

## PHONES & ELECTRONIC DEVICES

- PHONES & DEVICES WILL BE PUT AWAY AT THE BEGINNING OF CLASS
- PHONES & DEVICES SHOULD REMAIN PUT AWAY UNTIL THE TEACHER INDICATES OTHERWISE
- OPPORTUNITIES TO CHECK PHONES & DEVICES WILL BE GIVEN PERIODICALLY THROUGHOUT THE CLASS PERIOD
- PHONES & DEVICES WILL NOT BE USED TO LISTEN TO MUSIC DURING CLASS

**FAILURE TO COMPLY WITH THIS POLICY COULD RESULT IN :**

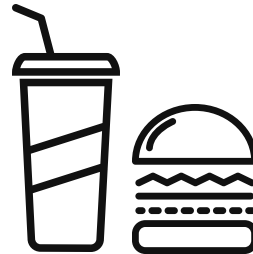
TEACHER / STUDENT CONFERENCE

PHONE CALL HOME

DETENTION

REDUCED CITIZENSHIP GRADE

OFFICE REFERRAL



## FOOD & DRINKS

DUE TO THE POTENTIAL FOR FOOD ALLERGY RELATED REACTIONS AND THE SHARED NATURE OF THE COMPUTER EQUIPMENT IN THE CLASSROOM:

- EATING FOOD AT THE COMPUTER IS PROHIBITED
- ARRANGEMENTS MUST BE MADE WITH THE TEACHER IN ADVANCE IF ANY EXCEPTIONS TO THIS RULE ARE TO BE MADE
- DRINKS WITH SECURE LIDS WILL BE ALLOWED AT THE COMPUTER




## ACADEMIC HONESTY

STUDENTS ARE REQUIRED TO SUBMIT THEIR OWN ORIGINAL WORK FOR GRADING. STUDENTS SHOULD NEVER SUBMIT SOMEONE ELSE'S WORK AS THEIR OWN. STUDENTS SHOULD NOT ALLOW ANOTHER STUDENT TO USE THEIR WORK FOR ANY PURPOSE. STUDENTS SHOULD NOT WORK TOGETHER ON HOMEWORK ASSIGNMENTS OR CLASS ASSIGNMENTS UNLESS SPECIFICALLY INSTRUCTED AS IN A COOPERATIVE LEARNING SITUATION. NOT FOLLOWING THE GUIDELINES LISTED ABOVE WILL BE CONSIDERED CHEATING. PLAGIARISM IS ALSO NOT TOLERATED. THIS INCLUDES TEXT INFORMATION FROM INTERNET SOURCES.



## CITIZENSHIP

STUDENTS ARE EXPECTED TO BEHAVE IN AN APPROPRIATE MANNER AT ALL TIMES. THE FOLLOWING GUIDELINES SHOULD BE FOLLOWED AND WILL BE REFLECTED IN THE CITIZENSHIP GRADE.

 A **SATISFACTORY** CITIZENSHIP GRADE IS EARNED FOR MEETING EXPECTED BEHAVIORS THAT ARE CONSIDERED PROFESSIONAL CLASSROOM BEHAVIORS. THE FOLLOWING CONDUCT IS EXPECTED FROM ALL STUDENTS WHILE IN OUR BUSINESS CLASSES.

- ENGAGE IN THE LEARNING EXPERIENCE
- MAINTAIN ACADEMIC HONESTY
- BE RESPECTFUL OF PEOPLE AND PROPERTY IN THE ROOM
- DISPLAY A POSITIVE ATTITUDE
- ATTEND CLASS ON TIME
- SEEK EXTRA HELP
- TAKE INITIATIVE (GET STARTED ON YOUR OWN)
- USE TECHNOLOGY APPROPRIATELY
- BE A TEAM PLAYER
- EXERT EFFORT
- HANDLE FRUSTRATION APPROPRIATELY
- COMMUNICATE/ARTICULATE WELL



WHEN STUDENTS DISPLAY **OUTSTANDING** BEHAVIOR, THEY ARE EXCEEDING THE SATISFACTORY CRITERIA BY GOING ABOVE AND BEYOND. STUDENTS MAY EARN AN "O" WHEN ADDITIONAL BEHAVIORS ARE DISPLAYED. SOME MAY INCLUDE:

- ACTIVE PARTICIPATION IN FBLA/DECA/NBHS
- DISPLAYING LEADERSHIP QUALITIES (MENTORING OR COACHING PEERS)
- BEING SELF MOTIVATED & GOAL ORIENTED
- BEING A POSITIVE ROLE MODEL

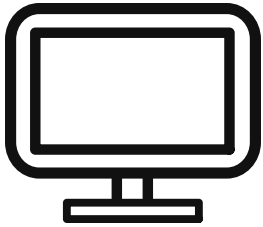


**IMPROVEMENT** IS NEEDED WHEN STUDENTS DO NOT MEET THE SATISFACTORY REQUIREMENTS. THE FOLLOWING ARE INAPPROPRIATE BEHAVIORS AND WILL BE REFLECTED IN AN "I" FOR CITIZENSHIP AND MAY RESULT IN DISCIPLINARY ACTION.

- DISRESPECTFUL/DISRUPTIVE BEHAVIOR
- EXCESSIVE TARDIES/UNEXCUSED ABSENCES
- INAPPROPRIATE USE OF CLASS TIME (SLEEPING, USING CELL PHONE, SURFING THE NET, ETC)
- INAPPROPRIATE LANGUAGE
- DISHONESTY-ACADEMIC OR OTHERWISE



AN **UNSATISFACTORY** CITIZENSHIP GRADE WILL BE EARNED WHEN STUDENTS REPEATEDLY DISPLAY BEHAVIORS IN THE IMPROVEMENT CATEGORY.



## TECHNOLOGY USER AGREEMENT

STUDENTS GIVEN ACCESS TO COMPUTER RESOURCES IN THE BUSINESS DEPARTMENT ARE EXPECTED TO ACT RESPONSIBLY. ANY DAMAGE OR ATTEMPTED DAMAGE TO COMPUTERS, COMPUTER SYSTEMS OR COMPUTER NETWORKS WILL RESULT IN DISCIPLINARY AND/OR LEGAL ACTION.

THE INTERNET IS PROVIDED TO STUDENTS FOR ACADEMIC PURPOSES ONLY. ACCESS TO THE INTERNET IS GIVEN TO STUDENTS WHO AGREE TO ACT IN A RESPONSIBLE MANNER. THIS FORM MUST BE SIGNED ELECTRONICALLY BY THE STUDENT AND A PARENT OR GUARDIAN BEFORE ACCESS TO THE INTERNET WILL BE GRANTED.

ANY UNAUTHORIZED COMPUTER ACTIVITIES MAY RESULT IN TEMPORARY OR PERMANENT WITHDRAWAL OF COMPUTING PRIVILEGES, OR OTHER DISCIPLINARY ACTION.

IN ADDITION, STUDENTS AGREE AND ARE REQUIRED TO FOLLOW THE PARKWAY DISTRICT POLICY REGARDING TECHNOLOGY.



THE FOLLOWING ARE **PROHIBITED** (UNLESS SPECIFIED FOR USE IN CLASSROOM INSTRUCTION):

1. ALLOWING ANOTHER STUDENT TO USE YOUR LOGIN/USING A LOGIN THAT DOES NOT BELONG TO YOU.
  2. TRESPASSING IN FILES OTHER THAN YOUR OWN.
  3. CHECKING EMAIL FOR PERSONAL USE.
  4. SENDING INSTANT MESSAGES/CHAT MESSAGES.
  5. PLAYING OR DOWNLOADING GAMES FROM THE INTERNET.
  6. SURFING THE NET. THE INTERNET SHOULD BE USED FOR SCHOOL PURPOSES ONLY.
  7. PRINTING FROM THE INTERNET WITHOUT PERMISSION FROM THE TEACHER.
  8. USING A FLASH DRIVE, CD, DVD, OR EXTERNAL HARD DRIVE WITHOUT PERMISSION FROM THE TEACHER.
  9. RUNNING EXECUTABLES WITHOUT PERMISSION
  10. USE OF CELL PHONES DURING CLASS TIME.
- SAVING PERSONAL FILES TO THE NETWORK K: DRIVE OR SCHOOL ISSUED HARD DRIVES (I.E. PHOTOS, DOCUMENTS)



## CONSEQUENCES

**FIRST OFFENSE:** VERBAL WARNING

**SECOND OFFENSE:** A PHONE CALL HOME, AND AN AFTER SCHOOL DETENTION

**THIRD OFFENSE:** LOSS OF INTERNET/TECHNOLOGY PRIVILEGES, AND ADMINISTRATIVE REFERRAL .

\* THE ABOVE ARE GENERAL GUIDELINES. THE TEACHER HAS THE RIGHT TO USE HIS/HER DISCRETION IN ASSIGNING THE CONSEQUENCE BASED ON THE SEVERITY OF THE OFFENSE