Cedar Crest Cyber

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Student/Parent/Guardian Handbook

2022/2023

Dear Students, Parents/Guardians,

We are pleased to be able to offer a quality, supportive, and individualized online education program here at Cornwall-Lebanon School District. We utilize Cedar Crest Cyber (C3) Program. The Program offers two platforms to provide our students with a wide range of options when choosing C3. The two platforms offered in the C3 Program are Edmentum and Lancaster-Lebanon Virtual Solutions (LLVS). Edmentum builds a student's classes around the needs of each individual learner to make personalized learning an achievable reality in every classroom. LLVS is a collaborative effort between Lancaster-Lebanon Intermediate Unit 13 & Capital Area Intermediate Unit 15 and its member school districts to provide new learning options for students. Both platforms utilize web-based courses that have been meticulously reviewed for quality of content, ease of navigation, and adherence to Common Core standards. Course instructors are well-trained in online course facilitation and have a reputation for providing excellent and timely support for all students.

What sets our program apart from cyber-charter schools is the fact that students remain in the Cornwall-Lebanon School District. They are continuously monitored by the program coordinator, school counselors, and our administrative team. They are invited to take part in extracurricular activities, class trips, school social events, and they still have use of school facilities including the school library. Seniors graduate with their classmates here at CLSD, and they receive a Cornwall-Lebanon School District diploma. We feel that community connection is invaluable, and we are proud to be able to keep that in place through our C3 program.

This handbook has been developed to provide you with an overview of our program, support system, and important policies and procedures. It includes clear guidelines on the responsibilities of the student, parent(s)/guardian(s), and the school district. It is important for you to remember that you have selected a program that is part of a public school and, therefore, must comply with various state and federal regulations.

We look forward to working with you. Our commitment is to provide our students with the best support we can to ensure they are successful, and we have a collaborative team in place that is dedicated to achieving that goal. Please do not hesitate to contact me for additional information, or if you need assistance with any concerns.

Mr. Todd Scipioni
C^3 Program Coordinator
Cornwall-Lebanon School District
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Parent/Guardian Responsibilities

Parents/Guardians of C3 students have unique **opportunities** and **responsibilities** when participating in the education of their children.

Parents/Guardians are expected to:

- Directly supervise your child's education at home.

- Provide a physical environment conducive to the child's educational needs.

- Talk with your child about the responsibilities involved with taking courses online.

- Accompany your child to advisor/counselor/administrative meetings pertaining to his/her education.

- Attend any information sessions offered by the school district.

- Obtain and keep a record of the information needed to log in to the online courseware to monitor your child's progress.

- Log in at least weekly to monitor your child's progress and to compare it with the completion schedule developed for your child by his/her advisor.

- Comply with the school district's attendance policy, as it relates to C3 students.

- Contact advisor immediately should an issue arise that may be preventing your student from completing required work on time and/or satisfactorily.

- Assist student in complying with C3 program rules, policies, and procedures.

- Assure that all work submitted by the student was completed solely by the student.

- Notify the school district and the C3 program administrator if any change occurs with you or your child's contact information or academic status.

- Monitor student's computer use to ensure that computer equipment and software are being used for educational purposes and in accordance with school policy.

- Provide students with transportation, as needed, to participate in standardized testing or other required school activities.

- Return all computer equipment to the school at the completion of your child's C3 education as requested by the program administrator.

Student Responsibilities

Students also have unique **opportunities** and **responsibilities** when pursuing their education through the C3 program.

Students are expected to:

- Follow the school calendar and **course pacing guide provided by the Cornwall-Lebanon School District program advisor/administrator.**

- Agree to follow all policies outlined in this handbook.

- Contact advisor, student help desk, or online instructor **immediately** with any questions or problems that may arise with course content, site navigation, or technology/computer.

- Contact advisor **immediately** to discuss any issues that may impact your ability to complete work on schedule or satisfactorily.

- Notify advisor of any planned excused absences *All planned absences must be approved by the district attendance office.

- Communicate appropriately online when sending email, communicating with classmates and instructors, and when speaking on the telephone or leaving voicemail. (*Protocol for electronic and telephone correspondence is found on Page 28 of this handbook.)

- Only use your own login and password to access courses, and complete **your own** coursework, only!

- **Be respectful of ALL individuals involved with providing you with the privilege of being enrolled in the C3 program.**

Cornwall-Lebanon School District Responsibilities

The Cornwall-Lebanon School District and designated C3 program administrator are responsible for:

- Enrolling C3 students in courses that align with school district grade level and graduation requirements.

- Enrolling C3 students in the required number of credits that align with grade level and graduation requirements.

- Ascertaining that all C3 courses in which students are enrolled comply with state and federal standards and the curriculum of the school district.

- Overseeing and monitoring student progress and completion of all online coursework.

- Informing all stakeholders of student progress and completion of online coursework, including: parents/guardians, school counselors, school district administrators.

- Submitting course grades to the district's student information system (Skyward) in accordance with the district calendar for marking period, semester, and end-of-year reporting.

- Monitoring and reporting student attendance in accordance with PA state regulations.

- Regularly communicating with students and parents/guardians to update them on: applicable school activities, health screening requirements, standardized testing requirements/dates, marking period deadlines, grade-level news, events, graduation project requirements, and any other information normally provided to on-site students and applicable to C3 students.

- Monitoring completion of careers project requirement.

- Communicating special education and I.E.P. requirements to course instructors.

Lancaster-Lebanon (I.U. 13) Virtual Schools (LLVS) and the
Capital Area Online Learning Association (CAOLA) Responsibilities

It is through the vendor contracts negotiated by CAOLA and managed by LLVS that our C3 program is made possible. The use of the consortium (large group) allows us to offer an abundance of courses to meet the needs of all students.

The responsibilities of these organizations include:

- Providing high quality courses that align with state and Common Core standards for each subject area.

- Ensuring all courses are facilitated by instructors who are certified and deemed highly qualified in their subject areas.

- Providing the necessary software required for accessing course content and completing course activities.

- Providing a Student Help Hotline, enabling students to seek immediate assistance regarding issues with course access or navigation.

- Managing the virtual school's student information system and assuring the correct reporting of all data related to online coursework.

- Resolving any technical problems that affect course access or completion.

- Resolving any communication issues with course instructors.

- Continuously reviewing course content and delivery and evaluating additional courses and course vendors.

Academic Support and Placement

- The content and assignments included in each online course are aligned with Pennsylvania's content standards or other nationally accepted content standards. They are written by highly qualified content experts and have been through a rigorous multi-step review process.

- Each lesson of each online course contains multiple methods for students to learn the material—accommodating a variety of learning styles. Each online course includes an online textbook written specifically to accomplish the lesson objectives. Additionally, each lesson includes a short assessment allowing the instructor to gauge the student's understanding of the lesson objectives. *Note: Some courses (particularly electives and AP courses) may be designed a bit differently, as these are offered by a variety of course providers.

- Students enrolling in the C3 program will work with their school counselor, C3 advisor, and parent/legal guardian to determine proper placement in courses. Cornwall-Lebanon School District will place the

student at the appropriate level, taking into consideration previous grades, courses taken, earned credits, academic performance, assessment tests, and graduation requirements.

- Each student will have an online course instructor who will monitor the student's progress and, if necessary, create interventions to help the student master lesson objectives.

- Each student will have access to an online, on-demand tutor. This tutor is a highly qualified teacher who can provide additional assistance to aid the student's learning. Tutoring sessions can be arranged by emailing your teacher.

- Each student will be closely monitored by his/her Cornwall-Lebanon School District C3 program advisor who will help to coordinate additional academic assistance if necessary.

- Students are required to attend all state and school district mandated assessments. Dates and times for required assessments will be provided to the student by Cornwall-Lebanon School District.

- Students and parents/guardians have continual access to student grades online. Cornwall-Lebanon School District will issue formal progress reports, report cards, and diplomas.

Withdraw, Transfer, and Dropping of Courses

Withdrawal

Students participating in the (C3) program full-time may withdraw from the program at times designated by the program administrator. This generally is only permitted at the beginning or end of the school year or at the beginning of the 2nd semester of the school year. Otherwise, counselors and school administrators will determine eligibility to withdraw on a case-by-case basis. Parents/Guardians may initiate the withdrawal process by contacting the student's school counselor or C3 program administrator/advisor. This should be done well in advance, in order to easily transition the student back into the physical classroom at an appropriate interval.

Transfers

Students enrolled in the C3 program may continue with the same program provided the school district into which they are transferring is a CAOLA/LLVS member school district. Parents/Guardians must contact both the current school and future school in order to make arrangements for the student to continue with his/her online courses with minimal or no interruption.

Dropping a Course

Students may drop a course only under the following conditions:

1. The student has not yet accessed the course.

2. The request to drop a course occurs within 14 days of enrollment in that course (provided the course vendor is Edison Learning).
3. A special request has been approved by school administration.

Technical Support

- Technical Support will be provided to full-time C3 students and only for the computer system and software provided under the full-time C3 program. Technical Support cannot and will not be provided on local area networks in the home or computers not given to the student by the school district.

- The C3 program will provide full-time students with a laptop computer, virus protection software, Internet filtering software, and the appropriate software needed to support the student's curriculum. This equipment remains the property of the Cornwall-Lebanon School District and must be returned upon termination of the student's online learning.

- All use of the Internet and computer technology must be related to or support the educational goals of the student. Use of the Internet and computer technology is outlined in the Acceptable Use Policy found on Page 22 of this handbook.

- Use of the full-time C3 program technology or the Internet for fraudulent or illegal copying, communication, taking or modification of material in violation of all applicable laws is prohibited. Such action or the illegal use of copyrighted software is prohibited and will be referred to law enforcement.

- Students, parents/guardians, or any third parties not participating in the full-time C3 program are strictly forbidden from installing any software or additional hardware on the provided computers, nor shall anyone remove installed software or hardware from that computer.

- The school reserves the right to deny a student's access to equipment and/or Internet reimbursement to prevent further unauthorized activity. Students denied such access must return any issued equipment.

- Full-time C3 school students will report all issues with the computer or courseware to the C3 program coordinator and/or CLSD tech department. Reported issues must include the student's name, school district, courses that are affected and any other details that will assist the help desk in resolving the problem. Students can contact the tech department at 717-389-1900.

- Students taking single classes within the district building should report all issues to their counselor. The counselor will assist the student in resolving the problem.

- All issues reported during the school day will be responded to by school personnel within 24 hours or the next school day.

Computer Set-Up

- Full-time C3 students and parents/guardians are responsible for the set-up of the system after the hardware is given to the student. Technical support staff will be available to assist the student/parent.

- The student/parent should report any malfunction of computer hardware as soon as possible. The staff will discuss the specifics with the student/parent to determine if the problem is hardware specific or software related and will determine a plan of action.

- DSL or Cable Internet connection is the recommended Internet connection speed, while a 56Kbps modem connection is the minimum recommended. Slower dial-up connections, while feasible, are not recommended.

Lost/Damaged Property

- The student/parent must notify the school immediately upon the discovery of any theft, damage, destruction, or other loss of any school-owned computer equipment. The student/parent may be responsible for any costs associated with repairing or replacing lost, stolen, or damaged equipment while in the student's possession.

- Families/students are generally financially responsible for their equipment. In most circumstances where there has been loss or damage, parents/guardians will file a claim with their homeowner's insurance carrier. The school will assist with this process by submitting all information related to cost and value of the equipment. The family/student must immediately forward copies of the police report, fire report, insurance claim, and any other applicable reports to the student's advisor who will then forward the information to the appropriate personnel.

- In the event that the equipment is damaged by the student, all payments made by the family will be used to replace the damaged equipment. **All equipment that is damaged or replaced is property of the Cornwall-Lebanon School District and will not be issued to the family**.

- Replacement Equipment: CLSD will arrange for replacement equipment only after:
    o Copies of all applicable reports and claims have been received;
    o Appropriate arrangements have been made by the family/student to compensate the school for the loss;
    o The family/student signs a revised agreement that reflects the issuance of new equipment;
    o The damaged equipment is returned, if applicable.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) 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/guardians 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."

Cornwall-Lebanon School District follows the FERPA Act and requires that any request for academic records be made to the school of residence where all academic records will be maintained. The local school of residence can assist with questions pertaining to FERPA and students enrolled in the online learning program.

Student Records

A cumulative file will be maintained for the student while enrolled in the Cornwall-Lebanon School District. This record shall contain only verified information of educational importance and may be used only for the benefit, promotion, or welfare of the student. All material in each student's file shall be confidential and access thereto strictly limited to personnel at Cornwall-Lebanon School District and parent(s)/legal guardian(s) of the student.

Special Education Services

Cornwall-Lebanon School District is required, under the Individuals with Disabilities Act (IDEA), to ensure appropriate educational services are provided to students with disabilities. Students with Individualized Education Plans (IEP) or 504 plans will be accommodated to the best of the provider's/instructor's ability, within the courseware. Parents/Guardians who believe their child is eligible for special education should contact Cornwall-Lebanon School District for further assistance. Cornwall-Lebanon School District will work with the parent/guardian and student to ensure proper procedures are followed with appropriate results. Communication between the student's advisor and online teachers will ensure the student receives the proper modifications outlined in the IEP or 504 plans.

Grading

Students are assessed using various criteria such as: formative assessments, quizzes, essays, tests, projects, and forum discussions. Students have immediate and continuous access to grades when logging into the system. Grades for assessments and tests will be posted within 36-48 hours from the date they are submitted. Student GPA and class rank will be calculated by Cornwall-Lebanon School District. Report cards and progress reports will be distributed by Cornwall-Lebanon School District.

Students may be permitted to make up missed coursework without grade penalty due to excused absences. Advisors will closely monitor student attendance and communicate with school district administration. An incomplete grade may be given on the quarterly report card if the student has not completed coursework as a result of an excused absence. Additional time allotment is determined on a case-by-case basis. School district policy will be followed regarding time allotments and the status of incomplete grades.

Students are permitted to retake any major test that he or she has failed. The student must request a retake for the test through the school district program advisor. The advisor will determine if the request is appropriate and

will notify the online instructor of the request. The higher score will be recorded in the grade book with the lower score being removed.

Testing Policies

Mandated Testing
Students are required to participate in all school and state mandated assessments. Students will receive communication from Cornwall-Lebanon's program administrator/advisor on the date(s) and time(s) that they are to arrive at the school to take specified assessments.

Proctored Exams
If any online course requires a proctored exam, the student will work with Cornwall-Lebanon's program administrator/advisor to arrange when and where the exam is to take place.

Advanced Placement Exams
Students wishing to take AP exams must work with their school counselor to determine date, time, and location. The cost of AP exams is the responsibility of the student.

SAT
Students wishing to take SAT exams must contact their school counselor to determine date, time, and location.

Graduation Requirements

Students will work with their school counselors to ensure proper placement and credit fulfillment in order to meet graduation requirements. Students in grades 9 through 12 will be classified by grade based on the number of credits they have earned.

Cornwall-Lebanon School District students must also complete a career exploration course and project as a requirement for receiving their high school diplomas. (Project Life) The project includes an online course with a module due to be completed in each grade level beginning with Grade 8. It also requires completion of a job shadow and a variety of activities designed to prepare the student for post-secondary education and/or their chosen career path. At the beginning of their senior year, students will creatively demonstrate an in-depth understanding of the information learned through the experience to a panel of evaluators.

Field Trips and Social Activities

Full-time C3 students are encouraged to participate in school-sponsored activities. Students must comply with all Cornwall-Lebanon School District policies and not be on disciplinary action in order to participate. Students wishing to attend field trips or social activities must first notify their C3 program advisor and make proper arrangements with the Cornwall-Lebanon School District teacher, administrator, or counselor. Once permission is granted and arrangements are made, students will then notify their C3 program advisor of their excused absence. Students are responsible for completing work missed during the field trip or social activity.

Full-time C3 students should remember that they are a member of Cornwall-Lebanon School District and should dress and conduct themselves appropriately when attending a school-sponsored event. Cornwall-Lebanon School District dress code policy will be strictly enforced, and any student found in violation of the dress code policy will not be allowed to participate in the field trip or social activity. Students are also expected to conduct themselves in an appropriate manner at all times, as their conduct is a direct reflection on themselves, their families, and their school.

Health Screening/Immunization

Full-time C3 students are required to abide by state and federal regulation regarding health screenings and proof of immunization. Cornwall-Lebanon School District will continue to provide updates and request this information when necessary and applicable. The C3 administrator/advisor will forward all requests for information and screenings to students as they are relayed by the district's nurse. Students may be required to participate in on-site vision and hearing screenings as requested by the school nurse. Transportation to and from the school must be arranged and provided by the student or parent/guardian.

Extracurricular Programs and Club Eligibility

Students wishing to participate in Cornwall-Lebanon School District's extracurricular programs or clubs will need to express interest to their school counselor and/or the C3 program administrator/advisor. In turn, the student will receive appropriate details of the club or program including academic restrictions. Cornwall-Lebanon School District has the authority to enforce academic probation on any student that is participating in a club or activity. The C3 program administrator/advisor and/or school counselor will work with students, parents/guardians, and coaches/directors to assist students that are in danger of academic probation.

Cornwall-Lebanon School District
C3
Attendance Policy

Cornwall-Lebanon School District is committed to working with students and parents/guardians of our C3 students to provide a framework that supports consistent and regular attendance in their online courses.

Pennsylvania requires all public schools to offer a minimum of one hundred and eighty (180) days of instruction between July 1 and June 30 of consecutive years. Instructional time can occur at any time during the day and on any day of the week. C3 Students are to follow the school days outlined in the Cornwall-Lebanon School District School Calendar.

Cornwall-Lebanon School District monitors online student attendance pursuant to the PA Department of Education's attendance policy and rules. Attendance is monitored on a daily basis Monday to Sunday of any given week. Compliance with state attendance statutes and regulations is a parental/guardian responsibility. We are obligated to keep an accurate record of daily attendance

Process for Online Attendance Monitoring

1. Students are required to attend a minimum of 180 school days. **Excused absences** from the (C3) program include the following: illness, funeral of relative; approved educational trip, family emergency, and religious holidays. Students are required to email a note to their online advisor within 3 days of the absence explaining the reason for the absence. This note will be forwarded to the respective attendance office. **Failure to submit a note of explanation within three school days following an absence will result in an unexcused absence.** All unexcused absences will be considered truancies. See your Student Handbook for further information regarding truancies.

2. The (C3) program offers students the flexibility to attend school on any 5 days of a 7-day week. Example: a student could "attend school" Monday, Tuesday, Thursday, Friday, and Saturday, and therefore skip Wednesday.

3. **Attendance is taken each Monday** (**or the first school day of the week**). Students are expected to be on-pace according to their individual course completion schedules, provided by the (C3) advisor. A student is considered present for the entire previous week if they are on-pace or ahead of pace with their course completion schedule on Monday. If the student has not adhered to his/her course completion schedule, attendance is then determined by the time spent in the online courseware during the previous week, with a minimum of four hours (240 minutes) being considered "in attendance" on any given (school) day. *Weekends and school holidays are not monitored, although online work can be completed on those days.

4. **School District Closures**

If school is not in session for the Cornwall-Lebanon School District (e.g. weather-related closures, in-service days, holidays), attendance will not be taken for online students for those days; however, the targeted course completion dates will remain in effect unless otherwise related.

Cornwall-Lebanon School District may excuse a student's absence from online coursework for the following reasons:

1. **Student illness**
   - **Parent/Guardian must email the Cornwall-Lebanon C3 course advisor to inform him/her of a student's illness within 3 days of the absence.**
   - Students must present doctors' notes when they are absent from school for three or more days consecutively due to illness.
   - The parent/guardian should email the doctors' notes to the online course advisor.

2. **Death in the family**
   - Note to the C3 program advisor is required within 1 week of absence.

3. **Family Emergency**
   - Note to C3 course advisor is required within 3 days of absence.

4. **Religious holidays** (24 hr. advance notice is requested).

5. **Educational tour/trip, such as junior/senior college tours** (72 hr. advance notice is requested).

Note: Excused absence requests will not be approved during the state testing windows (PSSA/Keystone).

Excuse Notes for Absence

Excuse notes must include the **student's name**, the **date of the absence**, and the **reason for the absence**. The parent or guardian has 3 calendar days from the date of absence to submit the excuse note to the C3 advisor (email) except in the case of a death in the family where the notes must be received within 7 days of the student's absence.

Unexcused Absences

1. If the C3 advisor does not receive a written excuse within three days of an absence, the absence will be recorded as an unexcused absence and the school district attendance officer will be notified.

2. *No Internet Access, Power Outage, or Other Technical Issues*
   Students who are unable to log in to their online course(s) or who have a power outage
   must have an alternative plan to go to a public library/public location with computer
   access to do their schoolwork if school is in session for Cornwall-Lebanon School
   District. There will be a 2-day grace period if documentation is provided by
   parent/guardian.

3. If the student does not have a back-up plan and cannot go to the (C3) Cyber Lab, or the public library, the parent/guardian must notify the C3 advisor.

Testing Attendance Policy

Depending on grade level, C3 students are required to participate in district mandated testing. (Example: PSSA – Keystones – etc.). Notification of testing windows will be provided. It is the family's obligation to adhere to the dates of the testing windows.

Please note that Cornwall-Lebanon School District reserves the right to modify this attendance policy pursuant to changes in the school district's attendance policies or changes made by the Pennsylvania Department of Education.

Academic Integrity/Plagiarism Policy

It is expected that all work submitted for the purpose of meeting online course requirements represents the original efforts of the individual student. This includes, but is not limited to, exams, homework, course assignments, and the original creation of essays, compositions, term papers, and scientific research. All work submitted by a student should be a true reflection of his/her own effort and ability. If such is not the case, then the student has demonstrated unacceptable academic behavior and is subject to disciplinary action. Administrators, faculty, advisors, students, and families are all important contributors to the upholding of academic integrity in the online learning community.

Plagiarism is defined as copying/stealing and passing off as one's own the ideas or words of another, using someone else's created product without crediting the source, or committing literary theft. Examples include the following:

- Turning in a paper retrieved from an Internet source as one's own.

- Using another student's work in whole or part and handing it in as one's own.

- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source.

- Using another person's idea, opinion, or theory without citing the source.

- Using any facts, statistics, graphs, drawings, pictures, sounds, or other piece of information that was found from any source that is not common knowledge, without citing the source.

- Using quotations of another person's actual spoken or written word without citing the source.

- Paraphrasing (putting into your own words) another person's unique ideas, spoken or written, without citing the source.

As the Internet becomes increasingly more accessible and sophisticated, the incidents of plagiarism in submitted student papers and projects have increased. Many institutions of higher (post-high school) education penalize plagiarism with student expulsion. Therefore, in the interest of the student's future education, as well as the school's part in the personal development of students, Cornwall-Lebanon School District will follow the policy on plagiarism as outlined below:

- Plagiarism will result in a "zero" (no credit) on the assigned paper or project.
- Teachers will provide written documentation of the plagiarism and will use the following procedure:

- Discussion with the student.

- Referral to the school principal or assistant principal.

- Call to parents/guardian by the principal or teacher.

- Principal's referral to co-curricular coaches/Advisors and National Honor Society as applicable.

- When plagiarism is found to have taken place, the student must still meet the minimum requirement(s) of the course by rewriting the assignment according to teacher specifications. The student's grade on the rewritten assignment will be no higher than a "C." Failure to rewrite the assignment will result in an "F" for that assignment.
- A second plagiarism offense will automatically result in an "F" for the course.

Acceptable Use Policy

Purpose of Access and Use
Internet access available to students is for educational and instructional purposes and other purposes consistent with the educational mission of the Intermediate Unit. Use of the Internet is a privilege. All students who use the Internet must agree to and abide by all conditions of Intermediate Unit Policy N1022 "Electronic Information Access Acceptable Use Policy" adopted by the Intermediate Unit Board of Directors on September 15, 2004.

Monitoring and review: No Expectation of Privacy
The Intermediate Unit reserves the right to log Internet use, to monitor and review each user's Internet use, and remote into individual student laptops when necessary. This monitoring and review may be conducted without cause and without notice. Each user of an Intermediate Unit's computer by the use thereof agrees and consents to such monitoring and review and acknowledges that he/she has no right or expectation of confidentiality or privacy with respect to Internet usage, or any files stored on any Intermediate Unit computer or server.

Required Signatures
Each user of Intermediate Unit equipment and services must sign off electronically in agreement with CLSD policies.

Prohibitions
Persons may not use Cornwall-Lebanon School District computers for:

- Illegal activity or to facilitate illegal activity.

- Commercial or for-profit purposes.

- Product advertisement or political purposes.

- Development of programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or system.

- Sending hate mail, harassing or discriminatory remarks or other antisocial communications.

- Installation, distribution, reproduction, or use of copyrighted materials.

- Accessing and/or disseminating obscene or pornographic material.

- Transmitting material likely to be offensive or objectionable to recipients.

- Obtaining, copying or modifying files, passwords or data belonging to others.

- Gaining access to "materials" for which access has not been explicitly granted.

- Misrepresenting other users on the network.

- Use of another person's email address.

- Posting anonymous messages or using another user's account or password.

- Loading or use of any unauthorized games, programs, files or other electronic media.

- Downloading or installing any commercial software, shareware, or freeware onto computer or network drives or disks.

- Disrupting the work of others or invading the privacy of others.

- Activities for which access privileges are suspended or revoked.

Network Etiquette
Users are expected to abide by the generally accepted rules of network etiquette. Be polite and do not be abusive in messages to others. Use appropriate language and do not use swearing or vulgar language. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap status.

Vandalism
Vandalism will result in the cancellation of privileges, as well as, disciplinary action and/or appropriate legal action. Vandalism includes any attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, worms, or other malware.

Damage
Users shall be responsible for damages to equipment, systems or software resulting from deliberate or willful acts. In the event that the equipment is damaged by the student, all payments made by the family will be used to replace the damaged equipment. All equipment that is damaged or replaced is property of CLSD and will not be issued to the family. In addition to other appropriate disciplinary procedures, failure to follow the procedures and prohibitions listed above may result in the loss of access to the Internet. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution.

Revocation of Privileges
Any person who violates the CLSD Electronic Information Access Acceptable Use Policy shall be subject to revocation of privileges and disciplinary action, and/or other appropriate legal action**.**

Security
Security on any computer system is a high priority. Never attempt to bypass software security on any computer. Each user is required to report any security problems to the CLSD Tech Department. The problem is not to be demonstrated to other users.

Code of Conduct

Cornwall-Lebanon School District expects students enrolled in online learning to follow the local code of conduct policies. The school will not tolerate any actions from students, parents/guardians, staff, or visitors that in any way interfere with the delivery of educational services, jeopardize the health, safety, and well-being of any member of the school community, or threaten the integrity and stability of the online learning program or the school itself.

School administration will use their professional judgment in determining which disciplinary action will be most effective in dealing with the student's misconduct. A student's age, maturity, nature of infractions, and previous records are a few of the circumstances that will be taken into consideration when disciplining.

The following infractions on the code of conduct may result in disciplinary action:

- Cheating - acting dishonestly, copying, or using someone else's work.

- Violating the Academic integrity/Plagiarism Policy.

- Insubordination - not accepting directions; refusing to cooperate with school staff and other agents.

- Theft - taking property of another without right or permission.

- Fighting - participating in physical contact with one or more students, faculty, or staff.

- Vandalism - purposeful destruction of misuse of LLVS or school district property.

- Violating Acceptable Use Policy.

- Harassment or profane/obscene language or gestures towards students/staff/teachers/others.

- Wrongful conduct - any action or inaction not specifically referenced in the listing above that impedes, obstructs, interferes, or violates the mission of Cornwall-Lebanon School District, or is disrespectful, harmful, or offensive to others or property.

- Possession of drugs, alcohol, tobacco, or illicit substances at school related events or on school property.

- Possession of weapons on school property or school related events.

- Hazing - any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort and is directed against a student with the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, program or club.

- Bullying - bullying is a form of harassment and is defined as repeated intimidation of others by real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on property of another. Bullying may include but is not limited to name calling, verbal taunts, extortion of money or possessions, and exclusion from peer groups.

Student Contract Cornwall-Lebanon School District

Certain standards are expected of students enrolling in online courses. This contract and policy make both the student and the parents/guardian aware of the standards expected of students enrolling in such courses.

As a student taking an online course, I will:

1. abide by all policies and procedures associated with the C3 program,

2. be responsible for completing all coursework within the specified timeframe and to the best of my ability,

3. communicate respectfully with all individuals associated with the program including:

- Cedar Crest Cyber (C3) advisor/administrator
- Cornwall-Lebanon School District's school counselors and administrators
- all C3 course instructors
- any additional individuals assigned to provide assistance with my C3 education

And I understand that –

4. the technology associated with this program allows anything I do in the course to be retrieved and printed by the teacher, administrator, or technology staff at any time, and

5. I am subject to the same disciplinary measures as are students who attend the physical school building.

I also understand and agree that having the opportunity to participate in this program is a privilege, and the Cornwall-Lebanon School District can at any time revoke that privilege due to misconduct, excessive absenteeism, or unsatisfactory completion of coursework.

I have read, and I understand the contract and policies of online courses and agree to abide by the rules of this contract.

_____   _____   _____
Student Name   **Student Signature**   **Date**

_____   _____   _____
Parent/Guardian Name   **Parent/Guardian Signature**   **Date**