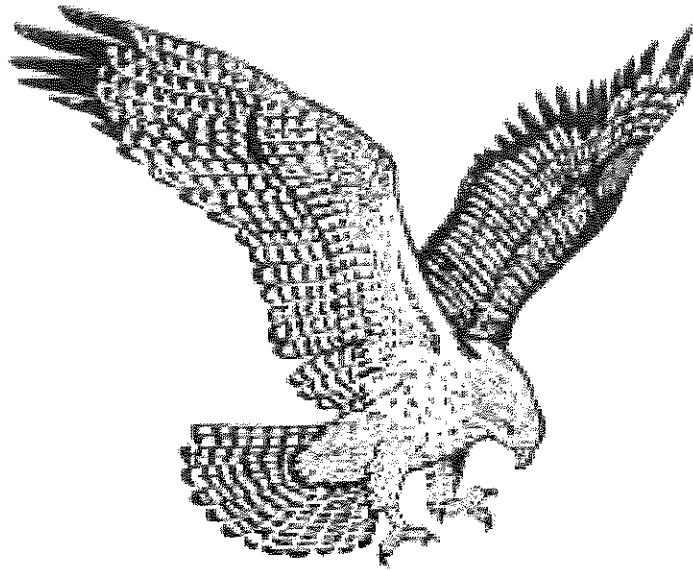


# Allegheny-Clarion Valley High School

A-C Valley, in conjunction with the community, will ensure a comprehensive education that inspires students to:

*DREAM BIG, WORK HARD and ACT RESPONSIBLY.*



## Cyber Services Handbook 2022-23

**Cyber Services Coordinator (CSC): Mrs. Julie Raybuck**

A-C Valley Jr./Sr. High School  
762 Route 58 Box 345  
Foxburg, PA 16036  
[www.acvsd.org](http://www.acvsd.org)

Email: [julie.raybuck@acvsd.org](mailto:julie.raybuck@acvsd.org)  
Phone: 724.659.4661 Ext. 4106  
Fax: 724.659.4774

# A-C Valley High School Cyber Services Student Handbook

## 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, you cannot access your courses, or you need additional tutoring, contact the A-C Valley Cyber Services Coordinator (CSC):

Mrs. Julie Raybuck, Cyber Service Coordinator  
724.659.4661 Ext. 4106  
julie.raybuck@acvsd.org

## Attendance (Student Progress)

Attendance is determined by the amount of coursework successfully completed and submitted to the course provider daily.

At the required weekly meeting with the CSC, the student's progress in the program, up to that date, will determine if the student will continue with the cyber services or be required to return to day school. If a student is failing a class or is showing signs that he/she will not be successful (administrative discretion) in the cyber services program, that student may be immediately returned to day school. Upon returning to day school, each student may be required to make-up the work that was missed.

Student progress will be monitored by the district's CSC and should also be monitored by each student's parent(s)/guardian(s). The parents may request an update by telephone, email, or face-to-face meeting to discuss their child's current status. At the midpoint of the school year, a meeting may be scheduled to discuss the student's progress and current status.

Most weeks, students will attend school for two (2) hours, one morning per week starting at 7:50 a.m. Students not signed in by the attendance officer prior to 7:50 a.m. will be considered tardy and subject to disciplinary action as outlined in the general student handbook. Students must sign in the office or with the attendance officer. During the two hours present at school, the cyber students will meet with the coordinator, take tests, review progress, and continue to work on their cyber courses. Students should bring their materials to school with them. The students may ride the bus to school and should be able to leave around 10:00 a.m. most days. Students who do not complete their weekly work by their weekly meeting with CSC will be required to remain at A-C Valley High School for full school days until they are caught up. Students who refuse to stay may be subjected to further consequences. While in attendance at A-C Valley High School, the student will be under the direct supervision of staff in the PACE/ISS room, the CSC, or cafeteria/study hall. Students who are required to be present each day must call the attendance officer by 7:50 a.m. if not attending school due to illness, funeral, etc. The student must make arrangements with the CSC to makeup the absence.

Students will be held accountable for their attendance by submitting assessments and assignments daily online that accompany their daily lesson(s). All assessments / assignments that accompany a lesson are to be completed before moving to the next lesson. Students who fail to keep on track with their cyber coursework may be cited for truancy. Students are required to submit written excuses at their weekly school work session. Students must call the CSC each morning if they will not be online working that day. After three consecutive days of no submissions, a doctor's note will be necessary.

Failure to submit an appropriate number of assignments/ assessments for their classes 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 Student Attendance Improvement Plan. Any absences, thereafter, may result in a citation being filed against the parent/guardian/student. All illegal absences will be handled according to the policy outlined in the *Falcon Handbook*.

It is the responsibility of the student/guardian to inform the attendance officer or 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 to the course provider.)

## **Return to Day School**

If a student stops participating in the cyber services program and returns to regular day school, the student will be provided a schedule that best matches the courses they took while in the cyber services program. Depending on the progress made in the cyber courses, the student may be required to complete placement tests so that the school can appropriately place the student in the correct courses.

## **Completion of Cyber Work**

All cyber courses must be completed by a deadline that is established by the administration in order to receive credit. Underclassmen must have all work submitted by the last day of school, which is MAY 27, 2022. Seniors must have all coursework submitted two weeks before graduation day, which is May 13, 2022.

## **Internet Reimbursement**

Families will be responsible to pay their Internet service providers when their bills arrive. However, the school district will reimburse (maximum of \$50 per month) the Internet service fee for basic, high-speed Internet service during the months the student has met all the requirements for their cyber coursework. 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 (May 27, 2022). 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 processed 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 assignments are not completed and submitted while working 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, is not to be loaned to anyone else, nor is allowed to be moved to any other location. The 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 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 parent/guardian is to 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 that is used in the school to block inappropriate websites. Students who attempt to bypass the filter will lose the privilege of using the school's equipment.

## **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 / Materials**

Textbooks and curricular materials are the property of A-C Valley School District. Course texts, calculators, software, and any other materials are to be returned to A-C Valley within one week following the conclusion of a course. Families/guardians will be charged for lost or destroyed / damaged materials. Unopened kits should be returned to the CSC. Students will keep opened, consumable kit contents.

## **Testing**

Throughout the year, there may be grade-level tests that the student is required to complete.

As they become available, the dates of the testing will be told to the students.

## Return Policies

Computers and related equipment, textbooks, and other curricular materials should be returned to 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 the 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 / Teacher Assistance

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 that cyber-school coordinator to set up times to meet with these teachers.

English:	Mr. Sherman	Science:	Ms. Runyan
Mathematics:	Mr. Lavan	Social Studies:	Ms. Lipnichan

Cyber students should contact their online teacher for help first. A-C Valley teachers are available as a second line of help.

## 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

## Graduation Requirements

Candidates for graduation from A-C Valley High School must successfully complete the following:

1. A minimum of 24 credits in 9-12 consisting of:

English	4 credits
Math (must include Algebra 1 and Geometry)	3 credits
Social Studies	3 credits

Science (Biology must be included)	3 credits
Health	.5 credits
Physical Education	2 credits
Electives	6.5 credits
Humanities	2 credits

2. Successful completion of the Graduation Project
3. Participation in state-mandated testing held at the A-C Valley High School

(INSERT CURRENT YEAR'S TESTING SCHEDULE)

### **Extracurricular Activities**

All cyber students are eligible to participate in school-sponsored clubs, sports, and special events. The high school's daily bulletin, which is available on the school's website, will keep the students up-to-date on current events at the school. It is the student's responsibility to review the bulletin daily and contact the CSC with any questions or concerns.

Criteria used to determine eligibility to participate in school activities will be the same for a cyber-service student as it is for students attending face-to-face instruction. The criteria are detailed in the Falcon Handbook. Behavior infractions may result in loss of privileges and will be referred to the A-C Valley administrators for discipline.

### **Field Trips**

ACVCS students are eligible for all field trips that would be appropriate considering class, club membership, and/or course enrollment, and will be responsible for transportation, admission, or other fees similar to those incurred by the face-to-face instruction students. Behavior infractions may result in loss of privileges and will be referred to the A-C Valley administrators for discipline.

### **Graduation Project**

All ACVCS high school students must complete and pass a graduation project in order to graduate. The requirements will be distributed to the ACVCS student using the same timeline as they are given to face-to-face instruction students. Project presentation dates are to be arranged with the graduation project advisor.

## **COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

### **Purpose**

The Board supports the use of 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 districts 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 curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

## **Definitions**

**Electronic Communications** – includes but is not limited to: phone calls, emails, computer network, social media, texting and other instant messages.

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:

The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;

1. 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
2. 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 act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals.
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.

### **Authority**

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, 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 fileserver space utilization by district users; or deny access to prevent and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the 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:



Defamatory.

1. Lewd, vulgar, or profane.
2. Threatening
3. Harassing or discriminatory.
4. Bullying.
5. Terroristic.
6. The district reserves the right to restrict access to any Internet sites or function 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.

Upon request by students through their supervising teacher or staff, building administrators may authorize access to blocked content material for bona fide research or for other lawful purposes. If a request for access to blocked content material 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 access to blocked content material shall be documented on the official ticket system, indicating the date, time, and length of the session of access. If the request is denied, all supporting documentation, including reason and any appeals shall also be documented.

### **Delegation of Responsibility**

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 website, 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.

Student, 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.

1. The district shall utilize technology protection measures, based on industry standards, 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 websites and in chat rooms.
2. Cyberbullying awareness and response.

### **Guidelines**

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, email, social networking sites, etc.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet.
2. Safety and security of minors when using email, chat rooms, instant messaging, 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.

The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying 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 laws. Specifically, the users are prohibited:

1. Facilitating illegal activity.
2. Commercials or for-profit purposes.
3. Nonwork or nonschool 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 material in violation of copyright laws.
15. Loading or using of unauthorized games, programs, files or other 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.

Personal technology devices (PTD) may only be used in the classroom with the express approval of the teacher. All audio/video functions must be disabled and may not be used on school property without explicit teacher approval. Teachers have the right to refuse to allow PTDs. Personal technology device use may in no way disrupt or distract from the learning environment.

The Allegheny-Clarion School District assumes no responsibility or financial liability for any damage the student may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of personal technology device.

PTDs are not allowed to access the Allegheny-Clarion School District's networks in any way.

Student may not create unauthorized wireless networks or hot spots. This includes establishing wireless access points, wireless routers, and open networks on personal devices.

The Use of PTDs is prohibited in a restroom or other area on Allegheny-Clarion Valley School Campus where there is a general and reasonable expectation of privacy (e.g., locker room, nurse's office, etc.)

Allegheny-Clarion Valley School District shall not be responsible for content filtering of cellular devices or any device connecting to networks other than Allegheny-Clarion Valley's Networks.

## **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 Website**

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

Users shall not copy or download information from the district website and disseminate such information on unauthorized websites 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 or another user, the 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: \_\_\_\_\_