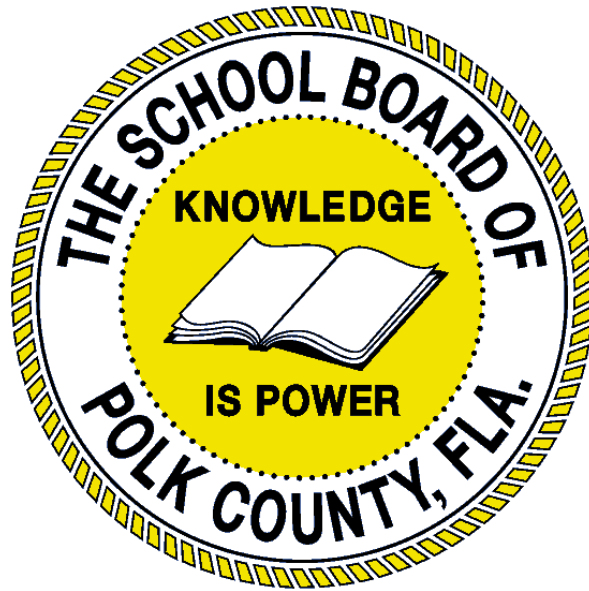


Code of Student Conduct



2008-2009

For more information, see www.polk-fl.net/code_conduct



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

(863) 534-0500 • SUNCOM 515-1321 • FAX (863) 519-8231

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General Counsel

Administration

GAIL F. MCKINZIE, PH.D.
Superintendent of Schools

Dear Parents and Students,

This Code of Student Conduct is the document that the School Board has approved to outline the expectations concerning student behavior.

As you review the Code of Student Conduct, you will note that there are positive expectations, rights, and responsibilities outlined in addition to outcomes for offenses. We encourage parents and students to review the Code of Student Conduct so that there is clear understanding of its contents.

Teachers and school administrators are always the first to monitor student conduct. Concerns about a school's response to student behavior should first be addressed to the teacher or school administrators or guidance counselors. District staff will assist you as well since each principal has an immediate supervisor. The Senior Director of Specialized Services is the overall supervisor of student discipline and may be contacted for assistance.

It is my hope that all of our students have a positive and productive year. The Code of Student Conduct is meant to clearly outline the rights and responsibilities for everyone.

Sincerely,

Gail F. McKinzie, PhD.
Superintendent

*Polk County Schools-
an equal opportunity
institution for education
and employment*

Our Mission:

To ensure rigorous, relevant learning experiences that result in high achievement
for our students.

EQUITY STATEMENT

The School Board of Polk County, Florida, shall maintain a learning environment free from discrimination and harassment based on race, color, national origin or language spoken, religion, sex, marital status, age, disability or homelessness, or other basis prohibited by law. Students shall not be excluded from participating in any educational program or activity provided in the public schools of Polk County based on race, color, national origin or language spoken, religion, sex, marital status, age, disability or homelessness, or other basis prohibited by law.

If you have any questions with regard to discrimination or harassment, Title II or Title IX, you may contact Patricia W. Hunter, Senior Coordinator of Equity and Compliance, at (863) 534-0513.

If you have any questions regarding Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, you may contact the Director of Exceptional Student Education at (863) 534-0966.

Written questions may be forwarded to the Senior Coordinator of Equity and Compliance at:

The School Board of Polk County, Florida
1907 South Floral Avenue
Post Office Box 391
Bartow, FL 33831-0391

PHILOSOPHY OF DISCIPLINE

The primary goal of the Polk County Public School System is to ensure that each student achieves at the highest possible level. Education is to be provided in a manner that does not discriminate or cause harassment on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, disability, sexual orientation, or social and family background. In order for this to be accomplished:

- Every school staff member will strive to create a positive, safe environment that encourages and supports student success. Underlying causes for misbehavior will be explored, and when possible, positive redirection will occur and acceptable alternative behaviors will be taught. Such redirection may involve a collaborative effort of school, community and parents/guardians.
- It is the objective and policy of the School Board of Polk County to recognize, preserve and protect the individual rights of all students; and, at the same time, to encourage and enforce the exercise of these rights within the framework of an orderly and efficient school program. Within this framework, it is the duty of the School Board, the administrative staff, and the faculty of each school to prevent and to prohibit student conduct that becomes dangerous, disruptive or destructive, and therefore endangers the proper maintenance and function of the school program. Staff members are expected to model core value behaviors that set an example for students. It is expected that all disciplinary measures will be conducted in a manner that is respectful to the student and preserves that student's dignity wherever possible. It is the expectation that each student will behave in a manner that does not threaten, interfere with, or deprive other students of their right to an education and will accept responsibility for their behavior. An effective school environment must be safe and free from disruption.
- The School Board further recognizes that students are protected and have certain rights extended to citizens under the United States Constitution and its amendments; and that these rights cannot be abridged except in accordance with the due process of law. Therefore, in order to clarify the guidelines of student behavior in the schools and establish procedures to be followed, the *Code of Student Conduct* has been adopted by the School Board. The Code shall be mandatory and applied in a manner that is consistent with this philosophy of discipline. Individual schools may adopt additional regulations governing actions not covered by the Code, but such additional regulations may neither substitute for nor negate any Code provisions unless approved through the School Board waiver process. It is essential that all students, their parents/guardians, teachers, support staff and administrators understand and abide by the *Code of Student Conduct*.

Strategies for Students to Demonstrate Model Student Behavior

In order to create a safe learning environment to ensure academic success, the parents, students and the school must work together. When schools and communities work together in a joint effort, students continue to make progress. Communication is key to this success. When parents contact teacher/schools they can expect a response. In addition when the teacher/school contacts the parent it is expected that the parent responds to the school. The strategies listed below can be utilized in a classroom as well as at home in assisting students in demonstrating model student behavior:

- Clear Expectations
 - Posting age appropriate classroom/home rules utilizing pictures and/or words
 - Scheduling a daily homework/practice time.
 - Designating a location at home for schoolwork to be completed
 - Reminding students before they go off to school of what the parent expects
 - Teachers provide daily reminders in opening activities or at the beginning of the period about classroom expectations
 - Asking daily questions about what happened at school
 - What did you learn today?
 - What did you do in class today?
 - How was the bus ride to and from school?
- Role Playing (a scenario on how a student should respond to a given situation)
 - Utilize other students in the classroom to role play
 - Utilize family members and/or neighborhood friends to role play
 - Utilize social stories
- Deescalating Techniques
 - Take a deep breath
 - Think before you act
 - Count to ten
- Peer Role Models
 - Mentoring
 - Sitting by a positive role model
 - Providing assistance to other students in the class
 - Homework help at home with other peers
- Positive Reinforcement
 - Look for the positive in all students
 - Find something good to say
 - Positive verbal praise
 - Certificates/Ribbons/Incentives
 - Behavior Management System utilizing both school and home
 - Point system
 - Treasure box (both home and at school)
 - Tickets
 - Daily rewards/weekly rewards/monthly rewards/nine-week rewards
 - Home note/e-mail/phone
 - Ignoring some behaviors
 - Cue the student using an identified word or a look prior to the student demonstrating behaviors he/she should avoid
 - Addressing behavior individually with student instead of in front of others
- Sensory
 - Provide breaks
 - Vary instruction/activities

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2008-2009 POLK COUNTY TRADITIONAL SCHOOL CALENDAR

Student, Teacher and Paraeducator

School Board Approved: Feb. 26, 2008 – Amended 5/27/08

*No unpaid training/workdays are to be scheduled before August 11, 2008	
Teacher Work Days (Aug. 11, 14 & 15) (Aug. 12 & 13) – Staff Dev. Days	Monday-Friday, August 11-August 15, 2008
District Contact Day – 1/2 day a.m./Teacher School Site Faculty Mtg. – 1/2 day p.m.	Tuesday, August 12, 2008
Student Orientation Day/Paraeducator - First Work Day	Thursday, August 14, 2008
FIRST DAY OF SCHOOL FOR STUDENTS	Monday, August 18, 2008
Holiday – Student, Teacher (Paid), Paraeducator (Paid)	Monday, September 1, 2008
Staff Development Day (Data Day) Student/Para Holiday	Wednesday, September 10, 2008
Interim Report (23 rd Day – September 19, 2008)	Distribute Week of September 15, 2008
FTE Week	Monday – Friday, October 13-17, 2008
Teacher Work Day/Student/Para Holiday	Friday, October 17, 2008
End of 1 st 9-Week Grading Period	Wednesday, October 22, 2008
Grades Due	Friday, October 24, 2008 at noon
Distribute Report Cards (9 Weeks)	Tuesday, November 4, 2008
Holiday – Student, Teacher (Paid 11/27 & 11/28), Para (Paid 11/27 & 11/28)	Week of November 24-28, 2008
Storm Day (Make-up days, if needed)	Monday & Tuesday, Nov. 24 & 25, 2008
Pay Day for Employees	Friday, November 21, 2008
Interim Report (23 rd Day – December 1, 2008)	Distribute Week of December 1-5, 2008
Last School Day Before Winter Holidays	Friday, December 19, 2008
Holiday – Student, Teacher (Paid), Paraeducator	Friday, December 26, 2008
Teachers Return - Staff Dev. Day (Storm make-up day for students, if needed)	Monday, January 5, 2009
Students and Paraeducators Return After Winter Holidays	Tuesday, January 6, 2009
END OF 1 st SEMESTER/Last Day of 2 nd Grading Period	Friday, January 16, 2009
Holiday – Student, Teacher (Paid), Paraeducator (Paid)	Monday, January 19, 2009
Teacher Work Day/Student/Para Holiday	Tuesday, January 20, 2009
Grades Due	Wednesday, January 21, 2009 at noon
Distribute Report Cards (9 weeks)	Friday, January 30, 2009
FTE Week	Monday-Friday, February 9-13, 2009
FCAT Writing Assessment	February 10-13, 2009
Holiday – Student, Teacher (Paid), Paraeducator	Monday, February 16, 2009
Interim Report (23 rd Day - February 23, 2009)	Distribute Week of February 23-27, 2009
FCAT Testing	March 10– March 19, 2009
End of 3 rd 9-Week Grading Period	Wednesday, March 25, 2009
Grades Due	Friday, March 27, 2009 at noon
SPRING HOLIDAYS	Monday-Friday, March 30– April 3, 2009
Holiday – Student, Teacher, Paraeducator	Friday, April 10, 2009
Distribute Report Cards (9 Weeks)	Tuesday, April 14, 2009
Interim Report (23 rd Day - May 4, 2009)	Distribute Week of May 4, 2009
Memorial Day/All Staff Holiday	Monday, May 25, 2009
GRADUATION/Final Exams	Wednesday & Thursday, June 3 & 4, 2009
End of 4 th 9-Week Grading Period - Last Day for Students – Paras Last Work Day	Thursday, June 4, 2009
Teacher Work Day	Friday, June 5, 2009

Storm Make-Up Days will be used in the following order: 11/24, 11/25, 1/5/09

Reminder: Non-Refundable Travel Tickets Should Not Be Purchased In The Event That Storm Days Are Used As Student Attendance Days And/Or Teacher Work Days

**NOTIFICATION OF RIGHTS
AFFORDED BY THE INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT
(IDEIA) AND SECTION 504 OF THE REHABILITATION ACT OF 1973**

The following is a description of the rights granted by federal law to students with handicaps. The intent of this summary is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs and activities without discrimination because of his/her handicapping conditions.
2. Have your child evaluated to determine if he/she is a qualified individual requiring accommodations necessary to provide access to educational programs. You have the right to receive notice in respect to such identification, evaluation, and placement of your child.
3. Review relevant educational records under the Family Education Rights and Privacy Act (FERPA).
4. Have your child receive a free appropriate public education. This includes the right to be educated with nondisabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Disagree with the decisions reached by school personnel regarding necessary accommodations for access to educational programs. You may submit a written grievance to the 504 Coordinator or request an impartial hearing. You have the right to be represented by counsel at an impartial hearing.
6. File a complaint alleging any action prohibited under Section 504 of the Rehabilitation Act of 1973 with the U.S. Department of Education Office for Civil Rights ("OCR"). Information regarding the filing of such a complaint is available from the Director of Exceptional Student Education.

If you have any questions regarding the District's compliance with the IDEIA or Section 504, you may contact the Director of Exceptional Student Education at (863) 534-0966.

**NOTIFICATION OF RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Dear Parent,

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the students’ educational records. They have the right to:

1. Restrict the release of Directory Information which includes name, address, telephone (if it is a listed number), participation in officially recognized activities and sports, degrees and awards received, and the most recent previous educational agency or institution attended. If you do not want this information released, please complete the Directory Information Opt-Out Form (Appendix A) and return it to the school within thirty (30) days after the first day of classes.
2. Restrict the release of a student’s name, address, and telephone listing to military recruiters and institutions of higher education as required by federal law. This request applies to our students in the senior high schools. The School Board of Polk County, Florida (SBPC) is required to advise you of this requirement and afford you the opportunity to notify the school if you do not want this information disclosed to the military recruiters and institutions of higher learning. If you do not want this information released, please complete the Directory Information Opt-Out Form (Appendix A) and return it to the school within thirty (30) days after the first day of classes.
3. Inspect and review the student’s educational records within thirty (30) days of the day the school receives a request for access. Parents or eligible students should submit a written request to the school principal that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Copies of records may be requested and obtained.
4. Request the amendment of the student’s educational records that the parents or eligible students believe are inaccurate, misleading, or inappropriate. Parents or eligible students may ask the School Board of Polk County, Florida (SBPC) to amend a record that they believe is inaccurate, misleading, or inappropriate. A written request to the principal should clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the principal decides not to amend the records as requested, the parents or eligible students will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible students with notification of the right to a hearing.
5. Consent to disclosures of personally identified information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School Board of Polk County, Florida (SBPC) as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the School Board of Polk County, Florida (SBPC) discloses educational records without consent to the officials of another school district or postsecondary institution in which a student seeks or intends to enroll.
6. File a complaint with the U.S. Department of Education concerning alleged failures by the School Board of Polk County, Florida (SBPC) to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

**NOTIFICATION OF RIGHTS
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Procedures for accessing student records:

Upon written or verbal request by the parent or adult student to have access or a representative to have access to their Permanent Cumulative Record, these procedures shall be followed:

1. Parent and/or adult student will be given an appointment date and time within fifteen (15) school days of the request. The Parental Permission for Release of Information or Request for Review of Student Information form will be used for this purpose and placed in the cumulative record folder.
2. Parents only have the right to inspect and review records of their child and adult students have the right to inspect and review their own records. If the records include information on other students, the District will attempt to delete information of the other students. If this is impossible, the District will inform the parents of the information requested.

If the parent/guardian of a student or adult student believes that the educational information is inaccurate, misleading, or in violation of their privacy, they shall be provided an opportunity for correcting, deleting, or expunging such information.

Procedures for amendment of records:

1. An informal meeting is scheduled at the school with the proper administration.
2. If agreement is reached at the informal meeting, it shall be reduced to writing and signed by the parent/guardian or adult student and placed in the student's proper school record. This written agreement shall only indicate that the record has been corrected, deleted, or expunged and dated.
3. If the decision is that the records are not inaccurate, misleading, or otherwise in violation of privacy, the parent/guardian or adult student has the right to place in the education record a statement commenting on the information and any reasons for disagreeing with the decision.
4. If no agreement is reached, an appeal may be taken to the Superintendent or his/her designee. The Superintendent will schedule a formal hearing date no later than fifteen (15) school days after receiving the parent's appeal.
5. The parent will be notified in writing of the time, place, and date of the formal hearing at least five (5) days prior to the formal hearing. The parent will be given a full, fair opportunity to present evidence and, at his or her own expense, be represented by one or more individuals including an attorney.
6. The Superintendent or his/her designee shall make a decision in writing within ten (10) days after the formal hearing. This decision will include a summary of the evidence and the reasons for the decision.
7. If no agreement is reached with the Superintendent or his/her designee, the decision may then be appealed to the School Board.

Parents have the right to consent to disclosure of personally identifiable information contained in their student's educational records, except to the extent that FERPA and state statute permits disclosure without consent.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Educational Rights and Privacy Act of 1974).

Educational records may be disclosed to school officials determined to have a legitimate educational interest. A listing of what constitutes a school official and what constitutes a legitimate educational interest is available from any school.

Records will be forwarded to another school district in which a student seeks to enroll.

NOTIFICATION OF RIGHTS STUDENT DIRECTORY INFORMATION

Directory Information is defined as the following student (or adult student) information: name, address, telephone number (if it is a listed number), date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

Directory Information may be released to any individual, agency, or organization without prior consent, unless a parent or eligible student has notified the School Board of Polk County (SBPC) in writing that they do not wish the information released. In addition, two (2) federal laws require the School Board of Polk County, Florida (SBPC) to provide military recruiters, upon request, with three (3) Directory Information categories - names, addresses, and telephone listings, unless parents have advised the School Board of Polk County, Florida (SBPC) that they do not want their student's information disclosed without their prior written consent. ***The school must verify that a written request to withhold any or all of the Directory Information is on file at the school site. The Directory Information Opt-Out Form (Appendix A) is to be used for this purpose.*** The Directory Information Opt-Out Form and the Parent Notification Letter (page ix) are to be given to parents on a yearly basis in the Code of Student Conduct. Notification of parental objection to release of "Directory Information" must become a part of the student's cumulative record and should be flagged on computer records as appropriate.

If you do not want Directory Information released, you must complete the Directory Information Opt-out Form (Appendix A) and return to school within thirty (30) days.

**NOTIFICATION OF RIGHTS
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The **Protection of Pupil Rights Amendment (PPRA)** affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one (1) or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education –
 1. Political affiliations or beliefs of the student or student’s parent.
 2. Mental or psychological problems of the student or student’s family.
 3. Sex behavior or attitudes.
 4. Illegal, anti-social, self-incriminating, or demeaning behavior.
 5. Critical appraisals of others with whom respondents have close family relationships.
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
 7. Religious practices, affiliations, or beliefs of the student or parents.
 8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of –**
 1. Any other protected information survey, regardless of funding.
 2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings.
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use –**
 1. Protected information surveys of students.
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes.
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

**NOTIFICATION OF RIGHTS
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Polk County School District administers the Polk County Prevention Survey and the Florida Youth Survey each year. All students in grades six through twelve are given the opportunity to participate in the Polk County Prevention Survey. The Florida Youth Survey is administered randomly to students in a limited number of middle and high schools selected by the state. Both surveys are administered in the spring of each year, usually in April. The surveys are important in assessing our School District's needs, monitoring programs, and evaluating prevention program outcomes.

Student participation in both surveys is strictly anonymous. No personally identifiable information is requested as part of the survey or survey process.

As a parent, you have the right to prohibit your child's participation in either or both surveys. Neither you nor your child is required to give a reason for not participating. Students who do participate will not be required to answer all of the questions – only those they choose to answer. Prior to survey administration, an opt-out form will be mailed to the home address on file at the school. If you do not want your child to participate, the opt-out form must be returned as instructed on the form. Parents are responsible for notifying school personnel of any address changes.

You have a right to inspect the survey instruments prior to administration of the surveys if a written request is received by April of the current school year. The survey instruments will be available for inspection by the end of the first semester. Survey administration is coordinated by the Safe and Drug-Free Schools Office of the School Board of Polk County. A request to inspect the survey instruments may be made by writing to: Manager, Safe and Drug-Free Schools, 611 Post Avenue, S.W., Winter Haven, FL 33880.

Please contact personnel at the Mark Wilcox Center at (863) 291-5355 if you have questions regarding the surveys.

TECHNOLOGY ACCEPTABLE USE POLICY

The Polk County School District offers access to network resources and the Internet. The use of the network and the Internet must be in support of educational and professional activities that are consistent with the educational goals and policies of the Polk County School Board. The user is responsible at all times for its proper use. Authorized District personnel may examine files to determine if a user is acting in violation of any District policies. Failure to comply with these policies may result in disciplinary action, legal action and/or cancellation of access. Changes in policies and guidelines will be periodically posted via email. Employees are responsible for all noticed changes.

- I. Terms and Definitions:
 - A. The network is defined as all computers and other devices that are interconnected to the District local/wide area network and are the sole property of the Polk County School District.
 - B. The Internet is defined as a network of libraries, databases, and resources beyond the District local/wide area network.
 - C. Electronic communication includes, but is not limited to, email, blogs, podcasts, discussion boards, web sites, video conferencing, and virtual classrooms.

- II. Network Use:
 - A. Users should take precautions to protect access to their account(s).
 1. Passwords must be at least eight (8) characters in length and use three (3) of the following four (4) requirements: upper case letters, lower case letters, numbers, and special characters like @,!,%,or #.
 2. Passwords should be changed at least every 90 days.
 3. Users must not compromise the privacy of their password by giving it to others or exposing it to public view. However, in the normal course of system administration, the administrator may have to examine user files to gather information to diagnose and correct problems.
 4. Users may be required to supply security questions and/or answers that may be used to verify their identity. It is the user's responsibility to ensure that the answers to these questions are confidential. Should a user's password become compromised due to security questions of inadequate quality, he/she will be responsible for any unauthorized activity.
 - B. All security issues should be reported to school/district technology personnel immediately.
 - C. Prohibited use includes, but is not limited to:
 1. Violations of federal, state, and local laws and regulations regarding:
 - a) Copyrighted and/or trademarked material.
 - b) Threatening, obscene, or profane material.
 - c) Licensing agreements.
 - d) Plagiarism.
 2. Vandalism, which is defined as malicious attempt to harm or destroy network resources, data of another user, the Internet, or other networks. This includes the creation of, or uploading of, computer viruses on the Internet or host site.
 3. Use of the Internet or network for financial gain, illegal activity, expression of political or personal philosophy, or acts of terrorism.
 4. Unauthorized use of another individual's network access, including use of another individual's network username and password.
 5. Consuming large amounts of bandwidth, resulting in disruption of the network, including but not limited to:
 - a) Network/Internet games.
 - b) Streaming video and audio.
 - c) Noneducational teleconferencing.
 - d) Downloading very large files without prior approval of technology staff.
 6. Hacking or any attempt to gain access to networks, including but not limited to:
 - a) Browsing networks to obtain IP addresses and other network information.
 - b) Accessing the networks without prior authorization.

- c) Using network resources or other resources with the intent of preventing or interfering with the transmission of voice, data, pictures, or anything that can be transmitted over the network.
- d) Trespassing on others' work, files or folders, and attempting to, or taking action to access, modify, harm, or destroy data of another user.
- 7. Circumventing proxy servers, firewalls or other filtering software.
- 8. Using unauthorized telephone services, including long distance calls.
- D. Student Use - in addition to all of the above:
 - 1. Students have the privilege of using school/district computers, which include the Internet, unless said privilege has been revoked in writing by parental opt-out form or suspension of privileges for violations of the Code of Student Conduct.
 - 2. Students' access to and use of the school/district computers shall be under the direction of a school staff member and monitored as an educational activity.
 - 3. Students are responsible for avoiding access to inappropriate material and reporting incidents should they occur.
 - 4. Disciplinary action shall consist of any combination of consequences as listed in the Student Code of Conduct, Section 7.09 - Computer Misuse, and this policy.

III. Electronic Communication:

- A. Most electronic communication is a matter of public record and should never be considered private or secure.
- B. Unauthorized use includes, but is not limited to:
 - 1. The creation and exchange of offensive, harassing, obscene, or threatening communication.
 - 2. The creation and exchange of communication that uses impolite, abusive, or objectionable language.
 - 3. The exchange of privileged, confidential, or sensitive information outside of the organization or outside the defined privileged group.
 - 4. The creation and exchange of advertisements, solicitations, chain letters, SPAM, and other unsolicited email.
 - 5. The creation, storage, or exchange of information in violation of copyright laws.
 - 6. Reading or sending communication from another user's account, except under proper delegate arrangements.
 - 7. Altering or copying a communication or attachment belonging to another user without the permission of the originator.
 - 8. The installation and use of Hotbars application and similar third party email enhancements.
 - 9. Using stationery other than what is currently available in Microsoft Outlook.
 - 10. Using electronic communication in ways that violate School Board policies, the Code of Student Conduct, or District procedures.
 - 11. Activities which cause congestion of the network or otherwise interfere with the work of others.
 - 12. Impersonating any other person, entity, or organization or misrepresenting your affiliation with any other person, entity, or organization.
 - 13. Representing personal views as those of the Polk County School District.
- C. The principal/supervisor must be notified immediately of any unauthorized use of your account or any other breach of security. Polk County Schools is not liable for any loss you may incur as a result of someone else using your password or account, either with or without your knowledge.
- D. Personal Folders must be established on the user's workstation for the storage of correspondence and materials.
- E. Automatic forwarding of any communication inside Polk County Schools to an outside network is prohibited.

Email addresses should not be sold to or shared with outside sources without proper authorization.

