Student and Family Handbook
2020-2021 School Year
(Anti-Bullying)
IDEA policies may be added or amended during the current school year. Any major policy changes will be communicated to students and their families in writing.
Anti-Bullying

Bullying/Intimidation/Harassment: Any severe, persistent, or pervasive physical, electronic, or verbal conduct, including but not limited to harassment based on a student’s actual or perceived race, color, ethnicity, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity/expression, genetic information, disability, or any other distinguishing characteristic, or based on association with a person or group with any of the actual or perceived characteristics listed above.

It is directed toward a student(s) that has or can be reasonably predicted to have the effect of one or more of the following:
1. Placing the student(s) in reasonable fear of physical harm to the student’s person or property
2. Causing a substantially detrimental effect on the student’s physical or mental health
3. Substantially interfering with the student’s academic performance
4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school

Cyber bullying: The use of information and communication technology to bully, embarrass, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, or abusive.

The use of cell phones and other technology—including computers, email, and social networking sites—to harass, bully, threaten, or defame a student or employee is specifically prohibited. Any student who feels he or she is a victim of cyberbullying should report the incident to his or her dean or an administrator.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action.

Defiance/Insubordination: To challenge, confront, resist or repeatedly refuse to respond to the requests and instructions of school personnel. This refusal to change behavior or follow instructions or school and classroom rules may take place within a day or over the course of several days, weeks, etc.

Depictions/Re-enactments of Prohibited Behavior/Conduct: Students must not make, reproduce, distribute, view or listen to videos, images, sound recordings or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events. Depictions of such conduct on social networking sites such as Facebook, MySpace, Twitter, Instagram or any other similar websites or mobile applications are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal’s designee. Reproducing, viewing, listening to, and/or distributing of these items will result in disciplinary action.

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Likewise, students must not encourage the repetition of prohibited or unsafe behavior by laughing, poking fun, “messing with,” “playing,” joking, “joning,” or re-enacting such conduct. Students who participate in such behavior may be subject to disciplinary action.

**Disruption:** Engaging in behavior that prevents others from accessing information.

**Failure to attend/Failure to respond:** After several reasonable attempts to contact the parent or guardian regarding a child’s attendance, academics or behavior, without response, the school reserves the right to take any or all of the following actions:
- Send a written notice via Certified Mail with return receipt requested or First-Class Mail
- Conduct a home visit (unannounced)
- Enact the next level of intervention (example: attendance contract or disenrollment from IDEA PCS)
- Contacting local authorities

**Fighting:** Defined as the exertion of physical force to harm someone or potentially harm someone. Fighting is one of the most egregious violations of the Code of Conduct. If a student engages in a fight, regardless of his or her role, while representing the school, he or she is subject to serious consequences, including, but not limited to, exclusion from school-related and school-sponsored activities (e.g. dances, prom, sports), suspension, expulsion, and possible consequences from law enforcement agencies.

Unless the administration determines, without doubt, that any participant in a physical altercation is clearly defending himself or herself from an aggressor or aggressors, then the physical altercation will be considered a fight in which all parties share equal responsibility.

**Gangs:** Two or more students or adults who organize for the purpose of engaging in activities that threaten the safety of the general public, compromise the general community order, or interfere with the school’s educational processes or mission.

Examples of gang activities include:
- Wearing or displaying any clothing or altering the school uniform (e.g. pants sagging, shirt collar up, pant leg rolled up), dangling belts, chains, jewelry, colors or insignia that intentionally identifies the student as a member of a gang or otherwise symbolizes support of a gang.
- Using any word, phrase, symbol, or gesture that intentionally identifies a student as a member of a gang or otherwise symbolizes support of a gang. A student may not display gang affiliation on his or her school notebooks, textbooks, or personal items.
- Engaging in activity or discussion promoting gangs by two or more persons.
- Recruiting students for gangs or anti-social behavior.

**Horseplay:** To engage in mutual pushing and shoving, chest bumping, tussling, etc.
Instigate: To provoke or incite; to encourage a violation of the Student Code of Conduct.

Possession: To have a prohibited item or substance:
- On one’s person, in one’s vehicle, in the vehicle driven by a student to/on campus or in one’s personal effects, such as a coat, purse, backpack, etc.
- Physically touched or handled by oneself
- Under one’s control
- In one’s locker
- In a vehicle either as a driver or passenger with the knowledge that contraband is contained in the vehicle

Retaliation: Any form of intimidation, reprisal, or harassment directed against a student or students who report violations of the code of conduct, provide information during an investigation of conduct violations, or witnesses or has reliable information about violations of the code of conduct.

Sexting: Sending sexually explicit images through electronic media, such as text messaging. Students are prohibited from engaging in this type of activity.

Sexual harassment: Defined as, but not limited to verbal or nonverbal unwelcome sexual advances or sexual behavior that substantially interferes with a student’s education, or creates an intimidating or hostile environment. Sexual harassment is prohibited.

Slap Boxing/Sparring: To engage in motions of attack or defense with the arms, hands, legs, or feet.

Threatening behavior: Defined as an expressed or implied threat (verbally, physically, electronically, or in writing) to interfere with:
1) the health or safety of any individual associated with IDEA Public Charter School
2) with IDEA Public Charter School property
3) property on IDEA Public Charter School premises belonging to others.

Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Examples of behavior that compromises academic learning environment at IDEA include, but are not limited to:
- Stating that you have a weapon or bomb in your possession at school or that you have the intention of bringing such item to the school.
- Writing, either physically or online, or verbally stating that you plan to cause harm to a student, staff member, or property.

Trespassing: All members of the school community (students and staff), visitors, and guests should stay in designated areas of the school to which they have been assigned or have permission to be. Visitors and guests, regardless of the purpose of their visit, must follow the visitor’s protocol throughout their visit. Students who are serving an out-of-school consequence...
may not be on school premises or go to any school related activity during this time. Students who are scheduled to return from an off-campus disciplinary consequences are required to have a re-entry meeting with an administrator and guardian prior to returning to school. IDEA may consider students who fail to adhere to this process to be trespassing and therefore may contact local law enforcement for assistance.

Appendix B: Grievance Procedures

Grievance Procedures for Allegations of Discrimination, Harassment, or Retaliation

IDEA Public Charter High School does not engage in or permit discrimination, harassment, or retaliation and believes in the basic tenets of equality and fairness. Any person who believes that IDEA Public Charter High School has engaged in discrimination, harassment and/or retaliation on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or sexual orientation may submit a complaint to the principal or to the head of school if the complaint involves the principal, at IDEA Public Charter School, 1027 45th Street, NE, Washington, DC 20019.

The grievance procedures outlined below establish how to file a complaint and how they will be investigated and resolved. These grievance procedures are intended to provide for a prompt and equitable resolution of complaints and may be used by employees, cadets, parent or guardian or third parties. These grievance procedures do not bar individuals from filing claims in other forums to the extent permitted by state or federal law.

IDEA Public Charter School encourages individuals to discuss their concerns with appropriate school officials before resorting to a formal complaint, in order to facilitate prompt resolution. However, individuals are not required to do so before filing a formal complaint.

IDEA Public Charter School will not retaliate against any person who files a complaint or participates in an investigation in accordance with these procedures. IDEA Public Charter School will also not tolerate retaliation against such persons by others, and will take appropriate disciplinary steps against any IDEA Public Charter School employee found to have engaged in retaliation.

A formal complaint may be filed by following the steps outlined below:

Step 1

Within 90 calendar days of the alleged discrimination or harassment, written notice of the complaint must be filed with the individual designated above. Grievants may use the complaint form attached to the grievance procedure, or submit the complaint in other written form as long as all of the identified information is provided. Grievants are encouraged to include all information and supporting documentation they believe is relevant to the complaint, including
identification of any known witnesses, at the time the complaint form is submitted. The complaint form is also available on the IDEA Public Charter School website www.ideapcs.org and in the main office. The written notice must include the nature of the complaint, the date(s) of the occurrence, the desired result, and must be signed and dated by the person making the complaint. Incomplete complaint forms will be returned to the grievant, with a directive for completion within five business days.

Upon receipt of the written notice of the complaint, the designated individual to whom the complaint was submitted will immediately initiate an adequate, reliable, and impartial investigation of the complaint. This may include specific requests for additional information from the grievant or other individuals. Each investigation will include, as necessary, interviewing witnesses, obtaining documents and allowing parties to present evidence. All documentation related to the investigation is considered confidential, and should be maintained as such by the investigator to the extent not inconsistent with state or federal laws or the requirements for a thorough investigation.

Within 15 school days of receiving the written notice of the complaint, the individual investigating the complaint will respond in writing to the grievant. A copy of the complaint and the response shall be forwarded to the board of trustees at this time as well. If the investigator determines that additional time is needed for the investigation, the individual shall notify the grievant of such information in writing within 15 school days of receiving the written notice of complaint and include the reason for the additional time and the expected date of response. The response will summarize the course and outcome of the investigation, and identify an appropriate resolution. If, as a result of the investigation, it is determined that discrimination or harassment has occurred, appropriate corrective and remedial action will be taken.

Step 2

If the grievant wishes to appeal the decision from Step 1, he or she may submit a signed statement of appeal to the executive director within 10 calendar days after receipt of the response. If the Step 1 decision was issued by the executive director (or if the complaint involves the executive director), the appeal may be submitted directly to Board of Trustees at IDEA Public Charter School, 1027 45th Street, NE, Washington, DC 20019. The written appeal must include all documentation from the initial grievance and the reasons why the grievant does not agree with the decision. The executive director or board will review the submitted information. The executive director or board may, at his or its discretion, request a meeting with the grievant or other involved parties. If the grievant presents to the board, such presentation may be made in public or closed session, as appropriate. Within 15 school days of receiving the statement of appeal, the director will respond in writing to the complainant summarizing the outcome of the appeal and any corrective or remedial action to be taken. If the appeal is submitted to the board, the board will consider the information at its next regularly scheduled meeting, and will provide a written decision to the grievant within 21 calendar days of the meeting where the appeal is considered by the board.

A grievant may file a complaint with the Office for Civil Rights at any time before or during the grievance procedures. The regional office for the District of Columbia is located at 400
DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: _____________________

I. Name of Person on Whose Behalf Complaint is Being Brought:_________________________
Name of Person Bringing Complaint:__________________________________________________
Relationship/Title:______________________________________________________________
Address:______________________________________________________________________
Phone:________________________________________________________________________
Location of Alleged Actions:________________________________________________________
Date of Alleged Actions:__________________________________________________________

II. SUMMARY OF COMPLAINT (attached additional pages, as needed to fully describe facts related to complaint):

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

If others are affected by the possible violation, please give their names and/or positions:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
III. Please describe your suggestions for resolving the complaint and any corrective action you wish to see taken if a violation is identified. You may also provide other information relevant to this complaint.

_________________________________________________________________

Signature of Grievant                  Date

_________________________________________________________________

Signature of Person Receiving Grievance Date

Office of Civil Rights

Parents/legal guardians also have the right to file a complaint with the Office of Civil Rights (usually the regional office), which in addition to technical assistance activities, conducts compliance reviews and complaint investigations. The complaint generally shall be filed within 180 days of the alleged discriminatory action. The address is:
Office for Civil Rights, District of Columbia Office
U.S. Department of Education
1100 PA Ave, NW., Rm. 316
P.O. Box 14620
Washington D.C. 20044-4620
202-786-0500; FAX 202-208-7797; TDD 877-521-2172

Appendix C: Acceptable Use Policy

IDEA Public Charter School (IDEA PCS) provides students with access to a variety of technology resources. Students must follow the acceptable use policies in order to access the technologies. All students have the responsibility to use all technology in a respectable manner.

Students will:

- Use school facilities and equipment only for school related educational activities
- Use the Internet only for activities related to school curriculum and expectations
- Adhere to copyright laws
- Transmit material that is in compliance of school, local, state, and federal laws and regulations
- Use only personal user IDs or passwords and refrain from sharing those or using another student’s or staff/faculty member’s ID or password
- Access only files, computers, applications, programs, and settings to which they have been granted access to by an authorized staff/faculty member
- Use external storage devices with approval from faculty/staff
- Store or use files or applications that are school related with staff/faculty approval
- Use only school-approved software with licensing agreements
- Adhere to class-specific guidelines as outlined by each classroom teacher
- Not access the school network with a private computer or other device

The use of IDEA PCS technologies is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Students must have a parent or guardian signed Acceptable Use Agreement on file with IDEA PCS to use any school technology.

**Computers, Laptops, Netbooks, Tablets, and Other Similar Devices**
Students will have access to the computer lab during lunch, advisory, and after school, when available. At the beginning of the year each student must sign a computer use agreement and adhere to the policies set forth by IDEA PCS.

The Internet is a useful tool and should be used as a resource. IDEA PCS will provide you with access to the Internet. The Internet is a powerful, worldwide computer network that can be used to send electronic mail and to view and display text, graphics, and movies. Internet technology changes constantly as well as the laws that surround it. As the Internet and laws change, IDEA’s policy will also change.

Students will be given access to a personal account on IDEANET (or a similar network as determined by the school’s technology staff) which will allow them to store files securely. **THE USE OF THE IDEANET IS A PRIVILEGE, NOT A RIGHT.** Inappropriate use will result in the cancellation of those privileges. The school administration has the right to define inappropriate use and their decision is final. The network administrators, faculty, and staff of IDEA PCS may request that school administrators deny, revoke, or suspend user accounts. The privilege of using IDEA’s network is based on the user’s promise to adhere to the following appropriate use policy.

**Student Logins**
User IDs and passwords are the keys to accessing data about you and your work for school. In the wrong hands, a user ID and password can be used to impersonate students online and take unauthorized action in a student’s name. Except for authorized school system employees, it is against IDEA PCS policy for anyone to disclose his or her user ID and password.

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1. Each student will be provided with a user account, which will enable access to school computers and to save information to the network.
2. Students will not share their login/password with others (do not write it down).
3. A generic password will be given initially. Students must change their passwords to prevent outside access to their account by others. Students should change their passwords often for security purposes.
4. Students should never allow anyone to use their computers until they have completely logged off. Students should never leave their computer unattended—always log-out first!
5. Students must notify the network administrator immediately if they suspect that their password has been compromised. Unless an administrator has been notified, a compromised password will not be accepted as an excuse for the violation of the acceptable use policy associated with your log-in.
6. Each student is responsible for all actions while logged into the network.

**Student Internet Safety and Technology Responsible Use Agreement**

**Educational Enhancement**

a. Internet access is being provided by IDEA PCS for the sole intent of educational enhancement.

b. The Internet will be used strictly as a resource to enhance classroom instruction and high quality research. The school reserves the right to monitor and place reasonable restrictions on the material accessed by students through the Internet.

c. During class, lunch, tutoring, and advisory and before and after school, students may use the Internet for class-related work under the supervision of an authorized adult for a class. The school’s schedule, network downtime, or events will, at times, require exceptions to times when students may access the Internet.

d. IDEA PCS provides various technologies to access the Internet. All student use of technologies, including but not limited to accessing the Internet, must abide by the Acceptable Use Agreement.

**Access to Materials**

1. The Internet may be used to access materials under the following conditions:
   a. Internet is appropriately monitored.
   b. Students will receive instruction that is appropriate for their age regarding strategies to avoid the inadvertent access of inappropriate material and what to do if they accidentally access such material.
   c. Students may not access prohibited material at any time for any purpose. In agreement with the Children's Internet Protection Act, IDEA PCS designates the following types as prohibited materials:
      i. Obscene material(s)

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ii. Child pornography
iii. Material that appeals to an unhealthy interest in, or depicts or describes in a patently offensive way, violence, nudity, sex, death, or bodily functions
iv. Material that has been designated as for adults only
v. Material that promotes or advocates illegal activities
vi. Materials that include any cyber-bullying, sexting, or other inappropriate content.

e. Other materials not specifically named above will be deemed appropriate or inappropriate on a case-by-case basis. Decisions will be based upon age of student and relevance of content to curriculum.

II. If students mistakenly access inappropriate information, they should immediately disclose this access to a teacher or supervising adult. This protects them against a claim that they have intentionally violated this policy.

III. The school has installed a filter to protect against access to inappropriate material. The determination of whether material is appropriate or inappropriate is based on the content of the material and the intended use of the material, not on the protective actions of the filter. If students think that the filter has prevented them from accessing appropriate material, they may request that the material be viewed and, if appropriate, unblocked.

Privacy and Communication Safety Requirements

Personal contact information includes name, together with other information that would reveal location and identity, including, but not limited to, parent's name, home address or location, work address, or phone number.

1. IDEA PCS students are not to disclose personal contact information, except to education institutions for educational purpose, companies or other entities for career development purposes, or with specific approval from school employees.
2. Students are not to disclose names, personal contact information, or any other private or personal information about other students under any circumstances. Students are not to forward a message that was sent to them privately without permission of the person who sent them the message.
3. Students must not agree to meet someone they have met online without a parent's approval and participation.
4. Students must promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable. They should not delete such messages until instructed to do so by a school employee.
Illegal, Unauthorized, and Inappropriate Uses and Activities

I. Illegal Activities
   a. Students may not attempt to gain unauthorized access to the local area or wide area networked computer system beyond their authorized access. That is, this Agreement prohibits students from seeking any unauthorized access to any computer or network, including “hacking.” This includes attempting to login to any site/resource through another person's account or accessing another person's files.
   b. Students may not make deliberate attempts to disrupt any part of any computer system or destroy data by spreading computer viruses or by any other means.
   c. Students may not use the Internet or other IDEA PCS technology resources to engage in any other illegal act.

II. Inappropriate Language
    Restrictions against inappropriate language apply to all speech communicated through the Internet or other networks, including but not limited to public messages, private messages, and material posted on web pages.
   a. Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
   b. Students may not post information that could cause damage, danger, or disruption.
   c. Students may not engage in personal attacks, including prejudicial or discriminatory attacks.
   d. Students may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are told by a person to stop sending messages, the student must stop.
   e. Students may not knowingly or recklessly post false or defamatory information about a person or organization.
   f. Students may not knowingly or recklessly post personal information regarding any other person, including but not limited to minors.

III. Plagiarism and Copyright Infringement
   a. Students may not plagiarize works that they find on the Internet. (Plagiarism is taking the ideas or writings of others and presenting them as if they were original.)
   b. Students must respect the rights of copyright owners in the use of materials found on, disseminated through, or posted to the Internet. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. Copyright law can be complicated and confusing. If students have questions, they should communicate with a faculty/staff member.

IV. System Security
   a. The use of IDEA PCS's technology to access any of the following types of websites without the prior written consent of a school administrator or the technology administrator is prohibited:

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i. Any site displaying sexually explicit or pornographic content of any kind
ii. Online games, including but not limited to gambling, fortune telling, lotteries, sweepstakes, and other games of chance
iii. Any site promoting violence, the use of controlled substance, or other illegal activity
iv. Any site promoting a multi-level marketing, home based business or other money-making scheme, mass solicitations (known as "spam"), chain letters, or other similar communications
v. Any site promoting dating or Internet piracy

b. Students may not download or install any files, software, or programs unless authorized by a school administrator or the technology administrator.

c. Excessive use of the Internet may raise a reasonable suspicion that students are using the system in violation of policy and regulations. IDEA PCS complies with federal law requiring that school’s Internet safety policy include provisions for monitoring the online activity of minors.

d. As noted earlier in this Agreement, IDEA PCS complies with federal law that requires the use of technology protection measures (i.e., filtering) to protect against access by adults and minors to visual depictions that are obscene, child pornography or— with respect to use of computer with Internet access by minors—harmful to minors.

V. School Equipment
a. Students may not steal, borrow, remove, or switch any school equipment, including but not limited to information technology equipment.

b. Students may not vandalize, destroy, break, or deface any school equipment or furniture or personal property of students, faculty, staff or visitors—including but not limited to furniture and equipment located in or near the computer lab.

Rights and Expectations

1. Students should expect no privacy in the contents of personal files on the school server and records of online activity.

2. Student use of the Internet will be supervised and monitored. The school's monitoring of Internet usage may reveal activities students engage in using the Internet. Routine maintenance and monitoring may lead to discovery that students have violated this policy, the student disciplinary code, or the law. Individual user account searches will be conducted if there is reasonable suspicion that students have violated this policy or any other codes of conduct set forth by IDEA PCS. Investigations will be reasonable and related to the suspected violation.

3. Parents have the right to request to see the contents of their student's personal data files and other records on their student's online activities by submitting a written request.

4. The school will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school’s Internet service.

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Limitation of Liability

IDEA PCS will not guarantee that the functions or services provided through the school Internet service will be without error. The school will not be responsible for any damage students may suffer, including, but not limited to, loss of data, interruption of service, or exposure to inappropriate material or people. The school is not responsible for the accuracy or quality of the information obtained through the Internet. The school will not be responsible for financial obligations arising through the use of the Internet. Parents can be held financially responsible for any harm that may result from intentional misuse of the Internet and/or school technology. Students may only use the Internet and school technology if their parent(s) have signed an Internet Acceptable Use Policy.

Student Laptop, Netbook, Tablet, E-reader Agreement

Students must read, understand and agree to abide by this policy before using the IDEA PCS internet, chromebooks and other similar technologies. Abuse of this privilege will result in suspension of privileges.

1. Laptops, netbooks, tablets are available to IDEA PCS students for use within the classroom under adult supervision. No overnight use is allowed. Kindles may be assigned to students for overnight use on a case-by-case basis.
   a. If overnight use is granted, the student and his or her parent or guardian are fully responsible for the technology. Any damage, theft, misuse will be the responsibility of the student and his or her parent or guardian. This may result in financial responsibility.
   b. If overnight use is granted, the student remains responsible for abiding by all provisions of this Agreement whether using the technology on-site or off-site.
2. All such technology must be returned in the condition received.
3. Students should never save anything to the hard drive of the technology, but should save all documents in their H:/ drive or on a removable drive.
4. The student to whom the technology is checked out is responsible if the technology is lost, stolen, or damaged. IDEA PCS recommends that students do not allow others to use their technology or leave it unattended while in their care.
5. Please report non-working technologies or any with objectionable material downloaded onto them. If available, another technology will be checked out to any student reporting such problems.
6. Students must sign the agreement indicating their agreement with this policy. Use of the technology in any way that violates other IDEA PCS rules, such as the noise policy, is considered a violation of this policy.

As well as the laptop, netbook, tablet, and Kindle use policy, students are expected to abide by the IDEA PCS Internet Usage Agreement and IDEA PCS Code of Conduct.
Cameras, Video-Recording Devices, Sound-Recording Devices, and Other Similar Technologies

IDEA PCS may make available for student use technology equipment such as cameras, digital recorders, video cameras, sound-recording devices. The use of such technologies is a privilege, not a right. Students must be responsible for the use of such technologies and follow the protocols below:

1. Students may only use the technology for school-related curriculum activities.
2. All such technology must be returned in the manner received. Students are responsible for the technology. Any damage, theft, or misuse of the technology is the student’s responsibility. Students (and their parents/guardians) may incur financial responsibility for lost or damaged technology.
3. Students may not record, capture, or film any content or material that is obscene, harms oneself or others, vulgar in content, pornographic, relates to bullying, harassing, abusive behaviors, sexting, or violates any other policies in this agreement.
4. Students may not use any recording devices to capture any audio or visual content without the permission of the person(s) being filmed or taped. Filming, photographing, or recording someone without his or her explicit permission is a violation of this policy.
5. Students in violation of this policy will not be allowed to access any school technology.
6. Students must abide by all other terms of this policy.

User Responsibilities

The following provisions describe further conduct prohibited under these standards and guidelines:

1. Altering system software or hardware configurations without authorization or disrupting or interfering with the delivery or administration of computer resources.
2. Attempting to access or accessing another’s account, private files, or email without the owner’s permission.
3. Misrepresenting oneself as another individual in electronic communication.
4. Installing, copying, distributing, or using software in violation of copyright and/or software agreements; applicable state and federal laws or the principles described in Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community.
5. Using computing resources for commercial or profit-making purposes without written authorization from IDEA PCS.
6. Using computing resources to engage in conduct that interferes with other users’ use of shared computer resources or the activities of other users.
7. Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.

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8. Allowing access to computer resources by unauthorized users.
9. Using computer resources for illegal activities.
10. Leaving any technology unattended.

Users are expected to:

I. Treat the technology with respect.
   1. Leave toolbars, background, and icons in standard format.
   2. Check hand hygiene before using technology.
   3. Never put a pen, pencil, or notebook on your keyboard, screen, or technology.
   4. Do not push the screen backward or back and forth.
   5. Do not have food or drinks around technology at any time.
   6. When turning technology on, do not hit keys. Let it start up on its own. Be patient.

II. Be considerate of fellow users.
   1. Do not save files on the C:/ drive of the laptop or netbook. Save to the H:/ drive or a removable drive only. Do not save any files to other technologies such as tablets, Kindles, or other devices.
   2. Power down all technology upon completion of use. Ensure proper charging directions are followed.
   3. Fully charge any mobile technology as directed by staff/teacher.
   4. Never download, or install any software from the Internet on any of the laptops, netbooks, Kindles, tablets, or similar technology.

III. Follow appropriate operating procedures.
   1. Plug-in and/or set-up all appropriate external elements (e.g. mice, tripod).
   2. When done, shut down all technology. Follow proper protocols for all shut down procedures.
   3. Use only your login/password, when prompted.
   4. When opening applications, let the application open up completely before opening the next.
   5. After the technology has shut down, gently disconnect any external devices.

IV. Safely moving with technology.
   1. Never walk with a laptop, netbook, tablet, Kindle open.
   2. When moving a laptop or netbook from one area of the classroom to another, close the laptop and count to 30 before moving. This allows the hard drive to go to sleep mode and the disk to shut itself down.
   3. When walking with any technology, always hold it with both hands. Never use just one hand.
   4. When returning technology, double check that the power supply is connected as directed.
   5. Never lift a desk with a laptop, netbook, tablet, and/or Kindle on top. Always have someone hold it with both hands.
Electronic Bullying, Harassing, and Threatening Behavior

IDEA PCS outlines expectations for student behavior related to threatening, harassing, violence, and bullying in the Student Handbook. All aspects of such policies apply to technology use.

Students may not use any IDEA PCS technology to engage in actions or behaviors consistent with threats, bullying, harassing, or violence. Any such actions will result in suspension and possible termination of technology use by the student and be referred to the dean as a Category III violation. Violations of harassment, cyber-bullying, or threatening behavior may be in the form of language, audio, or visual images.

**Harassment** is defined as verbal, nonverbal, and physical conduct that substantially interferes with a student’s education or creates an intimidating or hostile environment. This includes, but is not limited to, harassment based on race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

**Cyber-bullying** is defined as the use of information and communication technology to bully, embarrass, threaten, or harass another. It also includes the use of information and communication technology to engage in conduct or behavior that is derogatory, defamatory, degrading, illegal, or abusive.

The use of cell phones and other technology—including computers, netbooks, e-readers, tablets, email, and social networking sites—to harass, bully, threaten or defame a student or employee is specifically prohibited. Any student who feels he or she is a victim of cyberbullying should report the incident to the dean of students.

**Threatening behavior** is defined as an expressed or implied threat (verbally, physically, or in writing) to interfere with:
1) the health or safety of any individual associated with IDEA PCS
2) with IDEA PCS property
3) property on IDEA PCS premises belonging to others.

Any student who engages in threatening behavior will be subject to serious disciplinary action, including suspension and/or expulsion.

Any student found complicit in the posting, sending, or execution of such material will be subject to disciplinary action as defined in the IDEA PCS Code of Conduct.

Electronic Communications

IDEA PCS outlines expectations for student behavior related to electronic communication. Electronic communication includes written language, audio, or visual methods. Electronic communication may be in the format of email, twitter, social networking site postings, website postings, blogs, message boards, youtube, video chats, Internet chats, video postings, pictures, clip art, art, and any similar modes intended to communicate. Communication between
students and any other recipients must be appropriate at all times. Students must refrain from any communications that include violent, pornographic, abusive, harassing, or bullying language, images, or audio. This includes the use of “sexting” – the use of pornographic images. IDEA PCS prohibits any communication that includes violent, pornographic, abusive, harassing, or bullying language, even if it is not received by the recipient. The sole possession of such material is a violation of this policy. Any electronic communication spreading or sharing such communications with others will be deemed a violation of the IDEA PCS Code of Conduct.

Any student found complicit in the posting, sending, or execution of communication that is deemed inappropriate will be subject to disciplinary action as defined in the IDEA PCS Code of Conduct.

Any student found to be using IDEA PCS technology for inappropriate communication will have his or her technology privileges suspended.
ACKNOWLEDGMENT FORM

Student Name: ____________________________________

Grade Level: _____

I, as the parent or guardian of ______________________, have received a copy of or have been given access to the IDEA PCS Student Handbook & Code of Conduct (the “Handbook”) for the 2019-2020 school year. I have read, understand, and agree that my child shall abide by the Handbook. I understand that my child will be held accountable for his or her behavior, and he or she is required to comply with the expected standards of conduct set out in this Handbook and will be subject to disciplinary consequences if he or she fails to do so. I understand that the Handbook governs my child’s behavior while on school property and at school-sponsored or school-related activities whether on or off campus; and that my child may also be subject to discipline for certain conduct which occurs outside of school regardless of time or location, including any school-related misconduct. I understand that the school may contact law enforcement for further investigation or criminal prosecution for certain violations of law. I also understand that parental involvement and cooperation is vital in the discipline process. By signing below, I acknowledge my understanding and commitment to ensure that my child understands and complies with the Handbook.

___________________________________       ___________________________________
Parent/Guardian Printed Name                             Student Printed Name

___________________________________        ___________________________________
Parent/Guardian Signature /Date                           Student Signature/Date

IDEA Public Charter School
Preparing students with the academic, social, leadership and occupational skills for post-secondary opportunities and to be responsible citizens who contribute to the community.