparation, the job application process, and developing job interview techniques. The Employability Rating System at the Center emphasizes the importance of exemplifying good work habits at school and on the job. Prospective employers can use the rating system to help determine if you are a good candidate for one of the School-To-Career opportunities.

Homebound Instruction

Skills taught at ACTC require the use of computers, equipment, machinery, and field studies not always available to the homebound student. Therefore, students in need of extended homebound instruction may not complete the required competencies for course credit which includes industry certifications. This may require students to withdrawal from these courses with a WP or WF determined by student's grade. A WP does not affect students GPA.

Use of Telephone/Student Messages

1. No telephone in the Center's building will be used for personal calls.
2. If a student needs permission to go home because of illness, he/she must report to the front office. Telephone calls will be made from the office only when the student is sick. Students must have a note for all other early dismissals.

All arrangements for rides home and other messages to students should be made prior to coming to school. The office will NOT relay any message to students except in an extreme emergency. If this occurs, the message MUST be relayed thru the Guidance Counselor and/or Administration, which at that time a decision will be made to interrupt class. ***There will be NO exceptions to this policy.***

Safety Policy

Do not jeopardize your privilege of attending ACTC by violation of these safety codes:

1. All electric-powered tools shall be turned off when not in use.
2. All loose clothing will be tucked in.
3. There will be no horseplay anywhere on campus.
4. Students will not make repairs to any equipment.
5. Students will wear proper eye protection and hard hats when required.
6. Use the correct tool for the job for which it was designed.
7. Report all injuries regardless of how slight.
8. Never clean self with compressed air.
9. Do not use a broken tool.
10. Oily rags should be kept in proper waste containers.
11. Throw all trash and scraps in proper waste container.
12. Report all unsafe conditions and tools.
13. All electrical equipment must be grounded.

Accidents/Illness

All accidents, no matter how small, will be immediately reported to your instructor. The policy of each home high school will be followed on all insurance claims. ***The Center does not provide the services of a school nurse. If a student becomes ill, parents will be contacted and will be responsible for making arrangements to have their child transported home, to the doctor, or to the hospital.***

In case of accidents and resulting emergency situations, action may be taken at the discretion of school personnel that are considered necessary for the well being of the student. In the event of an accident of a student, the Center reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to doctor or hospital at the expense of the parents or guardian. The following safety regulations will be strictly adhered to. Your personal safety and that of your fellow classmates depends upon your ability to adhere to the safety policy.

Insurance

Because of the nature of the subject matter taught at the Center, the possibility of an accident is always present. Each student enrolled must be protected by school insurance or have an individual medical policy. School insurance is offered to all students for a fee in line with the insurance policy the students wishes to purchase through their home high school.

Medications

No faculty or staff will administer medications (prescriptions or over-the-counter) to any student; this includes aspirin. Any student who needs medication must return a completed Medicine Form along with the medication. Medication should be taken to the front office at the beginning of school. **South Carolina state law prohibits school personnel from administering medication in any form. Students are not allowed to have any type of medication, prescriptions or over-the-counter drugs.** Possession of, or consumption of illegal drugs, prescription medication, over-the-counter medications, drug paraphernalia, or alcoholic beverages, under the influence (use in the past 24 hours), including school functions and activities may result in suspension, expulsion and/or referral to law enforcement.

Inclement Weather

The administration will monitor one of the emergency radio stations for information concerning weather conditions. If violent weather conditions prevail while students are on campus, an emergency plan of action will be implemented in order to protect lives and property. Parents are advised to monitor one of the local radio or TV stations regarding school closings and follow home high school's schedule.

Fire Drills/Tornado/Other Emergencies

Fire and tornado drills will be held in accordance with state regulations. Your instructor will give you proper instructions for fires, tornados, and other emergencies. It is important that students understand and comply with these regulations.

Use of Metal Detectors

Metal detectors may be used on any person or vehicle on school property. Such detectors will be used according to SC laws.

Visitors/Searches

All visitors are required to report to the office. No visitor without proper authorization will be allowed in any classroom, shop, and building or on the campus. The administration is empowered to take appropriate action against non-students who invade the buildings, school grounds, or other property. Such action will include the right to call law enforcement authorities. Article 5, 15-551 of the South Carolina Code of Laws gives schools such rights. All persons who are considered visitors or who have business to conduct should immediately, upon arrival on campus, contact administration and state the nature of their visit to obtain permission. Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. (ACT 373 of 1974.)

Weapons

The State of South Carolina Law 16-23-430 states that it is unlawful to have a weapon on any school property. Possession of a weapon on school property or threatening to use by showing an instrument considered a weapon will be referred to law enforcement. Violation may result in suspension, expulsion, and/or arrest.

Disturbing Schools

Disturbing schools in the state of South Carolina is unlawful. Any unwarranted behavior or act on the part of a student or visitor viewed as disorderly conduct will be reported to law enforcement. It is unlawful for a student of a school or college in this State to make threats to take the life of or inflict bodily harm upon another by using any form of communications whatsoever.

Abuse

If a student reports that he/she is being abused to any school personnel, the student must know that such information must be reported to the Department of Social Services according.

Sexual Harassment

Sexual harassment of students, faculty, or staff is prohibited. Students must avoid any action or conduct which could be viewed as sexual harassment. Any student who feels he or she has been subjected to sexual harassment is encouraged to inform the instructor, Guidance Counselor, or Assistant Director. All complaints will be investigated. All incidents will be confidential. Grievance procedure is located on our website.

Bullying

Bullying is aggressive behavior that is intentional and that involves an imbalance of power or strength. Bullying will not be tolerated. Report this behavior to a teacher, counselor, or administrator. Grievance procedure is located on our website.

The Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act authorizes the Center to release "directory information" of students to individuals who request such data. Directory information includes your child's name, address, telephone number, photographs, date, and place of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and other similar information. Information about your child may be requested by the local media for appearance in newspaper activities, on television, in radio broadcasts, on displays, on the World Wide Web, military colleges, or may be used in District or school promotional pieces.

If for some reason you object to the release of the above referenced information, please check the box on the Locator Card each student receives at the beginning of school. Forms must be returned within fifteen days of attendance or the school will be free to release or use information on your child as appropriate.

Title VI of the Civil Rights Act of 1964 & Title IX of the Education Amendment of 1972

No person shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Title IX Complaints

Students who believe that they have been discriminated against on the basis of sex have the right to appeal to their principal. If they are not satisfied with the decision of the principal, they may then appeal to the district Title IX Coordinator, then may appeal to the Board. Appeals to the Board will be scheduled through the Superintendent's office.

Student Fees

Student fees at ACTC are: \$10 for 2 unit classes and \$5 for 1 unit classes. The fee is used to help provide consumable materials used in the labs and shops. In addition, our courses require additional fees for tools and equipment used for instruction. You will be provided a list of fees for each course at registration and the fee list can be found on our website.

A student may request a full refund of his or her fees until September 30. This will be allowed only for students who are relocating to another school district or must drop their course at the Center. Students who owe debts may be restricted from driving privileges, going on field trips, and/or other school functions.

Field Trips

1. **All fees and field trip money MUST be paid in full prior to attending a trip.**
2. No student will be allowed to go on a field trip unless a properly filled out parent/guardian signed form for field trips is on file for the individual student.
3. Field trips are a privilege, not a right. Students may be refused permission to make a field trip if his/her instructor or the Director is of the opinion that the student's behavior indicates to them that the student cannot be relied upon to conduct him or herself in the proper manner when away from the Center. A student will be denied permission to attend a field trip when improperly dressed.
4. Students are responsible for making up all assignments/projects/tests as a result of attending any field trip.
5. When determined that a student has violated state or federal laws while attending a field trip representing the ACTC in any capacity, law enforcement will be contacted as well as the parent.
6. Any fees paid to participate in a field trip or represent the school will not be refunded once deposits/payments are made if a student decides not to attend or if a student is not permitted to attend due to disciplinary/behavior problems.
7. Students will not be allowed to attend a field trip if they have excessive absents without teacher discretion and/or administration approval.

Student Breaks

Soft drinks and snacks will be made available to each classroom/shop once in the morning and once in the afternoon. Time will be allowed to consume the refreshments purchased, such time not to exceed 10 minutes. The privilege to have a break and/or leave the classroom/shop may be denied by the instructor when, in his/her judgment, such privilege is not deserved or is being abused. **Students should know that breaks are not mandatory and are a privilege only.** Therefore, breaks may be suspended as determined by the instructor or an administrator.

Textbooks, Tools, Equipment, and Materials

Students are issued textbooks and some materials. If they are lost or damaged, the student must reimburse the school. Failure on the part of the student to pay any debts owed to the Center for materials consumed or damaged will result in a hold slip being placed on the student's grade.

Students may be issued tools and equipment. Students are completely responsible for their proper use, care, and for their return when their usage is complete. Students will be required to pay for losses or negligence or intentional damage to equipment and/or building. Failure to do so will result in a hold slip being placed on the student's grade. The taking of any tool/equipment without permission or knowledge of the instructor will be defined as theft and discipline actions will be taken.

Rules & Regulations for Drivers & Riders of Vehicles Driven to and from the Career & Technology Center, Belton-Honea Path, Palmetto, Powdersville, & Wren High Schools

Anderson School Districts I and II provide bus transportation between the high school campus and ACTC campus, and the School Districts prefer that all students take advantage of the transportation. If a student and his or her parent/guardian choose to drive or ride, they must agree to the following regulations:

1. Only a junior or senior will be allowed to drive or ride to the Center. Anyone else must get a one day permit PRIOR to driving/riding to/from ACTC.
2. All drivers must have completed the Alive @ 25 training course.
3. Students will not be granted permission until all outstanding and current fees are paid.
4. No students will be permitted to drive a vehicle until they have permission from their parent/guardian and the Center's Assistant Director. Students must have a valid driver's license.
5. No more than five people may ride in an automobile; three in the back seat and two in the front. Only three persons may ride in a truck; all three inside the cab of the truck.
6. No motorcycles may be driven to ACTC.
7. Any illegal/unlawful act (speeding, accident, reckless driving, off path, etc.) while driving to/from and on the school grounds will not be permitted and may result in the cancellation of permission to travel in a private vehicle.
8. No unscheduled stops will be made between the high schools and the Center. If you are going to need gas before you get to the Center, be sure that you obtain the gas before going to school that morning. Students who stop jeopardize their permission to travel in a private vehicle and/or will receive an unexcused tardy if late to the Center.
9. The student will be charged with the responsibility of reporting to the proper school at the proper time. Excessive tardiness to class will result in suspension and possible revocation of permission to ride/drive.
10. The speed limit on the campus of ACTC is ten miles per hour.
11. Students will park in designated parking places at the Center and follow the designated one-way signs. The Center is not responsible for any damage or vandalism to privately-owned vehicles.
12. **Once arriving on campus, students must immediately exit their vehicle and report directly to their class. Students should not sit in their car to wait on other students to arrive nor should students loiter in the parking lot.**
13. The students and their parent/guardian understand that neither the School Districts nor the Center will be responsible for any accident, misconduct, vandalism, or stolen property that may occur in the operation of a vehicle by the student. The parent/guardian must retain the responsibility of their child while in transit to and from the high school and the Center's campus.
14. No loud playing of radios, tape players, or CD players will be allowed while the vehicle is on campus.
15. Littering the Center's campus may constitute loss of riding/driving privileges.
16. A driver transporting an unapproved rider will be subject to losing their permission, either by suspension or permanent revocation.
17. If the student has lost the privilege to drive or ride in an automobile and loses the privilege to ride the bus, it will be the parent's responsibility to transport their child between the high school, home, and the Center.
18. No vehicle will be allowed to park on campus with anything inappropriate.
19. **Driving or riding to ACTC in a private vehicle is an earned privilege.**

20. A student MUST have a permit to drive or ride on campus.

Violations

The following consequences are for students who have a driver/rider permit issued by CTC:

	1st Offense	2nd Offense	3rd Offense
Driving/Riding without permit after Sept. 5, 2017	2 Weeks on Bus	4 Weeks on Bus	Parent Conference Required
No display of permit in parked vehicle on ACTC property	2 Weeks on Bus	4 Weeks on Bus	Parent Conference Required
Off-Path/Stopping to/from ACTC	4 Weeks on Bus	9 Weeks on Bus	On bus rest of year
Invalid Permit	4 Weeks on Bus	9 Weeks on Bus	Parent Conference Required
Reckless Driving	4 Weeks on Bus	9 Weeks on Bus	Parent Conference Required

Parking Permits

The cost of a parking permit is \$5.00. If a permit is lost or stolen or a change is made to the classification, a cost of \$5.00 will be assessed to replace the permit. If a car is parked on CTC campus, a permit MUST be visible at all times while on campus. All riders must have their Rider permit available at all times. A driver (DRT) may drive, ride and/or transport. Classification must be made by parent/guardian or administration. Classification changes must be made in writing by a parent/guardian.

One-Day Permits to Drive to the Center

One-day permits must be obtained at least two days in advance from the student's instructor or on the Center's website signed by the Center's Administration. These one-day permits are issued to obtain vehicle repairs, bring material to the Center, pick up objects, do make-up work, or to leave or arrive at other than regular hours for doctor or dental appointments. No passengers are allowed to ride with the one-day permit driver unless prior permission is granted. The student will receive a temporary paper permit that must be displayed in the vehicle while the student is on campus.

INTERNET ACCEPTABLE USE GUIDELINES

Internet Access

Because technology is a vital part of the educational process and the curriculum of the Career & Technology Center, students will be provided access to the Internet. By providing this access, the Center intends to promote educational excellence and allow access to resources unavailable through traditional means. Through the Internet, students and staff will have access to the following:

1. Electronic mail communication with people all over the world.
2. Information and news from the worldwide web.
3. Public domain software and graphics of all types for school use.
4. University library catalogs, the Library of Congress, and a large collection of information of educational value.

With access to computers and people all over the world, also comes the availability of material that may not be of educational value. The Center has taken precautions with its filtering software to restrict access to controversial or inappropriate materials. However, on a global network, it is impossible to control all materials and limit all access to information that has no educational value. The Center firmly believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school district.

The smooth operation of the Internet network relies on the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet.

Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of each school year before students will be allowed access. Students also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines. Employees must sign a similar acknowledgement form.

Terms and Conditions of Use

A. Acceptable Use

The purpose of the Center's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the school district. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

B. Procedures for Use

1. Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members.
2. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use should be supervised at all times by a staff member.
3. Staff members who are exploring the worldwide web sites with a class do not need special parental permission for such activity if the teacher is in control of the navigation to known educational sites.
4. All computer and Internet usage by employees is to be consistent with ACTC's mission and policies.

C. Rules Governing Use

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of Internet privileges. All staff and students must abide by generally accepted rules of network etiquette, including the following:

1. Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden.
2. Never reveal the personal address or phone number of yourself or others.
3. Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
4. Do not disrupt, harass, or annoy other users.
5. All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources.
6. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting, and harassing words; and other materials which may cause a substantial disruption of the academic environment.
7. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
8. All users should remain on one system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
9. All users should use the Internet only for research and academic reasons. Do not use the system for financial or commercial gain.
10. Always follow the instructions of the supervising staff members.

Penalties for Improper Use

An employee who violates the terms of this Administrative Rule or otherwise misuses the Internet to access inappropriate material will be subject to disciplinary action, up to and including discharge. In addition, the privilege of accessing the Internet also will be subject to cancellation for up to one year. Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the center's Student Behavior Code. Internet access privileges also may be cancelled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents if the user is a student, will be responsible for all such costs.

Digital Innovation Initiative

USE AND CARE OF ACTC'S IPADS

Parents and students must read and sign the Use of Technology Resources and Internet Acceptable Use Guidelines.

Care of Screen

- Screen damage will occur when pressure is applied to the screen. Users must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that it applies pressure to the screen.
- Use only a dry soft cloth or anti-static cloth to clean the screen. Do not use cleansers of any type.
- Do not bump the iPad against lockers, walls, car doors, floors, etc., as it will crack and break the screen.

Appropriate Device Use and Care at School

- Devices should only be stored in locked lockers or specified area.
- Keep your device in the issued case at all times, even while charging.
- Never leave the device unattended for any reason.
- Ensure that the device is resting securely on the desk top.
- Follow all directions given by the teacher. Failure to follow ACTC policies and teacher instructions could result in disciplinary action.
- Books and/or binders should never be placed on top of the device. If the device is not in use, it should either be placed on top of a desk/table. A device should never be on the floor.
- Extreme care should be taken when in close proximity of food or drink.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- Protect the device from:
 - Extreme heat or cold
 - Food and drinks
 - Small children
 - Pets
- Do NOT leave the device unattended in a vehicle.

Expectations

- ACTC owned iPads are intended for use at school each day.
- In addition to a teacher's expectations, students may access school messages, announcements, calendars and schedules using their iPad.

Use of Camera

The iPad comes equipped with both front and rear facing camera and video capabilities.

The use of a camera in restrooms, locker rooms or other such areas, or on the bus is strictly prohibited.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students over 18 years of age certain rights with respect to students' educational records, including photographs. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity. Unauthorized recordings are subject to disciplinary action in accordance with ACTC's Use of Technology Resources and Internet Acceptable Use Guidelines. ACTC retains the rights to any recording and/or publishing of any student's or staff member's work or image.

You can read more about FERPA in the Forms and Notices packet you received at the beginning of school and/or online at www.andersonctc.org

MANAGING FILES AND SAVING WORK

Saving Student Information

Students will save and back up their work through a provided AirWatch Content Locker. It is the students' responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions may not be an acceptable excuse for not submitting work.

Network Connectivity

ACTC makes no guarantee that the network will be available 100% of the time. In the rare case that the school network is down, the ACTC will not be responsible for lost or missing data.

APPLICATIONS ON DISTRICT OWNED IPADS

Originally Installed Applications

- Applications originally installed by ACTC and/or ACTC on each iPad must remain on the iPad in usable condition and readily accessible at all times.
- Students may not remove these required applications, and school staff will periodically check ACTC owned iPads to ensure that students have not removed them. The school may also add other applications periodically.
- Some licenses for applications require that the application be deleted from the iPad at the completion of a course. If this applies to an application student's use, a technology staff member will re-sync the devices for students in that course.

Additional Applications

Students will be permitted to load additional applications on their iPads as long as they do so in accordance with ACTC'S Use of Technology Resources and Internet Acceptable Use Guidelines.

Inspection

School administrators may randomly select students and ask them to provide their iPad for inspection without notice.

Procedure for Reloading Applications

If technical difficulties occur or illegal software is installed, the iPad will be restored to factory default. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

Software Updates

Upgrade versions of licensed software/apps may be available. Students may be required to perform these updates on their own, or be asked to turn their iPad in to district support for maintenance.

DIGITAL CITIZENSHIP

Using Technology Appropriately

- Digital citizenship is a concept that helps students understand how to use technology appropriately in a society filled with technology.
- ACTC expects students to use technology appropriately and responsibly, whether in electronic communication or participation.
- ACTC has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital world in an educational setting. (See articles on OnlineOnguard.gov <http://www.onguardonline.gov/articles/pdf-0001.pdf>.)

ACTC Responsibilities

- The school will provide students with access to the Internet during the school day.
- School staff will help students conduct research and ensure student compliance with ACTC's Use of Technology Resources and Internet Acceptable Use Guidelines (Appendix A).
- Filtering/blocking of inappropriate Internet materials is provided when students access the Internet via ACTC's access points.
- ACTC reserves the right to investigate any inappropriate use of resources and to review, monitor and restrict information stored on or transmitted via ACTC owned equipment and resources.

Student Responsibilities

Students will abide by ACTC's Use of Technology Resources and Internet Acceptable Use Guidelines (Appendix A). In addition, students will :

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always shut down and secure their ACTC owned iPad after use to protect their work and information.
- Report email containing inappropriate/abusive language or questionable subject matter to a teacher or administrator.

Parent/Guardian Responsibilities

Parents should talk to their children about the values and standards they expect their children to follow as they use the Internet and about their use of all other media information sources such as television, telephone, movies, radio, etc.

Legal Propriety

- Students will comply with trademark and copyright laws and all license agreements (ex. no music should be illegally downloaded). Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of ACTC's Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to ACTC policy consequences. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by ACTC.
- All rules and consequences in individual school student handbooks and district policy will also apply to the iPad guidelines

Email Use

ACTC will provide users with an email account for the purpose of school-related communication. Availability and use of email will be restricted. Email accounts should be used with care. Users should not send personal information, should use appropriate language, and should only communicate with others as allowed by ACTC policy.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

DAMAGE OR LOSS OF ACTC OWNED iPads

Terms of the ACTC owned iPad Agreement

- With the implementation of the ACTC Digital Innovation initiative, ACTC has set a priority to protect the investment by both ACTC and the student/parent/guardian.
- Students will comply at all times with ACTC's technology policies.
- Legal title to the property is with ACTC and shall at all times remain with ACTC.
- The student is responsible at all times for the appropriate care and use of the mobile computing device.

Liability

- ACTC reserves the right to demand return of an ACTC owned iPad at any time.
- ACTC owned iPad agreements are good for one year, unless the agreement is terminated earlier.
- Failure to return the ACTC owned iPad to the issuing school before departure from ACTC may result in criminal charges brought against the student or parents/guardians and/or the person in possession of the ACTC owned iPad.
- In the event an ACTC owned iPad is lost, the student or parents/guardians must report the loss to the school and file a report with the School Resource Officer within 48 hours.
- In the event an ACTC owned iPad is stolen or vandalized on campus, etc., the student or parent/guardian must report the theft or loss to the school and file a police report with the School Resource Officer.
- Students or parents/guardians must file a police report with local law enforcement within 48 hours when incidents of loss, theft, vandalism, etc., occur off campus and provide a copy of the completed police report to the school.
- If an incident occurs out of town or state, students or parent/guardians must file a police report with the law enforcement agency covering that town or state within 48 hours and provide a copy of the completed police report to the school.

DISCIPLINE AND MISUSE

ACTC views the use of the iPad as central to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of ACTC to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student. When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

Device Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when using an ACTC owned iPad. In general, this requires efficient, ethical, and legal utilization of all technological devices. Violations of these rules and guidelines will result in disciplinary action. Please reference the materials specific to each school or contact school directly for details.

Students will receive device-related training at school on proper use and digital citizenship. Below you will find a review of the rules and guidelines.

Electronic Resource Policy and Responsible Use Procedures:

- **All Use of Technology Must:**
 - Support learning
 - Follow local, state, and federal laws
 - Be school appropriate
- **Security Reminders:**
 - Do not share logins or passwords unless asked to do so by a parent/guardian or school personnel
 - Do not develop programs to harass others, hack, bring in viruses, or change others' files
 - Follow Internet Safety guidelines
- **Activities Requiring Teacher Permission During Instructional Time:**
 - Playing content-related games
 - Sending email
 - Using headphones in class, where related
 - Use of camera for pictures or video
- **Activities PROHIBITED on School Property:**
 - Instant-messaging (e.g. Face Time, SnapChat, KIK, Yik Yak, etc.)
 - Playing non-educational games
 - Downloading programs, music, games, and/or videos
 - USING A HOT SPOT WITH A DISTRICT-OWNED DEVICE
- **Inappropriate Content – All files must be school appropriate. Inappropriate materials include explicit or implicit references to:**
 - Alcohol, tobacco, or drugs
 - Gangs
 - Obscene language or nudity
 - Bullying or harassment
 - Discriminatory or prejudicial behavior
 - Illegal activities

Email for Students

Purpose

All ACTC students are issued an email account. Email allows students to safely and effectively communicate and collaborate with ACTC staff and classmates, giving them an authentic purpose for writing. The effective use of email is:

- A 21st Century communication tool.
- Used in careers and higher education settings.
- A way to meet the National Educational Technology Standards (NETS).

Guidelines and Reminders

- Email should be used for educational purposes only.
- Email transmissions may be monitored by the school at any time to ensure appropriate use. This means that any school personnel may check students' email.
- All email and its/their contents are the property of ACTC.
- Email should only be used by the authorized owner of the account.
- Students need to protect their passwords.

Unacceptable Use Examples

- Non-education related forwards (e.g. jokes, chain letters, images, etc.)
- Harassment, profanity, obscenity, racist terms
- Cyber-bullying, hate mail, discriminatory remarks
- Email for individual profit or gain, advertisement, political activities, or illegal activities

Webcams

Purpose

Each student device is equipped with a webcam. This equipment offers students an extraordinary opportunity to experience a 21st Century tool and to develop 21st Century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher. Examples include:

- Recording videos or taking pictures to include in a project
- Recording a student giving a speech and playing it back for rehearsal and improvement.

Important Note

ACTC retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain permission to record, take, or publish a photograph or video of any person. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy.

Media

- Listening to music on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

- Watching movies on your device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment.

Gaming

- Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.

Printing

- Any documents that require printing should be submitted to your teacher.

Wallpaper

- Any images set as the wallpaper must be in line with the Acceptable Use of Technology Resources Policy. Inappropriate media may not be used as wallpaper. Presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, or gang-related symbols will result in disciplinary action.

Copyright and Plagiarism

Students are expected to follow all copyright laws. Duplication and/or distribution of materials of educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law.

Technology Discipline

Behaviors and Discipline Related to Student Device Use

The following behaviors will be treated as corresponding "traditional" behaviors and appropriate consequences will be assessed by the building administrators.

TECH-RELATED BEHAVIOR	EQUIVALENT "TRADITIONAL" BEHAVIORS
Email, instant-messaging, Internet surfing, games, or any other off-task behavior	Classroom Disruption
Removing Case/Damaging of Defacing Device	Defacing School Property
Cutting/Pasting without citing sources	Plagiarism
Cyber-bullying	Bullying/Harassment
Use of profanity or inappropriate language	Inappropriate Language
Accessing pornographic material or inappropriate files	Bringing pornographic/inappropriate material to school
Accessing files potentially dangerous to network	Vandalism/Technology Policy Violation
Using electronic account authorized for another person without permission	Breaking into another student's locker

The following behaviors could result in the possible loss of device or loss of access to ACTC's network.

TECHNOLOGY VIOLATIONS (cont'd)
Examples of potential behaviors unique to digital environment without "traditional" behavior equivalent
Chronic, tech-related behavior violations (see above)
Making use of electronic resources in a manner that serves to disrupt use of network by others
Unauthorized downloading or installing software
Attempts to defeat or bypass ACTC's Internet filter
Modification to district browser settings or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity

School-Based Discipline

The discipline policies at each school encompass the one-to-one environment.

Progressive Discipline Example

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

- Warning
- Classroom Intervention
- Parent Contact
- Loss of Device
- Referral to Administrator
- Loss of Device
- Permanent Loss of Device
- Out-of-School Suspension
- Expulsion

Classroom Interventions

For low-level infractions, classroom intervention will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

ACTC may remove a user's access to the network without notice at any time if the user is engaged in any type of unauthorized activity.

Examples of Unacceptable Use

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation.
- Unauthorized downloading or installation of any software including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account or password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the ACTC filtering system.
- Downloading music, games, images, videos, or other media at school without permission of the teacher.
- Sending or forwarding social or non-school related email.