

OASIS K-12
557 School Road
Eastsound, WA 98245
(360) 376-1598

ONLINE CLASSES

Online classes are available through APEX learning and the Digital Learning Department. For a comprehensive overview of the classes offered through APEX see: <http://www.apexlearning.com/Home.htm> APEX provides strong support for students and clear orientation and guidelines for success in online classes some of which are available for students only after they log in to their account. Students log in with the help of their supervising teacher. Because OASIS K-12 is a public school, there are no fees or tuition charged for classes that are a part of the written student learning plan.

Selection and Enrollment

Students will work with their supervising teacher to enroll in online classes which are available for students in 4th through 12th grades.

All APEX online classes have a highly qualified OASIS teacher to teach and personalize each class for the student. OASIS Washington State certified teachers work directly with the student to ensure student success. Teachers provide both synchronous, and asynchronous instruction and support to students by telephone, school email, web conferencing, Skype, and other electronic means and face to face meetings when possible.

In high school students have one subject specific teacher for each subject studied. Teachers work together as a teaching team and one teacher is designated as the supervising teacher. Teachers grade students' assignments and assessments and respond to student questions via email, telephone, Skype, etc. They conduct online class meetings, online tutorial sessions to reinforce difficult topics and hold online office hours to allow students to drop in with questions in addition to physical office hours for local students to drop in.

Teachers ask students to reflect on assignments through the journal activity in APEX classes. These student journals are discussed with the teacher and, as appropriate, with other students in the class. Teachers will often comment directly on student work as they grade it through the messages and announcements tool on APEX.

Note that many classes that students take are not entirely online. Most students have a combination of types of classes based on their individual interests and

needs. The written student learning plan, developed by the supervising OASIS teacher in collaboration with the student and parent, will be documented and managed in the WINGS online management software. The written student learning plan outlines all courses, online and offline, that the student is enrolled in.

Advanced Placement and special interest classes can be added to the students course load through the class offerings at the DLD (Digital Learning Department) at OSPI. To see what classes are available through the DLD see:

http://digitallearning.k12.wa.us/online_courses/ The DLD classes also have excellent orientation and support for students.

Timeline for Online Classes

The timeline for completion of APEX online classes is determined by the student and the teacher and outlined in the written student learning plan in WINGS. Because the teacher for the APEX classes is an OASIS teacher, we can offer flexible start and stop time as well as options for the pace of the class. For example, high school students can complete a semester (.5 credit) class in a month or take a full semester or more to earn the credit.

Online Safety and Common Sense

A student's access to the Internet for class is designed for educational purposes. Strong parent or guardian supervision is vital in assuring a student's safety while working online. Before students can participate in online classes, the student and parent must sign the district's Acceptable Use Policy which outlines expectations for Internet use.

Students should not reveal personal information on websites, blogs, podcasts, videos or any other public electronic medium. If students encounter dangerous or inappropriate information or messages, they should notify a parent or guardian. Neither the school district nor its employees or agents are responsible for content or materials viewed or acquired on the Internet accessed from the student's home. There are many online informational sites for parents about online safety and guidance for Internet use. One that many parents have found helpful is <http://kidsafe.com/wp-content/uploads/2009/01/cen-online-safety-guide.pdf>

Student Success in Online Classes

Student success in online classes is achieved much the same as success in regular classes. The supervising teacher will set the student up with a school email and arrange for preferred means of communication between student and teacher. Teachers are open to various types of communication, depending on the student's needs and interests. Students can email or use the phone or may

prefer to Skype their teacher so that they can talk face to face. Teachers will also contact students to share upcoming information about the class and comment on progress or to give suggestions and assistance.

Whenever possible, students in classes will be given the opportunity to share ideas and collaborate on assignments. Having another online student to communicate with about the class can make learning easier for both students. It is also ok for a student to work entirely on their own with no communication except with the teacher. In this case, participation for grading will be based on participation and communication with the teacher and not with other students in the class. Teachers have the option to add assignments or change assignments so that the class best meets the needs of the student.

Oasis staff are listed on the school website with email addresses. Parents and students will have the contact information for their supervising teacher. If there is any issue or questions students and parents are welcome to call the school office at (360) 376 – 1598 to contact any staff member. Students can also email lead teachers for K-8, Lyn Perry at lperry@orcas.k12.wa.us , or for 9-12, Jill Sherman at jsherman@orcas.k12.wa.us

Here are some guidelines to use to help students start strong and finish their classes successfully:

1. Talk to the supervising teacher who knows all of the classes that a student is taking. The supervising teacher will communicate with the student at least weekly and can help the student with

Access to the online course.

Getting extra help with coursework.

Making sure the student is on track to complete the online course

Setting up communication with other students in the class to work on group projects, or labs, or chats to review and master material.

2. Explore the class and figure out what has to be done before the class starts

Complete the orientation to the course

Follow the teacher's directions to get set up and ask for help if needed

Respond to the teacher's email or phone or other messages and get comfortable in communicating with him/her.

Work with the teacher to determine the best form of communication for you – email, Skype, chat, phone, in person

Ask your supervising teacher or the class teacher if you are confused about anything at all

Find out how you are expected to communicate with other students in the class

Share your concerns about the class structure, timelines for completion, difficulty level of the class, etc

These are real teachers and just like real live teachers they want to hear your voice and will contact you and will expect contact back from you

3. Get organized

Plan a specific time to set aside to work on your online class

Get a folder or binder for your online class and fill it with printouts of your online class paperwork, including general directions, assignments, reading material and homework

Make sure that you have received any textbook or supplemental materials. If you are not sure of what you need, ask your supervising teacher

4. Communicate, ask for help and communicate with your supervising teacher

Tell your teacher about your successes and problems

Ask for help with the work for any of your classes

Share your questions about an assignment.

Get feedback on your scores on assignments and exams

Be sure that you know exactly what is expected of you in each class

Respond to your teacher's inquiries. They are here to help you succeed

CODE OF CONDUCT

Academic Integrity

1. All students are expected to do their own work. Help is available from teachers, parents and other assistants but all work must be the student's own work.

2. Students will not submit work that is plagiarized or otherwise violates copyright laws of the United States of America. Students who use plagiarized papers or projects or are involved in any other form of cheating will be subject to reduction in grades and/or disciplinary action for a first offense. For a second offense a student is subject to removal from class with loss of credit and/or a failing grade.

Cheating is generally defined as knowingly submitting the work of others represented as his/her own (i.e., copying from others, using information or technology not authorized by the teacher, asking someone for improper help on an assignment/exam, and/or gaining or providing unauthorized access to exam materials). Cheating also includes the aiding and abetting of cheating by others.

Plagiarism is defined as the unauthorized use of the language and thoughts of another author and the representation of them as one's own. It is the students' responsibility to clearly document the source of information used in work submitted as their own (as defined by the MLA Handbook).

3. Students are expected to abide by all rules and expectations of OASIS High School and the Orcas Island School District and the rules and expectations as outlined by our staff

These school wide expectations apply to all students whether present on campus or attending classes only online:

1. Be on time.
2. Be prepared with notebooks, supplies and assignments.
3. Don't disturb or distract others.
4. Treat all people with respect and dignity.

The vast majority of OASIS K-12 students meet all expectations for student behavior and participation in classes. It is rare that consequences, other than the natural ones of lower grades for not completing assignments, are applied. However, there can be other consequences for not meeting behavior expectations.

Consequences for students who meet classes on campus may include detention, parent, student, teacher conferences with a written a plan for improvement, removal from a class, suspension from school, loss of credit for assignments or for an entire class. In extreme cases, students will be considered for expulsion from OASIS K-12.

Consequences for students who do not meet on campus, may include parent, student, teacher conferences with a written plan for improvement, removal from a class, loss of credit for assignments or for an entire class. In extreme cases, students will be considered for expulsion from OASIS K-12

4. When submitting written responses and assignments, students should not write anything that might be construed as intent to hurt or abuse other people unless it is directly connected to an assignment. The mention of firearms or drug use, physical harm, or intending harm, or any other subject of a violent nature is to be avoided unless directly related to the subject under study. If a student's assignment contains subject matter that raises the concern of the teacher, it will be brought to the attention of the student, parent and school officials as appropriate.

Student Expectations for Online Classes

1. Students in online classes need to meet the general expectations for all classes as noted above.
2. Before starting any online class, each student will participate in an orientation to the class' operating system and to the general Internet acceptable use policy and safety practices. Each student must sign the district's Acceptable Use Policy before starting any online class.
3. Online students need to have access to the technology required to complete their classes. If computer or Internet access is not available at home, students can plan to work in the public library. See Technology Requirements below.
4. As a part of an online class, students will often be expected to contribute work to a discussion forum or to comment on other student's work. Teachers will provide specific guidelines for these assignments but in general students should expect to follow appropriate online etiquette which is as important, and serves much the same purpose, as good manners do in person to person contacts.
5. Each student in online classes will be given a school email account.

This is not a personal account and is to be used for school business only. Remember that teachers have access to postings within the email system. Think before you write something. If it would not be polite to say it aloud in the presence of your teacher, do not post it or send it in an email.

 - Show respect for your fellow students and instructors.
 - Grammar and punctuation should be consistent with rules of English. For example, capitalize the first letter of a sentence, use correct spelling, and punctuation marks, etc.
 - Do not capitalize all letters when writing
 - Refrain from using abbreviations or use sparingly.
 - A clearly written email or post will convey your message to the reader.
 - Any inappropriate use of email or communication will result in teacher and administrative action which may include dropping the student from the class
6. If there is any problem with the online class, please share this with the teacher. Student feedback on the classes, helps us to improve them. Teachers can add or change assignments so if something is not working well for you, ask for help.

Student Requirements for OASIS Participation

Weekly communication between the teacher and the student is a required part of the student's written student learning plan.

This communication may be in person or by phone or electronically. It may be more often than one time week but at least one time a week is required. Teachers will contact students regularly and work with each student to make sure that this requirement is clear to the student and parent. Many teachers like to use Skype to communicate with students so that they can see one another. This is often a great way for a teacher to teach a lesson on a specific topic.

Documentation of the specified hours on the written student learning plan is required.

OASIS class time is not the standard 8:30 to 3PM school day; students may choose when to work. However, a student who does not put in the time required to complete the assignments will not be able to complete the courses as assigned. A full time student will work at least 25 hours a week. The supervising teacher will help each student to make a reasonable plan to complete work.

Satisfactory progress as defined by student, teacher and parent (as appropriate) and outlined in the written student learning plan.

If a student does not make satisfactory progress, an intervention plan will be created with the student and the teacher to bring the student back to satisfactory. Interventions are often fairly simple and may require more communication between teacher and student or a class may be changed or whatever is needed to help the student be successful. Interventions or changes will be noted in the written student learning plan on WINGS.

Technology Requirements:

For all of your courses students will need the following:

A reliable internet connection (obtainable at a public library if you do not have access at home)

A working email address. Your supervising teacher can help you to set up your school email account

Access to a computer and printer.

Online language classes will require that the student be able to record his/her voice on the computer

See the OASIS K-12 website at www.orcasislanschools.org for the most current APEX Learning workstation configuration guide.

NOTE: The configurations on your computer can be checked automatically before starting an online class using the Apex Learning System Check-Up at www.apexlearning.com

Technology Skills Required:

To successfully start an online class students need basic computer skills, including word processing and presentation skills, and familiarity with the Internet. Teachers will help students to acquire or to polish their skills so that their class is easy to navigate and the student is successful.

If a student has a problem connecting or working on their online class, follow the directions at the APEX log on site and contact the OASIS supervising teacher.

The teacher will provide basic assistance and/or can connect you with our district technology staff for assistance. Technology issues can be resolved within one day.

Do not wait until the weekly contact time to request help. The most successful students ask for help as soon as they have a problem.

Support and General Assistance

The student's supervising teacher is the primary contact for support and assistance for the student and parent. The supervising teacher is primarily responsible for the written student learning plan documented in WINGS. This teacher will know the student's progress in all of the student's classes and will be in contact with the student's other teachers. Most problems can be solved by contacting the supervising teacher who will work with the student and parent to find resolution.

If a student is taking an online class through the Digital Learning Department, the supervising teacher will serve as the student's mentor throughout the time of the class.

If the supervising teacher cannot solve the problem, he/she may refer the student or parent to the lead teacher or principal for grades 9-12 or grades K-8. We are a small and close knit organization. If there is an issue, we should be able to get it

solved quickly.

Parents and students are also welcome to contact the OASIS lead teacher or principal directly:

For 9-12, lead teacher is Jill Sherman (jsherman@orcas.k12.wa.us)

principal is Barbara Kline (bkline@orcas.k12.wa.us)

For K-8, lead teacher is Lyn Perry (lperry@orcas.k12.wa.us)

principal is Kyle Freeman (kfreeman@orcas.k12.wa.us)

We are here to help our students meet their goals. Please call on us for assistance. Parent and student feedback is important to us. If there is a problem with a class, please let us know so that we can make it work better for students.

OASIS HIGH SCHOOL

Welcome to OASIS High School. OASIS is an accredited K-12 public school that offers a high school diploma based on Washington State Standards. Because we are a public school, there are no fees or tuition charges for classes.

This handbook is designed to inform you of school policies and procedures as you plan for and navigate through high school. OASIS offers a very personalized high school experience intended to meet the individual needs of students and families within the overall state requirements for earning high school credits. Our teachers help students and parents design a program that allows the student to meet high school requirements at their own pace and matching their own learning style. All classes offered meet state and national standards and are eligible for credit towards graduation. We hope that you find the information in this handbook helpful. Please let us know if there is other information that would be useful or if something is not explained clearly enough.

OASIS HIGH SCHOOL PROGRAM OVERVIEW

OASIS High School is governed by all of the same ALE rules and program requirements as is OASIS K-8. Students must have a written learning plan, weekly contact with their teacher, a monthly assessment check in and annual assessments all documented in WINGS. In addition, at the high school, students are earning high school credits towards a high school diploma based on the Washington State Standards.

OASIS offers online classes for students through APEX and various online providers through the Digital Learning Department at OSPI (Office of the Superintendent of Public Instruction). These online classes cover a wide range of subjects and academic levels so that an entirely online experience can be

designed for each student. Advanced Placement classes are available through the classes offered at the Digital Learning Department.

Some students prefer to have all of their classes online and some students prefer to have only parts of their classes online; we work with the student and family to provide the best possible combination for each student. In addition to online classes, there are a wide variety of classes that can be offered or created for students by our highly qualified teachers.

In order to earn a diploma from OASIS High School, students must meet the requirements for a Washington State Diploma. These requirements include earning a minimum of 19 or 20 credits for the class of 2013 and beyond. Washington graduation requirements also include passing the required state tests and the completion of both a High School and Beyond plan and a culminating project. See Navigating through High School and Planning for the Future in this handbook and <http://www.k12.wa.us/GraduationRequirements/default.aspx> for more information.

HIGH SCHOOL GRADUATION AND BEYOND

OASIS High School students use Navigation 101 software and planning tools to help them make plans for success in high school and beyond. This is usually a part of a course in the student's written learning plans for every year of high school. Parents will be able to use this tool as well by using their student's log on and password. At the Navigation 101 site, students can enter their personal data including grades and test scores and plans and goals. They can search for future careers and schools of all types and create an online portfolio of their best work. We believe this is a valuable part of every high school student's program, but it is not a requirement for OASIS High School students. For more information on this and other planning information to help students and parents:

<http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/default.aspx>

GRADUATION REQUIREMENTS

To earn an OASIS High School diploma students must earn the required credits, at least 19 or 20. Washington graduation requirements also require the completion of a High School and Beyond Plan, satisfactory performance on the required state tests and successful completion of a culminating project.

High School Credits

High school classes are selected by the student and the parent based on the students High School and Beyond Plan, state requirements and on the student's

time and interests. High school credits will be earned for each class that is completed. In general, a .5 credit is earned for each semester of class work. However, OASIS High School students can determine their class load and can complete their classes on their own schedule.

With the exception of online classes through the Digital Learning Department, which often have set start and stop time, the students plan their time with their supervising teacher and parent with the school calendar. This means that a student can focus on completing one or a few classes in a short period of time or create any combination of classes and timeline that allow for good educational progress for that individual student.

It is an ALE program requirement that students must make satisfactory progress as measured each month, and that will be determined by the supervising teacher working with the student. Under Washington State law, students can remain in high school until they receive a high school diploma or the year in which they turn 21. Most students complete high school in four years or less but some take fewer classes or add outside experiences to their high school education and take longer than four years. This is a very personal choice.

In order to earn a diploma at OASIS High School students must meet the state graduation requirements. This table from <http://www.k12.wa.us/GraduationRequirements/Requirement-Credits.aspx> lists the state credit requirements along with the requirements expected for college entry.

Subject	Minimum state graduation requirements		Minimum requirements for public, four-year colleges and universities**	Recommended courses for highly selective colleges and universities
English	3 credits		4 years	4 years
Math	2 credits (3 for class of 2013 and beyond)		3 years***	3-4 years***
Science (one must be a lab)	2 credits		2 years	3-4 years
Social Studies (including U.S. and Washington state history)	2.5 credits		3 years	3-4 years
World language (same language)	0 credits		2 years	3-4 years

Visual or performing arts	1 credit		1 year	2-3 years
Health and fitness	2 credits		** Students must have a minimum 2.00 grade point average *** Must be Algebra II or higher.	
Occupational education	1 credit			
Electives	5.5 credits			
Total	19 credits (20 for the class of 2013 and beyond)			

Grading Policy and Practices

The student earns a grade based on their satisfactory completion of the class; in general a .5 credit is earned for each semester of coursework completed. Grading information and specific class requirements will be found in the written student learning plan and in the class outline or syllabus. All assignments, presentations and assessments are usually a part of the final grade. Most classes are graded on a four point scale as shown below but some classes can be taken as pass/fail. These assessment and grading decisions are made by the supervising teacher, who is working with the student and parent. These decisions are usually made when the course is added to the written student learning plan but these can be changed as needed depending on the student's progress..

The grading scale for all graded high school classes is:

90 - 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 or below	F or No Credit

Grades are based on the quality of the student's work on assignments and tests, and student participation in class activities such as Google Doc assignments, journal entries, online class discussions through chat or group emails, etc. Student participation with the teacher and with other students in the class is a general requirement of every class.

At the end of the each semester, or when the student completes the class, grades will be entered on the student's transcript. The student's transcript is a permanent document that provides a record of all classes taken at OASIS or other schools where the student earned high school credits. Learning to read a

transcript and understanding the information on the transcript is a part of the Navigation 101 program.

High School and Beyond Plan

The High School and Beyond Plan is a state graduation requirement. As students complete 8th grade or as they enter high school, they will work with their teacher and our counselor to complete the High School and Beyond Plan. Students revise the plan through high school as their goals and plans change. A plan usually includes the student's goals which may be work, military service, two or four year college, apprenticeship or other training programs or technical school. The student's post high school goal, helps them decide on their high school courses. Four year colleges, for example, have specific entry requirements that students will need to meet in order to be admitted.

State Required Tests

Meeting the standard on the state tests is also a graduation requirement.

From <http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

- Classes of 2011 and 2012: Students must pass a state exam in reading and writing, a state-approved alternative or an assessment for students in special education. Students can meet the state's math requirement by passing a high school math exam OR by earning two math credits after 10th grade.
- Classes of 2013 and 2014: Students must pass a state exam in reading and writing and one end-of-course exam in math, state-approved alternatives or assessments for students in special education.
- Classes of 2015 and beyond: Students must pass a state exam in reading and writing, one science end-of-course exam and two math end-of-course exams, state-approved alternatives or assessments for students in special education.

Tenth grade students generally take the HSPE (High School Proficiency Exam) in reading and writing. This year the tests will be given on the following schedule:

Writing test on Tuesday and Wednesday, March 13th and 14th.
Reading test will be given on Thursday, March 15th.

Biology, Algebra 1 and Geometry have end of course tests which means that they can be taken in January or at the end of the school year, whenever the student completes the class. Because these are end of course tests, students take them with the course. If a student in completing Algebra 1 in the 8th grade, for example, he/she will take the test in the 8th grade.

State approved alternatives to these tests are described at:

<http://www.k12.wa.us/GraduationRequirements/StateTesting.aspx>

All of the state tests for high school are paper and pencil tests which can be taken at the student's local school. OASIS teachers and counselors will coordinate with students and parents to provide information about testing locations and schedules. Please note that students must take the tests on the testing date. There are no make up sessions for these tests unless the state schedules a session in the summer.

The student's supervising teacher and parent will work together to determine the best option for each student and the best testing situation for each student. And of course, prior to taking the state tests, students will have had practice in the skills that they are required to demonstrate on the tests.

Other Tests for Planning and Beyond High School

In addition to state tests required for a diploma, students and parents have options for other assessments to help guide the student's future plans. Most parents and students are aware of the SAT or ACT tests that most colleges require as a part of the application process for entrance. Most colleges will take either of these tests as a part of the application process. Students usually take these tests in their junior year of high school. Timelines are important when dealing with the college application process. Most four year college applications are submitted by December of the student's senior year of high school.

To help students plan for the future and prepare for success on the SAT or ACT, we offer the pretests for the ACT and the SAT at district expense to our 10th and 11th graders. These are optional tests; no one is required to take them. Both tests are offered at local schools, usually in mid October. Students who are interested in taking these tests should speak with their supervising teacher who will coordinate with the counselor to arrange for the student to take the test at a local school. Note that these tests must be taken on the date and at the time assigned.

All 10th graders are invited to take the pre ACT test, the PLAN. This test comes with an interest inventory which students often find useful as they think about how their interests may match with a career. For more information about the PLAN test: <http://www.act.org/plan/>

All 11th graders are invited to take the pre SAT test, the PSAT. This is the qualifying test for the National Merit Scholarship Program. For more information about the PSAT test:

<http://www.collegeboard.com/student/testing/psat/about.html>

The ASVAB is another test that students have found helpful in

planning for their future. All of the branches of the military use the results of this voluntary test for career and training placement. Students who want more information about their skills and interests or who are considering a career in the military should plan to take the ASVAB. This test is often given at local schools by a representative of the military and there is no charge for test. It is a three-hour test identifying a student's vocational aptitudes and strengths. For more information contact a military recruiter or see: <http://official-asvab.com/>

The Culminating Project

The Culminating Project is generally completed in the student's final year of high school. It involves the selection of an interesting project, research and writing and a presentation about the project. This project can be a very exciting and personally challenging as well as a fulfilling opportunity for high school students. Details of these are worked out with the supervising teacher, student and parent. There are forms and guidelines and supports to help each student keep on track and successfully complete the project. For more information about the culminating project see: <http://www.k12.wa.us/GraduationRequirements/Requirement-CulminatingProject.aspx>

Orcas Island School District Student Acceptable Use Policy

Orcas Island School District is pleased to offer its students access to the district computer network for Internet and Email use. This access is provided through the Washington K-20 Educational Network. This access includes access to the Internet, to email, to the district internal network, and to any other technology resources including computers, accessed via that internal network (from this point on, all of these resources will be referred to simply as "The Network"). To gain access to the Network, all students must sign the attached form and must also gain parental permission. Parental permission is granted by having the parents/guardians sign and return the attached form to the office of the school. By signing the attached form students and their parents/guardians agree to the terms of this Acceptable Use Policy for Students (the "Policy" or "AUP").

Access to the Network is to enable students to explore thousands of libraries, databases, and websites while exchanging messages with Internet users throughout the world. The Network is to be used by students for educational purposes only.

While our intent is to make Internet and Email access available to further educational goals and objectives, it is possible that students might find ways to access other materials as well. Although the district does implement filters to decrease the risk, families should be warned that some material accessible via the Internet may contain items and information that are illegal, defamatory, inaccurate, or sexually explicit, or otherwise potentially offensive to some people. Additionally, the content of the Network includes many statements and opinions. These expressed statements and opinions are not those of the district.

Access to the Network is given to students who agree to act in a responsible manner. Access is a privilege and not a right. Access can be revoked for improper usage, and legal or disciplinary actions, if warranted, may be taken.

Network storage areas are treated like school lockers. Administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on district computers or servers are not private. Students should not expect that anything they do on the Network will be private.

GENERAL GUIDELINES

The use of district provided Internet access and e-mail must be in support of education/research and be consistent with the educational objectives of the Orcas Island School District.

- You shall not give your password to anyone.
- You shall not log on with or use any other person's password or account.
- You shall not post or exchange personally identifiable information (such as your full name, date of birth, address, phone number, financial information, Social Security Number, etc.) on the Network without permission from district personnel.
- You shall not transmit obscene, abusive or sexually explicit language.
- You shall not create or share computer viruses.
- You shall not alter another person's data.
- You shall not copy material from the Internet and represent it as your own. This is commonly known as plagiarism.
- You shall not use the Network for commercial purposes.
- You shall not monopolize the resources of the Orcas Island School District Network by such things as running large programs and applications over the network during the day, sending massive amounts of email to other users, downloading high bandwidth files (such as videos or music files) that are not related to educational objectives, or using system resources for games.
- You shall not break or attempt to break into secure areas of this Network or other computer networks.
- You are responsible for the operation and security of your personally owned device (laptop, tablet, iPad, iPod, etc) should you choose to use it at school. Personally owned devices will NOT be supported by district personnel.
- You shall not interfere with, sabotage, or vandalize the computer hardware or software of others, including the school district.
- You shall not alter the Network system files for any reason.
- You shall not get software from or put software onto the Network without first obtaining written pre-approval from school personnel.
- You are not permitted to get from or put onto the Network anything that may be considered threatening, lewd, vulgar, or otherwise sexually explicit.
- You shall not violate any copyright or software license.
- You shall not circumvent security measures of the computer or the Network. This includes using a "proxy redirect" website or program to access web pages that have been blocked by the Orcas District technology department.
- You shall not promote any illegal conduct or the use of drugs, alcohol, or tobacco.
- You shall not use the Network to harass any person sexually nor shall you harass or discriminate against any person on the basis of race, color, national origin, religion, gender, age, and disability.
- You will not damage school computers or other technology equipment.
- You shall report all Network problems.

GENERAL INTERNET GUIDELINES

- Internet access through the school is to be used for instruction, research, and school administration.
- School Internet-access is not to be used for private business, illegal activity, political activity, accessing sexually-oriented or other inappropriate material (e.g. material promoting drugs, alcohol, tobacco, illegal activity, etc.) or personal, non-school related communications.
- You shall not offer Internet access to any individual via your account.

- Harassing or bullying other Internet users is prohibited. This includes such things as posting harassing or bullying statements on social networking sites or via Instant Messaging, or creating other web content—such as web pages or blogs—that harass or bully another individual.
 - A student who does not have a signed AUP on file may **not** share access to the network with another student (e.g. “looking over the shoulder” of another student who is accessing the Internet or working together on an Internet project with a student who has permission).
- As a user of the Network, students should notify an administrator or teacher of any violations of this contract taking place by other users or outside parties. This may be done anonymously.

ELECTRONIC COMMUNICATION GUIDELINES, INCLUDING EMAIL

Students and employees of the Orcas Island School District are encouraged to use only their school provided e-mail account for school related communication. Students using the Network for email shall abide by the terms of this policy, including the following:

- Be polite. Do not write or send abusive, degrading, or defamatory messages to others.
- You shall not use electronic mail for communications that are not directly related to instruction or sanctioned school activities.
- Do not use electronic mail for private business or personal, non-school related communications.
- You shall not swear, use vulgarities, obscenities, or any other inappropriate language.
- You shall not send or attach anything containing lewd, vulgar, pornographic, obscene, or sexually explicit material.
- You shall not access, copy or transmit another user’s messages without permission. You shall only send electronic messages using your own name and/or account.

Electronic mail is not private. District personnel and others who operate the Network do have access to all email, and email usage is monitored. Messages relating to or in support of illegal activities may be reported to the authorities. Messages relating to or in support of activities which violate the school discipline code will be reported to the school administration. Messages which indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and other appropriate authorities.

Student Name (printed): _____ Grade: _____

Orcas Island School District Student User Contract

Directions: Please read the attached policies governing computer use and acceptable use of the Network. The signature of a parent/guardian is required for all students wishing to use the Orcas Island School District Network System. Please check the appropriate box and sign below. After completing, please return **this page only** to your school.

Student Agreement (Students should sign below to indicate their agreement to the following):

_____ **Yes** I have read the Orcas Island School District Network Acceptable Use Policy. I understand and will abide by the stated terms and conditions. I further understand that violation of the guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school disciplinary action WILL be taken. Furthermore, if needed, appropriate legal action may be taken. I understand that if I engage in unauthorized conduct, such conduct may result in liability. I will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my conduct.

Student Name (please print): _____

Student Signature: _____ Date: _____

Parent/Guardian Agreement (Please check one of the following and sign below):

_____ **Yes** As the parent or guardian of this student, I have read the Orcas Island School District Student Acceptable Use Policy for Network access. I understand that this access is designed for educational purposes and the Orcas Island School District has taken available precautions to eliminate access to controversial material. **However, I also recognize it is impossible for the Orcas Island School District to restrict access to all controversial materials and I will not hold Orcas Island School District responsible for materials this student may acquire on the Network.** Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for the student named above to have access to the Network, including Internet and email access. I understand that if the student named above engages in unauthorized conduct, such conduct may result in liability. I/we will assume full responsibility for that liability and release and hold the district harmless for any consequences that result from my student's conduct. If my child damages a school-owned electronic device, I understand that I may be held liable for the repair or replacement of the device.

_____ **No** I have read and understand the Orcas Island School District Student Acceptable Use Policy for Internet and Email access, but I **do not** want my student using the Internet or Email at school.

Parent/Guardian (please print): _____

Signature: _____ Date: _____

PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access within 45 days of the day the request is received. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading.

A request to amend a record should be made in writing to the school principal. A parent or eligible student should clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and advise him or her of his or her right to a formal hearing. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions

(34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, sports, height and weight of athletes, and any other information that would not generally be considered harmful or an invasion of privacy. Most frequently, this information is used for things such as graduation programs, the annual yearbook, honor roll or other recognition lists, and rosters for athletic teams and officially recognized activities.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Under federal law, the military may request the names, telephone numbers and addresses of high school juniors and seniors. Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose this information.

A form for requesting that directory information not be released is included with this document.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Written complaints should be directed to Family Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-4605.

For more information, please contact the building principal. For information from the Department of Education, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Request to Prevent Disclosure of Student Directory Information

Dear Parents,

Several federal and state laws and district policies govern the information we request about your student and what we are permitted to do with that information. Your student also has certain rights pertaining to his or her information under these laws and policies. Under the federal Family Rights to Privacy Act (FERPA), institutions such as colleges and universities, the military, yearbook companies, and scholarship committees may request the following information: name, address, telephone number, date and place of birth, participation in recognized activities and sports, weight and height of athletic team members, diplomas issued and awards received, and schools attended and dates of attendance.

Student's Name _____ Grade _____

(Please print)

Parent/Guardian Signature _____ Date _____

(Student may sign form if he/she is 18 years old or older)

FOR ALL STUDENTS

Other Institutions: Under federal law, institutions of higher education, scholarship committees, yearbook companies and other organizations may have access to your student's name, address and telephone number upon request. Most frequently, this information is used for things like graduation programs, sports activity sheets, and the annual yearbook.

Please do not release my student's information to other institutions except where required by law. Visual Information for Public Use:

From time to time, Orcas Island School District staff may take a photo/video of your student for use in a newsletter, district web site, or other district publications. Local newspapers may also photograph students occasionally at school.

Please do not release my student's visual image for school district publications or other communications.

FOR 11th AND 12th GRADE STUDENTS ONLY

U.S. Military: Under federal law, the military may request the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian, or eligible student checks the box below. The military typically requests this information in October of each academic year. Note: Checking the box below does not prohibit the military from gathering student information from other non-school district sources or from having military recruiters speak with your student when the recruiter is on campus.

Please do not release my student's information to the U.S. military.

If you do not wish your child's photos or directory information to be released,

the completed form must be returned, no later than October 5th to any of the school offices.

If this form is not completed and returned, your permission to release directory information is implied.

Note: You must complete and return this form each year.