

# Allegheny-Clarion Valley Elementary School



## Cyber Services Handbook 2022-23

**Mrs. Julie Raybuck, Cyber Services Coordinator**

A-C Valley Jr./Sr. High School  
762 Route 58 Box 345  
Foxburg, PA 16036  
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## Contact Information

If you experience difficulties with your classes, always call or email the course teachers first. If the teacher does not get back in touch with you in a reasonable amount of time, or you cannot access your courses, contact the A-C Valley Cyber Services Coordinator (CSC).

Mrs. Julie Raybuck, Cyber Services Coordinator (CSC)  
724.659.4661 Ext. 6  
julier@acvdsd.org

## Attendance (Student Progress)

Attendance is determined by the amount of course work completed and submitted to the course provider. Students are expected to work online every day school is in session. Students may also work on weekends, evenings, and holiday break. The CSC and school counselor will advise the students regarding their individual scheduling.

The student will be enrolled in **all classes** ~~quarterly module~~ and will have a deadline to complete ~~the module~~ **all classes**. During this time, students **may** be required to meet with the administration and/or CSC on a weekly basis to review progress and academic standings. These meetings may be conducted in person, by telephone, or another method of communication. These meetings will be used to determine if the student will continue with the cyber services or be required to return to day school. During this time, if a student is showing signs that he/she will not be successful (administrative discretion) in the cyber services program, that student will be immediately returned to day school. Upon returning to day school, the student **may** ~~will~~ be required to make-up the work that was missed. If the make-up work is not completed by a designated date, the student will be assigned interventions.

Student progress will be monitored by the district's CSC and should also be **continually** monitored by each student's parent/guardian. The student and parent/guardian will be contacted if the requirements above are not met.

**Students may have a weekly meeting with the CSC.** Students who do not complete their work by their weekly meeting with the CSC may be required to attend the A-C Valley Elementary School and complete their cyber work until they are caught up. While in attendance at A-C Valley Elementary School, the students will be under the direct supervision of staff in the office.

Students & parents/guardians will be held accountable for their attendance online. Students who fail to keep on track with their cyber coursework may be cited for truancy. Students or parents must call the CSC each morning if they will not be working online that day. Students are required to submit written excuses weekly for any day school is in session and they did not complete their cyber coursework for that day. After three consecutive days, a doctor's note will be necessary.

Failure to submit an appropriate number of assignments for each day may result in a truancy notice being sent to the guardian/student. Any further failure to submit assignments will

require a mandatory meeting with school officials to develop a truancy elimination plan. Any absences, thereafter, may result in a citation being filed against the parent/guardian/student.

It is the responsibility of the student/guardian to inform the CSC of any breaks in progress. These breaks could be caused by sickness, family vacation, death in the family, etc. (Remember that progress is not shown unless course work is submitted online to the course provider.)

Students may return to the school one morning per week and will be under the supervision of the CSC or office staff. During the time present at school, the cyber students will meet with the coordinator, take tests, review progress, and continue to work on their cyber courses. The students may ride the bus to school, and at the conclusion of the weekly meeting with the CSC, they may remain at school and ride the bus home. If the student remains at school, he/she will work on his/her cyber work in the office.

## **Return to Day School**

Upon returning to day school, the student will be provided a schedule that best matches the courses they took in cyber services. Depending on the progress made in their cyber program, students may be required to complete placements tests so that the school can appropriately place the student in the correct grade level.

## **Completion of Cyber Work – Due Date – May 26, 2023**

All cyber courses must be completed on or before the last day for students of each year in order to be properly promoted to the next grade level. Requests for extensions must be made in writing to the building administrator on or before **May 12, 2023**. The administrator will review the student's attendance, rate of completed work, quality of work, and other relevant factors to determine the likelihood of the student completing the work during an extension.

## **Internet Reimbursement**

Families will be responsible to pay their Internet service providers when their bills arrive. However, the school district will reimburse the Internet service fee for basic, high-speed Internet service during the months the student has met all the requirements for their cyber coursework **(maximum of \$50.00 per month)**. ~~Except for special situations, the amount of reimbursement will be limited to a rate equivalent with charges that would be incurred using the local Internet provider.~~ The family may choose to submit a copy of the bill each month for reimbursement, or may submit multiple bills at one time for the current year. All bills for the current year must be submitted before the last day of school for students **(5/26/23)**. A copy of the bill provided to the school district must state the family's name, student's name, address, telephone number, and show the breakdown of charges pertaining to the Internet service. Checks will be mailed out by the business office on the dates when checks are regularly prepared and mailed.

If any change requires a cyber student to attend ACV on a daily basis, the reimbursement will not be offered if at least 50% of the assignments are not completed and submitted while outside the regular school day. Copies of your bills should be sent to the CSC's attention at:

Mrs. Julie Raybuck, Cyber Services Coordinator  
A-C Valley School District  
762 SR 58 Box 345  
Foxburg, PA 16036

## Computers & Related Equipment

The computers and supporting equipment used for the cyber services program are the property of the A-C Valley School District and must be cared for properly. The student / parent / guardian should inspect the items for damage and report it to the CSC prior to taking the items from the school. Any damage that is not due to "normal wear" and any equipment not returned by the end of the school year will be the financial responsibility of the family. All equipment is to remain with the student and is not to be loaned to anyone else, nor moved to any other location. This equipment is on loan for the student to complete their cyber work only.

Use of the computer and storage of files onto that computer must be related to coursework only. The students or family members do not have the right to add or delete computer applications or programs. If there are any downloads or plug-ins that are required for a specific class, please call the CSC Mrs. Raybuck before saving these files to the computer. It may be necessary to return the computer to the school periodically for routine maintenance, updates, or downloads necessary for certain courses, etc.

The family/guardian should take steps to observe and filter the content their child views while using the computer to ensure that the student does not access inappropriate material. The computers contain the same software filtering system that is used in the school to block inappropriate websites. Students who attempt to bypass the filtering system will lose their privilege of using the school's equipment.

The administration reserves the right to require all materials and equipment to be returned to the school by a designated date.

## Internet User Policy

A-C Valley cyber students are expected to follow the same guidelines for computer usage as other A-C Valley School District students. The acceptable use policy is attached and must be signed by the student and parent / guardian prior to receiving the computer equipment.

## Textbooks

Textbooks and curricular materials are the property of A-C Valley School District. Course texts ~~course guides~~, and any other materials are to be returned to A-C Valley ~~within one week~~ following the conclusion of a course on the last day of the school year by noon. Students will

keep consumable items. Unopened kits should be returned to the CSC. Families/guardians will be charged for lost or destroyed / damaged materials.

## Return Policies

Computers and related equipment, textbooks, and other curricular materials should be returned to Mrs. Raybuck the CSC in the high school before or on the last day of school by noon. If all materials have not been returned to the school within two (2) weeks, a certified letter will be delivered. Upon receipt of the certification, the school district will wait one (1) week. If the materials have not been returned within the one-week extension provided, local law enforcement officials will be notified and appropriate charges will be filed.

If a student isn't submitting work online for 10 days during the school year, the equipment must be returned immediately to A-C Valley School District by the parent/guardian upon notification by the school.

## Teachers of Record

The teachers of record are current employees of A-C Valley who are available for additional support/tutoring. It is the student's responsibility to contact the CSC to set up times to meet with these teachers.

## Grading

Final course grades will be transferred from your cyber provider to an A-C Valley transcript using the following percentages:

- A — 93 to 100
- B — 85 to 92
- C — 75 to 84
- D — 65 to 74
- F — 64 and below
- O -- Outstanding
- U -- Unsatisfactory
- S -- Satisfactory

Students in Grades 1-3 will be assigned letter grades.

## District-Mandated Testing Participation

Students in Grades 4-6 will be required to attend school and participate in the testing required by the state and by A-C Valley. The CSC will inform the cyber student of the dates and times that the student will be required to attend the school for testing. Depending upon the testing results, additional dates may be added as necessary.

## **Extracurricular Activities / Contact Teacher**

All cyber students are eligible to participate in school-sponsored clubs, sports, and special events. There will be a grade-level teacher assigned as a contact for each elementary cyber student. If interested, the parents should contact the grade-level teacher by telephone or email to learn of upcoming activities. Behavior infractions may result in loss of privileges and will be referred to the A-C Valley administrators for discipline.

## **Field Trips**

A-C Valley cyber students are invited to participate in any field trip for which they are eligible. The cyber student will be expected to follow all of the same requirements and guidelines as the traditional students in relation to the trip. Behavior infractions may result in loss of privileges and will be referred to the A-C Valley administrators for discipline.

## COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor filespace utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:



1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.
5. Bullying.
6. Terroristic.

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students, through their supervising teacher, or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

Upon request by students through their supervisory teacher or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. If a request for temporary disabling of Internet blocking/filtering software is denied, the requesting student, through their supervising teacher, or staff member may appeal the denial to the Superintendent or designee for expedited review.

All requests for disabling Internet blocking/filtering software shall be documented on the Tech Request Sheet, indicating date, time, and length of session of access. If request is denied, all supporting documentation, including reason and any appeals shall also be documented.

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district web site, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to

identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedures shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement administrative regulations that ensure students are educated on network etiquette and other appropriate online behavior, including:

1. Interaction with other individuals on social networking web sites and in chat rooms.
2. Cyberbullying awareness and response.

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system.

### Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, social networking web sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minors' access to materials harmful to them.
6. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.

### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.

### District Web Site

The district shall establish and maintain a web site and shall develop and modify its web pages to present information about the district under the direction of the Superintendent or designee. All users publishing content on the district web site shall comply with this and other applicable district policies.

Users shall not copy or download information from the district web site and disseminate such information on unauthorized web pages without authorization from the building principal.

### Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

**Allegheny-Clarion Valley School District  
Acceptable Use Agreement**

Student

I understand and will abide by the Acceptable Use policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, disciplinary action may be taken, and/or appropriate legal action may be instituted.

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

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian

As the parent/guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes and the district has installed a blocking program to help facilitate effective Internet use. I recognize that it is impossible for the district to restrict access to all controversial materials, and I will not hold the district (or any of its personnel) responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloaded material is not in a school setting. I hereby give my permission to allow Internet access for my child.

Parent or Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_