

LEAD Southeast High School Remote Learning Orientation Handbook



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Welcome!

Dear Students and Families,

Welcome to the 2020-21 school year at LEAD Southeast High School. This year we will continue our mission to ensure that students gain the tools necessary to succeed in ways they may have never imagined. At LEAD Southeast we are guided by our 'Why':

We exist to provide a positive and joyful learning environment that empowers students to develop the academic and character skills necessary for success in college and life.

The faculty and staff at LEAD Southeast High School are dedicated to every student's academic and personal growth; we are here to challenge our students to do their best every day.

As we begin this school year online and not knowing when we'll be back in person, our guiding principles must be grace and flexibility. We must all have grace for ourselves and grace for others as we attempt to do things we've never done before. Teaching virtually and learning at home will be challenging and we'll all have to remain flexible as work to ensure that each staff member, student and family member has the support they need to be successful.

It is critically important that our students get connected, stay connected and stay on track. Getting connected means ensuring that your student has a computer and knows how to access their classes. Staying connected means that students are attending all live classes for as long as we are virtual. By doing these two things (getting connected and staying connected) your student will be able to stay on track to graduate from LEAD and be college ready.

We are partners in our student's education, and we look forward to working closely with you. We want and need you to be a part of our school. The more you are involved, the better we serve our students. I look forward to a powerful and positive year. Please continue to access our Facebook and Instagram pages, as well as check our website for the most up to date information on our response to the COVID-19 pandemic.

Sincerely,

Amy Kate Wilkins

Principal at LEAD Southeast High School

Student Schedules, Grades and Attendance

Student Schedules

Virtual Learning Schedule			
<i>Student Facing</i>			
Start Time	End Time	Period	Minutes
8:00 AM	8:30 AM	Crew	30
8:35 AM	9:30 AM	1st/5th block, <i>live teaching</i>	55
9:35 AM	10:30 AM	2nd/6th block, <i>live teaching</i>	55
10:30 AM	11:00 AM	Morning Break	30
11:05 AM	12:00 PM	3rd/7th block, <i>live teaching</i>	55
12:05 PM	1:00 PM	4th/8th block, <i>live teaching</i>	55
1:00 PM	1:30 PM	Lunch	30
1:30 PM	2:30 PM	Office Hours, <i>class varies by day</i> Consider as "asynchronous time"	60

Student-specific schedules will be handed out on your child's individual student sheet. Below is a basic schedule of how the school day will run during virtual learning.

Grades

Grading Philosophy

The purpose of providing grades to students at LSE HS is twofold: to give students feedback about their performance, as well as to understand students' mastery of standards. All grades in the gradebook should support this philosophy and are tracked in Illuminate.

Grading Weights

Overall

- LSE HS follows the MNPS grading scale below for final semester grades.
 - A = 93-100%
 - B = 85-92%
 - C = 75-84%
 - D = 70-74%
 - F = 50-69%
- Semester grades are calculated per MNPS policy as follows.

- Semester 1 - All courses: $(40\% \times Q1) + (40\% \times Q2) + (20\% \times \text{Exam}) = \text{S1 Grade}$
- Semester 2 - EOC courses: $(37.5\% \times Q3) + (37.5\% \times Q4) + (25\% \times \text{EOC}) = \text{S2 Grade}$
 - All non-EOC courses follow the Semester 1 grading calculation for Semester 2.

Grading Breakdown

- Summative (Major) Assessments (Examples: tests, essays, and projects) – 35%
- Formative (Minor) Assessments (Quizzes, drafts, larger assignments)– 35%
- Classwork & Participation (Group work, attendance grade, smaller assignments) – 30%

Attendance Grade

We value, and know it is important, for students to attend their live classes. To support this, there will be 1 attendance grade per week each day counting for 20% (Example: missing one day of class: 80%, two: 60%, etc.) that will be a classwork/participation grade

- Students may attend an office hour in the afternoon for a length determined by the teacher to earn 10% back for each class that is missed

Student Correction/Revision Policy

- Formative assessments can be corrected for a grade up to 85%.
 - To retake a formative assessment, students must request a retake from their teacher in person or via email by the end of the unit.
- Summative assessments may be retaken for full credit after completing all retake requirements.
 - To retake a summative assessment, students must request a retake from the teacher in person or via email and complete the requirements set by the teacher (i.e. tutoring session, additional practice, online tutorials, etc.). Additional actions could be required after the first requirement, as needed.
- Corrections/revisions must be completed before the end of the unit assessment.

Make Up Work

In the event a class is missed, students are expected to first check their Google Classroom to see work that was missed for the day. After checking Google Classroom, students are then expected to email their teacher and determine when work is to be completed and if a meeting is needed during office hours. Attending the office hours will also add 10% back to the participation grade.

Attendance

The attendance policy for LEAD Public Schools (LPS) follows the guidance released by Metro Nashville Public Schools and the State of Tennessee. LPS expects that students will make a good faith effort to attend all learning sessions, and that families understand that both attendance and participation are requirements of live learning sessions. Find the attendance guidelines below:

1. Student attendance will be taken **during live instruction** and reported to the state each day.
2. Students must attend **all live classes** to receive the class participation credit which will count towards their final grade.
 - a. **Class participation** is worth **30%** of the total grade for all virtual learning classes. Students who do not attend class on a regular basis will miss assignments and be in danger of failing.
3. If a student experiences technical difficulties that prohibit logging in to a virtual class, the student must **contact their school immediately** in order to be counted present for that day.

4. Chronic absenteeism and truancy will mirror the state policy.

Virtual Classroom Rules and Consequences

Below are expectations we are asking each student to follow while engaged in remote/virtual learning.

	Committed /Disciplined	Courageous	Self reliant	Serving Others
Virtual Learning	<ul style="list-style-type: none"> Attend Zoom Meetings and Classes on time Come prepared to class with all of your materials Complete all class assignments and homework and submit on time Follow classroom procedures- camera on, microphone muted unless talking or told otherwise, etc. Complete work independently, without the help of friends, unless given permission to do so Be present- avoid multitasking Choose a distraction-free space for attending virtual school Attend Office Hours/Tutoring as scheduled and on time Complete and turn in assignments on time in Google Classroom 	<ul style="list-style-type: none"> Ask questions in Zoom class by "raising hand" Comment in Zoom class when given permission Keep camera on during Zoom class Demonstrated creativity 	<ul style="list-style-type: none"> Email, text, or call teachers with questions about assignments Communicate issues with online tools in a timely manner and ask for workarounds or extensions. Ex: "Google Classroom won't let me submit, so I'm emailing you my essay." Communicate with families about school expectations and deadlines 	<ul style="list-style-type: none"> Keep facial expressions, verbal comments, and chat comments respectful at all times when on Zoom Breakout room norms- leaders, timekeepers, reports, recorders
Technology Use	<ul style="list-style-type: none"> Keep chromebook charged 	<ul style="list-style-type: none"> Avoid and report inappropriate 	<ul style="list-style-type: none"> Stay on task when using technology. 	<ul style="list-style-type: none"> Always THINK before posting online. (Is it

	<ul style="list-style-type: none"> ● Use technology appropriately ● Avoid eating or drinking while using Chromebook. ● Keep login, passwords, and private information private. ● Use Chromebooks for school use only 	sites and unsafe use		<p>True, is it Helpful, is it Inspiring, is it Necessary is it Kind?)</p>
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Should a student not meet expectations during virtual learning, a consequence will be administered. Please see below the consequences that will be assigned to specific behaviors.

Type 1 Behaviors
<ul style="list-style-type: none"> ● Tardy to Zoom Session ● Defiance <ul style="list-style-type: none"> ○ Remaining silent when asked to contribute ○ Not muting yourself ○ Not turning on your camera when ask ○ Not participating and contributing in group space or class <ul style="list-style-type: none"> ■ Not going to break out ● Provoking Conflict (waiting room) <ul style="list-style-type: none"> ○ Teasing ○ Name-Calling ○ Using your face to intimidate or otherwise discourage others from participating ● Profane Indecent language <ul style="list-style-type: none"> ○ Cursing (waiting room) ○ Hate Speech (verbal/written) against any group of people (waiting room) ○ Applies to both the words you speak and visible on camera (on your person, in the background) ● Uniform is encouraged, but not required <ul style="list-style-type: none"> ○ No offensive language/ symbols (waiting room) ○ No nudity or sexual references (waiting room) ○ No weapons (waiting room) ○ No hate speech (waiting room) ● Cheating <ul style="list-style-type: none"> ○ Work with DOC/teacher RE: Honor Code
<p>Consequence is parent contact by teacher.</p>

If behavior presents in multiple spaces or is a pattern over time, student consequence will be a Restorative Conversation with Student Support (with teacher and SSTeam member), SST will then, make contact with parent and more severe consequence could be administered

Type 2

- Repeat violations of type 1 behaviors
- Tobacco possession or use
- Inappropriate use of technology
 - Visibly being on another form of tech during class
 - Video games
 - Personal music
 - Cell phones
 - Hand held devices
 - TVs
 - Media depicting fighting , drugs, gang related activity, pornography
 - Inappropriate websites
- Drug Paraphernalia
 - Bongos
 - Roach clips
 - Miniature spoon
 - pipes
 - Or anything used to consume illegal drugs
- Skipping
 - Failing to attend scheduled class or activity w/o authorization after grace period

The above behaviors will result in either of the following:

1. Make-up hours with teacher
2. Attend zoom with SSC

If the student refuses to attend make-up hours with the teacher, their participation grade for the day would be affected.

If a student refuses to attend the restorative conversation, parent contact made again, and student assigned to in school suspension.

Type 3

- Repeated violations of type 2 behaviors
- Profane or Indecent language directed toward an authority figure
 - Cursing or indecent language toward an adult whether verbal or written
- Eloping
 - Leaving Zoom without authorization
- Non- compliance with an administrative directive

- Not showing up to your assigned consequence
- Vandalism under \$500
 - Destroying school issued computers
- Theft of school property under \$500
 - Selling the school computer
- Falsifying records
 - Access to your own online portals no one else's
 - Should not be involved with anyone else's accounts, passwords etc.
- Inappropriate sexual behavior
 - Unsolicited sexual comments either verbal or written
 - Showing your personal body parts, anyone else's body parts or depictions of private areas
- Alcohol or drug like substance possession; use or under the influence
 - Showing or partaking of drugs or alcohol on camera
- Threats: Class 1
 - Threats to a student, staff of school
 - Threat must be one that is believed to bring bodily harm
- Possession of weapon replica (shown on camera)
 - Stun Gun
 - BBGun
 - Airgun
 - AirSoft Gun
 - Cap Gun
 - Toy Gun (not water gun)
- Possession of other weapons (shown on camera)
 - Knives
 - Switchblades
 - Razor blades
 - Box cutters
 - Anything else with a blade
 - Brass knuckles
 - Ammunition
 - Billy clubs
 - Nun-chucks
 - Taser
 - Pepper Spray
- Any other weapon that could cause bodily harm (on camera)
 - Alert proper authority
- Gang Activity
 - Participating in a display of symbols or paraphernalia or the recruitment/ of a student into a gang (violent or disruptive groups)
 - Throwing up gang signs
 - Physically representing on camera that you are in a gang
 - Verbal representation of gang activity
 - Gang activity or affiliation can not be shown in anyway

These actions automatically result in a consequence and a restorative conversation. The

consequence for these actions is in school suspension.

Type 4

- Repeat Violations fo Level 3
- Under the influence of illegal drugs
 - While participating in school
- Threats: Class 2
 - Threat to cause harm to student , staff, school
 - Evidence must support the threat is actually/ potentially harmful/lethal to safety of student, staff, school or community
- Bullying
 - An intentional act that is severe, persistent, pervasive and interferes with a students educational benefits opportunities or performance
 - Unwanted teasing
 - Threatening
 - Intimidating behavior
 - Cyberbullying
 - Hazing
 - Theft
 - Sexual/religious/racial harassment
 - Public humiliation
- Cyber Bullying
 - An intentional act that is severe persistent pervasive and interferes with a students educational benefits opportunities or performance (in an online setting/ on social media)
 - Unwanted teasing
 - Threatening
 - Intimidating behavior
 - Hazing
 - Theft
 - Sexual/religious/racial harassment
 - Public humiliation

These actions automatically result in a consequence and a restorative conversation. The consequence for these actions is out of school suspension.

ZT

- Threat by Electronic Transmission
 - Student who transmits by school/ personal device a credible threat to cause bodily injury or death to another student, or staff member and creates actual disruptive activity to the learning environment that requires administrative intervention

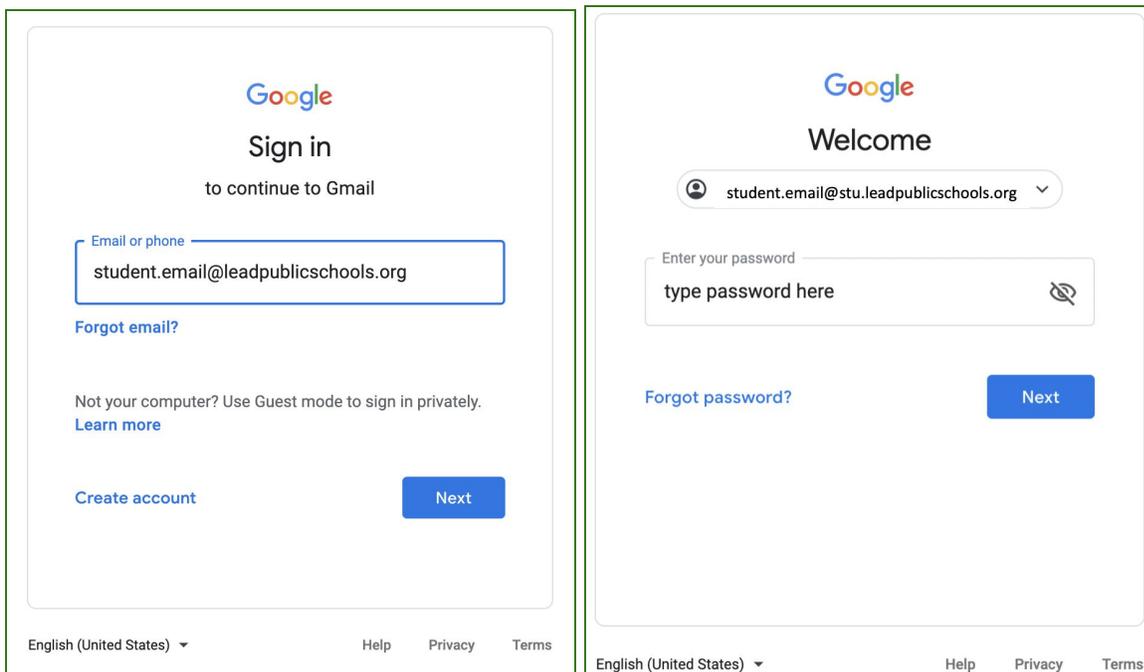
- Firearms
 - If seen on camera will result in automatic expulsion

- Explosives
 - If seen on camera will result in automatic expulsion

Virtual Learning Tools

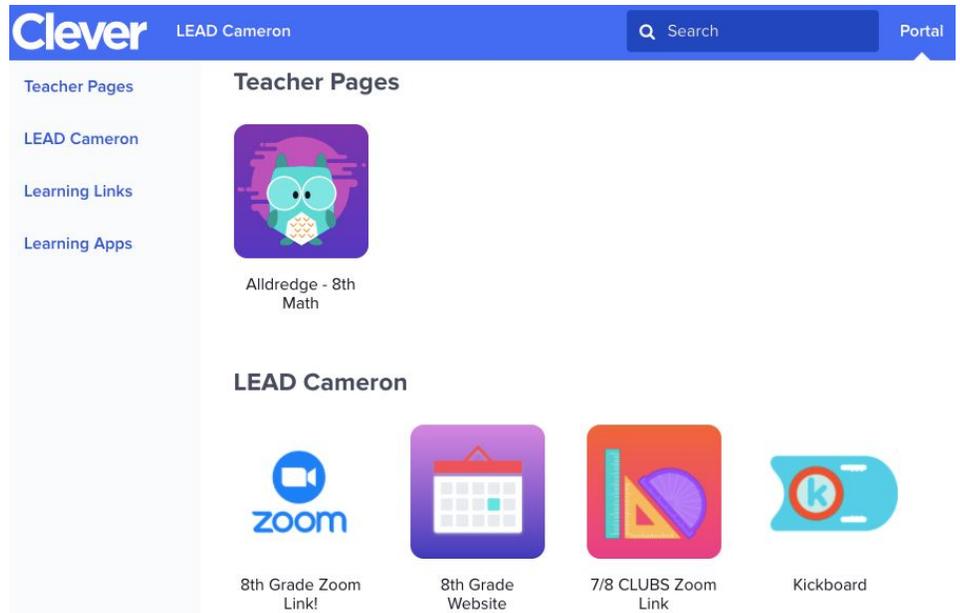
Student Emails

- Your student’s email address is on their **individual student sheet**.
- To log into their account, your student will need to:
 1. Go to www.gmail.com.
 2. Type his/her email address in the blank space. Make sure to include “@stu.leadpublicschools.org”.
 3. Click next.
 4. Type his/her password in the blank space
 5. Click “Next”.
- Please have your student **check his/her email daily** for updates and assignments from teachers and school staff.



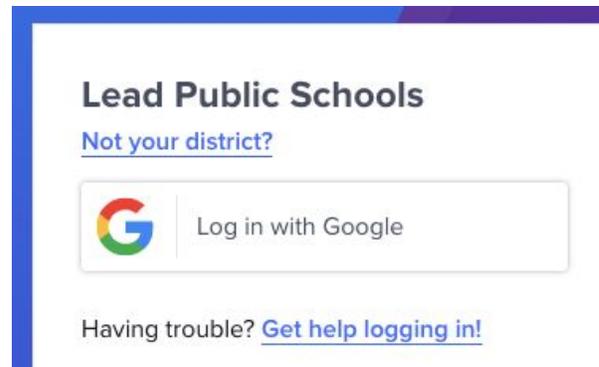
Clever

When you open your chromebook and login, the Clever homepage will automatically open on your computer. This is a **personalized webpage** that gives you access to your **teacher pages** for your classes, **Google Classrooms**, **classroom apps**, and school-specific links like **Zoom**. The great thing about Clever is that it puts all of your school resources in one place, and it also will automatically sign you into some apps, and will remember your password for other apps and links once you've signed in the first time.



Login Instructions:

Open your chromebook and sign in using your student email address and password from your **individual student sheet**. It should automatically bring you to this screen. Click on “Log in with Google”, and enter your student email address and same password again, and you will be at your Clever homepage!



If you are using another device to do your schoolwork, you can access the Clever login screen by going to <https://clever.com/in/lead-public-schools> to login.

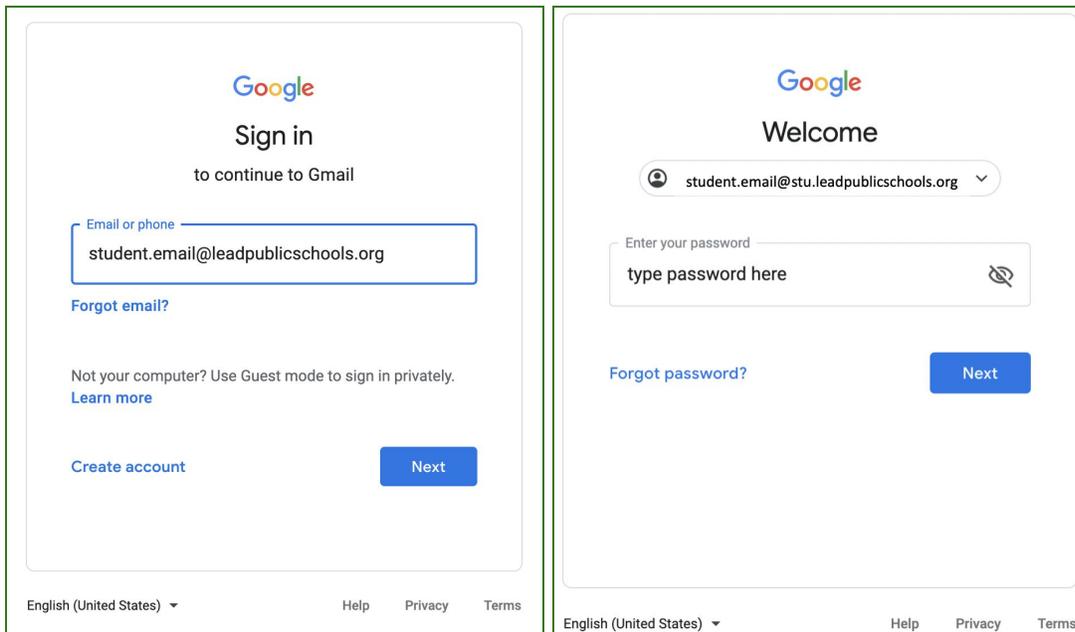
Google Classroom

Google Classroom is where your students can find their assignments posted for each of their classes. Students will see links to Google Classroom in their **Clever Portal**. The icon for Google Classroom looks like this green image on the right.



Google Classroom

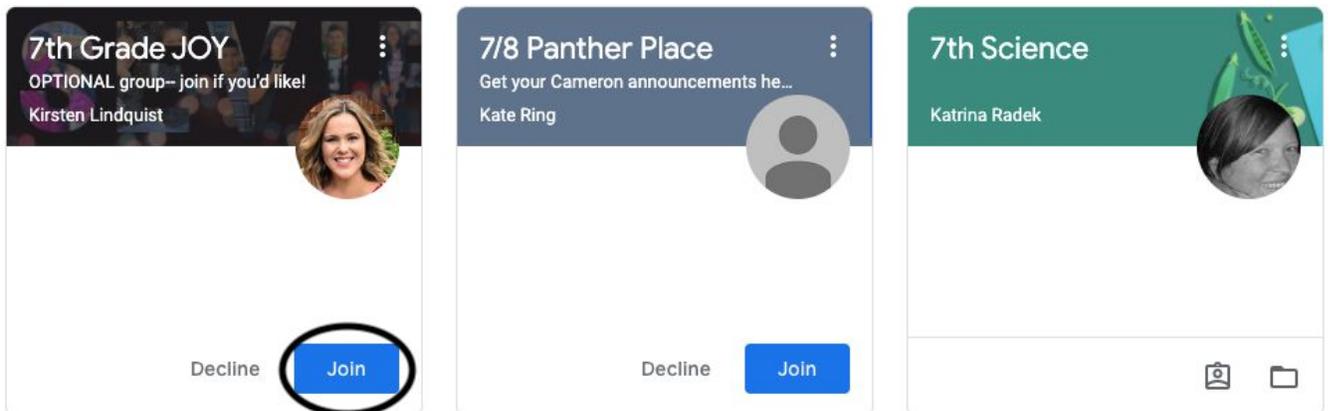
Once you click this link, you may be asked to log in, using your student email address and password from your **individual student sheet**.



The first screenshot shows the Google sign-in page. It features the Google logo, the text "Sign in to continue to Gmail", and a text input field for "Email or phone" containing "student.email@leadpublicschools.org". Below the field are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is at the bottom right. The footer includes "English (United States)", "Help", "Privacy", and "Terms".

The second screenshot shows the "Welcome" page. It features the Google logo, the text "Welcome", and a dropdown menu showing "student.email@stu.leadpublicschools.org". Below is a password field with the placeholder "type password here" and a visibility icon. There are links for "Forgot password?" and a blue "Next" button. The footer is identical to the first screenshot.

Once you log in, you will see a homepage that looks like this:



Click the **blue 'Join' button** to join the class. Then, click each subject name to see classwork posted for that subject. Here, you can submit work that your teachers assigned to you.

Zoom

Zoom is a **video conferencing** platform that allows students to attend **live lessons** with their teachers. LEAD Public Schools will use Zoom video conferencing daily to provide live virtual instruction.

Links to Zoom sessions will be provided to students through their **Clever Portal** or **Google Classroom**. Once you click the Zoom link, follow these quick steps to join the video call:

1. You may be prompted to “Open Zoom.us.” Click “Open Zoom.us.”

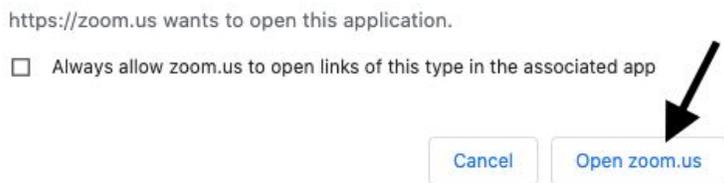
Open zoom.us?

https://zoom.us wants to open this application.

Always allow zoom.us to open links of this type in the associated app

Cancel

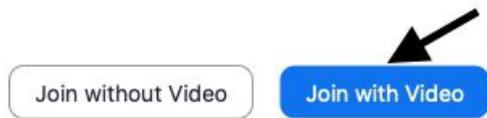
Open zoom.us



2. Select “Join with Video.”

Join without Video

Join with Video



3. You may be placed in a waiting room that says “Please wait, the host will let you in soon.” Simply wait and the host will let you in.
4. Once admitted into the meeting, Select “Join with Computer Audio.”

Join With Computer Audio

Test Speaker and Microphone



Family Communication Tools

Kickboard

The **Kickboard Family Portal** is a way for families to know about their student's behavior. To create your account in Kickboard, follow the instructions below. A **Kickboard Access Code** will be provided by your school on the **individual student sheet**.

Sample Student Access Code & Directions

How to Access the Kickboard Family Portal

1. Download the **Kickboard app** or visit www.kickboardforschools.com/login
2. Select your role as **Family Member** or **Student**
3. Select **ENTER ACCESS CODE**
4. Enter the student's birthday and this access code: **ABC123-XYZ**
5. Follow the instructions on screen to verify your email and set a password

Use your access code from your **Individual Student Sheet**

For security purposes, you will be asked to enter the access code from your **individual student sheet** and the student's date of birth. You will then be able to verify your email address, set a password, and log in.

To add more than one student, log out and follow the same steps above for each student. If you use the same email address, you will be able to see information for multiple students from a single account login.

Illuminate

Setting up your **Illuminate Parent Portal** allows you to see your student's grades as often as you choose. You will get your access code on your student's **individual student sheet**. You can register for a parent portal account by following the steps below.

Step 1: Go to <http://leadpublicschools.illuminatehc.com/login>

Step 2: Complete the registration fields as shown below. Then click "Submit".

Create Parent Account [Back To Login](#)

First Name

Last Name

Email
This email will be used as your username when logging in.

Phone

Access Code
If you do not have an access code, please contact your school district to receive one.

Access Code

Password

Password

Confirm Password

[Submit](#)

This Access Code will be listed on your student's **individual student sheet** that you get from your child's school.

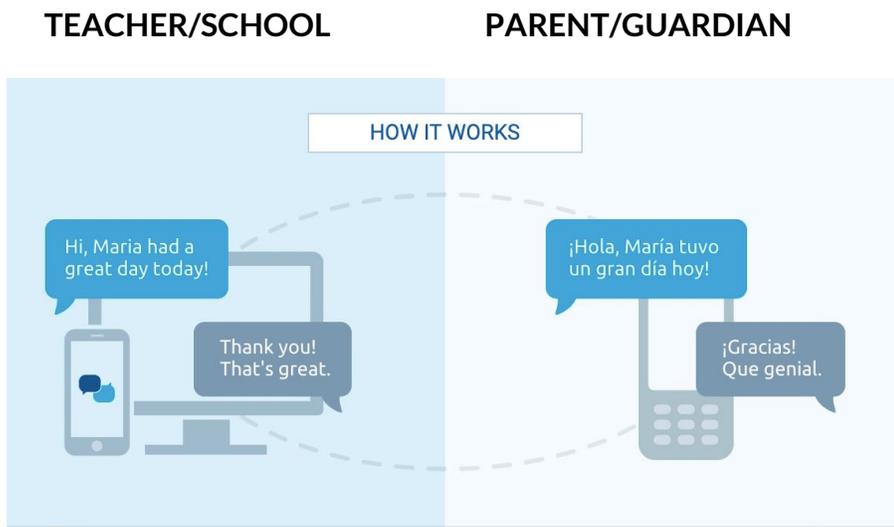
TalkingPoints

TalkingPoints is a **parent-teacher messaging app with translation**. Your school and your student's individual teachers will use TalkingPoints to communicate with you through a **mobile app or text messages** in your home language.



How does it work?

- You will receive messages from your teachers in your home language.
- You can reply back and send them a message in your home language, English or with an emoji ☺ **Your responses are only sent to the sender and not to other families.*



What do I need to do as the parent to get signed up?

Nothing, a member of our LEAD team will send you a message to invite you to begin using TalkingPoints and a link to download the free parent app!

This is what the app looks like for families →



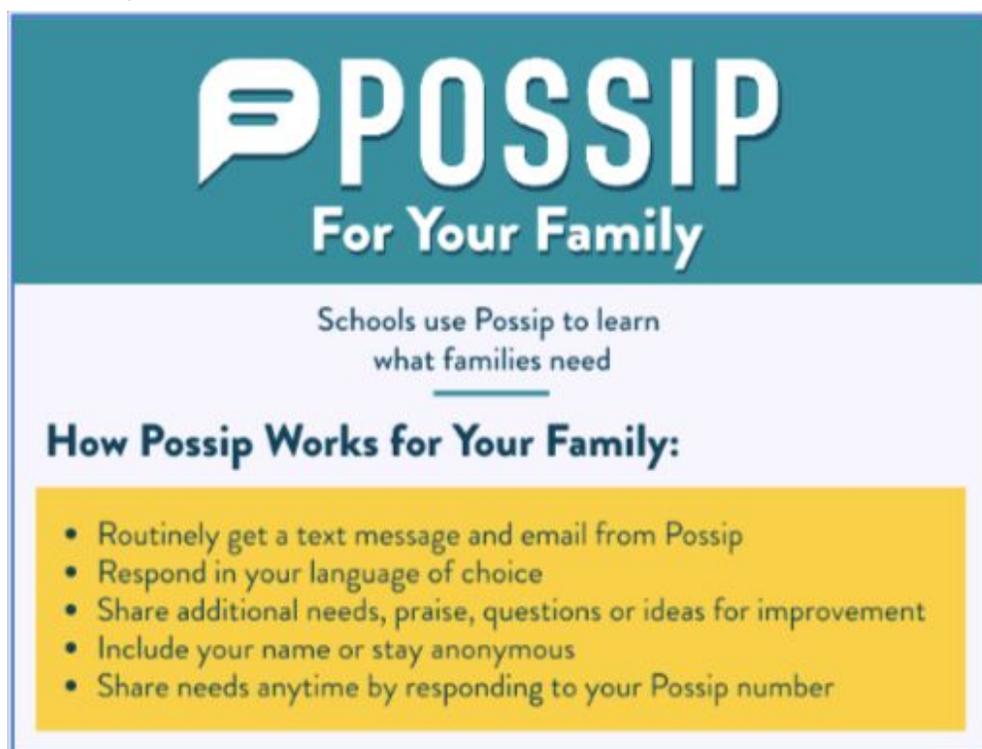
If you prefer not to download the app, it also works with SMS Text Messaging.

**Standard text messaging fees apply.*

**If you are not interested in participating, you will be able to opt-out once you receive the introductory message from the school.*

Possip

Possip is a messaging system that gives the school administration a direct way to communicate with families through **text messaging** or **email**. You will receive a sign-up text message or email, depending on the contact information you shared with school.

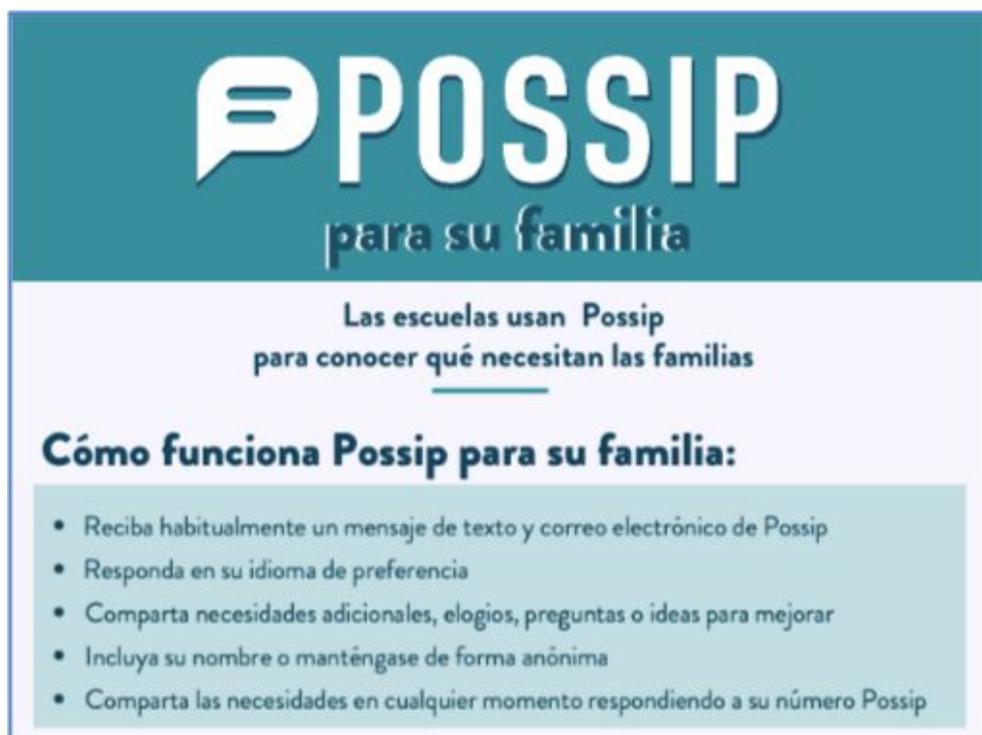


POSSIP
For Your Family

Schools use Possip to learn
what families need

How Possip Works for Your Family:

- Routinely get a text message and email from Possip
- Respond in your language of choice
- Share additional needs, praise, questions or ideas for improvement
- Include your name or stay anonymous
- Share needs anytime by responding to your Possip number



POSSIP
para su familia

Las escuelas usan Possip
para conocer qué necesitan las familias

Cómo funciona Possip para su familia:

- Reciba habitualmente un mensaje de texto y correo electrónico de Possip
- Responda en su idioma de preferencia
- Comparta necesidades adicionales, elogios, preguntas o ideas para mejorar
- Incluya su nombre o manténgase de forma anónima
- Comparta las necesidades en cualquier momento respondiendo a su número Possip

POSSIP

لعائلتك

تستخدم المدارس برنامج Possip
لمعرفة ما تحتاجه العائلات

كيف يعمل Possip لصالح عائلتك:

- تلقي رسالة نصية وبريد إلكتروني بشكل منتظم من Possip
- رد باللغة التي تفضلها
- شاركنا باحتياجاتك الإضافية أو المديح أو الاستفسارات أو أفكار التطوير
- يمكنك إضافة اسمك أو الحفاظ على سرية هويتك
- شاركنا احتياجاتك في أي وقت من خلال الرد على رقم Possip الخاص بك

Infinite Campus Parent Portal

Infinite Campus is where schools keep all updated **contact information**. During remote learning, it is very important that we have up-to-date contact information, especially **phone numbers** and **email addresses**, for all families. You can update your own contact information in the **Infinite Campus Parent Portal**.

1. Go to <http://familyportal.mnps.org>
2. Choose "Campus Parent"

Metro Nashville Public Schools

Log in to

Campus Student

or

Campus Parent

3. Choose "New User" to create your account.

Metro Nashville Public Schools

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

Log in to Campus Student

or

[New User?](#)

4. Enter your Infinite Campus Parent Portal activation key from the **individual student sheet** to access to your parent portal account and update your phone number and/or email address if there is any change.

New User?

Activate your Campus Portal account by entering the activation key sent to you by your district.

If you do not have an activation key, please contact your district to obtain one.

Activation Key *

Submit

[Back to Login](#)

School Social Media Pages

Let's Get Social, LEAD Southeast High School!

LEAD Southeast Families, during this remote learning time it is very important that we stay virtually connected and that you stay informed with updated information by following us on social media!

Please join our closed Facebook group!



[The LEAD Southeast High School Family](#)
[@LEADSoutheastHigh](#)

Please be sure to answer the membership questions!

- What is your student's name and grade?
- What is your student's date of birth?
- What is your relationship to the student?

Please follow us on Instagram!



[lead_southeast_high](#)

How to stay organized during remote learning

Tips to be successful with remote learning

- 1. Be positive:** Change is always tough, but doable with a positive attitude. A positive attitude about online learning is the best gift you can give yourself. Everything you learn, whether it's your most favorite or least favorite subject, will help you grow as a person
- 2. Get organized—and stay organized:** Creating an orderly learning space to do schoolwork. Be sure you have room for your books, computer, pens, paper, and other supplies you may need. Label folders to hold papers and notes for each subject.
- 3. Establish a flexible routine:** A routine will help keep you on track with your schoolwork.
- 4. Set personal goals.:** Think about what you'd like to accomplish, both short and long term. Is there a class you want to ace this semester? Maybe you want to get a certain grade point average.
- 5. Make the most of your resources.:** As an online learning student, you have many helpful resources available. Trusted websites come to mind. But don't forget the many human resources you can use: parents, your teachers, school counselors, and classmates are great sources of information.

Resources:

<https://www.connectionsacademy.com/support/resources/article/8-top-tips-for-student-success-in-online-school>

Technology Agreement

ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY: PROCEDURES AND GUIDELINES

The following procedures and guidelines shall apply to the use of electronic resources by students, staff and guest users within LEAD Public Schools ("LPS"). Electronic resources are defined as computers, networks, INTERNET, electronic mail (email), audio equipment, VCR's, DVD/Blue-ray players, televisions, telephones, etc. Independent access to any of these electronic resources by students will not be granted until a permission agreement form, a copy of which is attached hereto, is signed by the student. If the student is under 18 years of age, the permission agreement form must also be signed by the student's parent or legal guardian

STUDENT USE

Access to electronic resources is to enhance the curriculum and is granted for educational purposes only. It is a privilege, not a right. Use of electronic resources will be monitored for proper use and for achieving the academic objective. Teachers will make a reasonable effort to supervise the use of electronic resources at school.

A. Internet Access

Internet access consists of visiting predetermined sites or for educational research purposes. Research through the Internet is controlled by using the best possible technology to block as many inappropriate sites as possible. However, parents must understand that their child may encounter sexually explicit or other objectionable material. The student is responsible for not actively pursuing material that could be considered offensive. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

B. Email Access

Email access may consist of individual student accounts for all 5-12 grade students. Parents should understand that email provides the ability to contact unknown people all over the world, outside of the direct supervision of LPS. The school system will take reasonable steps to filter student email for objectionable content. However, students may encounter sexually explicit or other objectionable material. The student is responsible for constructing and sending email containing appropriate language and pertaining to appropriate subjects and for immediately reporting any inappropriate email received from another person. Email accounts are the property of LPS. Parents/Guardians are encouraged to supervise the use of email by any minor children in their care.

C. Consent for Use

By signing the attached acknowledgement, you hereby accept and agree that your child's rights to use the electronic resource provided by LPS are subject to the terms and conditions set forth in LPS policy/procedure. Please also be advised that data stored in relation to such services is managed by LPS pursuant to LPS, Metro Nashville, State, and Federal policy, You also understand that any e-mail address provided to your child can also be used to access other electronic services or technologies that may or may not be sponsored by LPS, which provide features such as online storage, online communications and collaboration, and instant messaging. Use of those services are subject to either standard consumer terms of use or a standard consent model. Data stored in those systems, where applicable, may be managed pursuant to the agreement between the end-user and the service provider. Before your child can use online services, he/she must accept the service agreement and in certain cases, obtain your consent.

D. Publication of Student Works

Prior to the publication of any student work, video, or images, a Parent/Guardian Permission Form must be signed by both the student and parent/guardian. Signing this AUP constitutes permission to publish any student work hosted in the electronic mediums covered by this policy

E. Technology Protection Measures and CIPA Compliance

LPS recognizes an increase in 21st Century Skills is vital to the success of our students; schools are now increasingly using the powerful Web 2.0 tools available on the Internet.

Our school district currently uses a third-party filtering solution provided by ENA at the network level, in conjunction with a filtering and monitoring solution provided by GoGuardian which operates at the student Google Account/Chromebook level. We employ WPA2 passphrase-based Encryption/Authentication to secure wireless communications and control access to the network.

F. Digital Storage

Anytime/anywhere access to network electronic (digital) storage is provided by LPS in the form of Google Drive storage. This online storage is provided for school-related work, not personal photos, music, etc. All files stored in this online storage should be related to school work and are fully subject to the terms of the AUP.

G. Care of Chromebook

Students are responsible for the care of their chromebook and it is expected that all chromebooks will be returned to LPS in good working condition absent normal wear and tear. If a chromebook is returned with excessive wear and tear and or is lost / stolen the student may be held responsible for the cost of the chromebook minus depreciation

F. Cyberbullying

Cyberbullying is defined as the use of electronic information and communication technologies, including, but not limited to email, cell phone and pager voice, text, still photograph or video messages, instant messaging, defamatory personal web sites, social networking sites and online personal polling sites or journals, to support deliberate and

harassing behavior that frightens, harms or embarrasses others and unreasonably impacts or disrupts the orderly operation of the school environment.

LEAD Public Schools will continue to adhere to the MNPS disciplinary guidelines outlined in the MNPS Student-Parent Handbook when responding to reported instances of cyberbullying. Additionally, LEAD follows mandated reporter guidelines. Therefore, if content turned over to school staff during investigations into reported cyberbullying suggests that a student is unsafe or is being victimized in any way, all LPS employees will provide all necessary information to the authorities, be it the Department of Children's Services or the local police.

MONITORING

LPS maintains the right to limit access to electronic resources by technical or human barriers. Network administrators may review files and communications, including without limitation email and Internet communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on local computers, LPS servers, or LPS-provided internet resources will be private. The content of certain files may additionally be subject to inspection by the public under open records laws.

SANCTIONS

Violations of the LPS AUP may additionally result in disciplinary action at the building or the district/network level, including but not limited to employment termination or student expulsion, depending on the seriousness of the offense.

When applicable, law enforcement agencies may be involved.

Please complete and turn in the attached form and keep the remainder of this document for your records.

This document will remain in force until terminated, in writing, by the student/guardian or rescinded/superseded by LPS. Termination of this agreement will result in immediate loss of select technology privileges.

Bullying/ Harassment/ Hazing Contract

This contract serves to prove a student's knowledge about the definition of and consequences for bullying, harassment, hazing and to inform parents of school policy regarding aggressive and inappropriate behavior among students either in person or online/electronically.

By signing this contract, **{Student's Name}**, (hereafter referred to as "Student,") understands that:

- Bullying can be physical, verbal, or emotional.
- Bullying consists of, but is not limited to: name-calling, violence, theft, rumors, exclusion, threats, intimidation, put-downs and pranks done in person or online/electronically.
- Students should all be treated with courtesy and equality regardless of age, gender, race, religion, orientation, size, disability, intelligence, athletic ability or popularity.
- Harassment is repeated unwanted/ unwelcome conduct against a protected class of people either in person or online/electronically.
- Harassment can include, verbal acts, name calling , graphic written statements (cell phone, internet included).
- Harassment can be physical/ mentally threatening, harmful or humiliating.
- Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
- **Hazing is any action taken or any situation created intentionally, either in person or online/electronically, that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.**

Student pledges to uphold the following rules:

- To abide by the school's policy concerning bullying, harassment, hazing.
- To report incidents of bullying, harassment or hazing to a trusted teacher or staff member with sufficient documentation.
- To stand up for victims of bullying.
- To encourage others to treat all students with respect and courtesy.
- To help make the school a place where everyone feels safe, heard, and respected.

Students and parents should understand that the severity of the incidents of bullying, harassment, hazing either in person or online/electronically, will directly result in the consequences being administered. Please note that we reserve the right to adjust the severity of consequences based on the severity of the action. Each incident will be dealt with on a case by case basis, however; in general, less egregious acts, will result in the following consequence ladder.

- 1 report of bullying/harassment/ hazing :
 - **All students involved must engage in a restorative conversation. Consensus made on how the harm will be repaired**
- 2 reports of bullying:
 - **Restorative conversation + local discipline administered**
- 3 reports of bullying:
 - **OSS assigned (not to exceed 10 days) + restorative conversation upon return**
- More than 3 reports of bullying:
 - **Remandment to alternative learning setting**

Bullying, Harassment, & Hazing Contract

(Child's Signature)

(Date)

(Parent's Signature)

(Parent's Signature)

ACCEPTANCE OF TECHNOLOGY AUP

Please indicate your agreement to abide by and be bound by the terms of this LEAD Public Schools Technology Acceptable Use Policy:

I (clearly print student name)_____ have read and agree to abide by this policy.

Sign (student):_____ Date:_____

Print (guardian):_____

Sign (guardian):_____ Date:_____