

# UNIFORM DISCIPLINE CODE

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## CELL PHONE VIOLATION

### FIRST OFFENSE

- Verbal Reprimand/Warning
- Confiscation of phone to be returned at day's end by Assistant Principal

### SECOND OFFENSE

- 1 - 3 administrative detentions
- Confiscation of phone to be retrieved by parent.

### THIRD OFFENSE

Extended Detention

## DRESS CODE VIOLATIONS

### FIRST OFFENSE

- Verbal reprimand
- Change of clothes required or school issued clothing provided.
- Possible Administrative Detention
- Parental notification

### SECOND OFFENSE

- Change of clothes required or school issued clothes provided.
- 1-3 Administrative Detentions
- Parental Notification

### THIRD OFFENSE

- Change of clothes required or school issued clothes provided.
- 1-3 days In-School Suspension
- Parental notification; possible parent conference.

## CLASSROOM MISCONDUCT

Students sent out of class for behavioral infractions may be assigned one to two administrative detentions. A follow-up investigation into the incident may result in further disciplinary action being taken. Failure to report to the Main Office when sent from class will result in an Extended Detention for the student.

## BUS CONDUCT – LAWS

A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his transportation to and from the school during the period of such exclusion." NJ Statutes: Title 18A:25-2

In effect, therefore, such student must comply with all directives issued by any member of Administration, teaching staff, nurse, or bus driver.

Students do not have the right to question the authority of a staff member who confronts a student on a question of conduct. Failure to comply with school rules and regulations will be just cause for disciplinary action.

## BUS CONDUCT – RULES

The following rules are for the protection of the students. Any intentional infractions could result in loss of the privileges of riding.

- Arrive at the bus stop on time.
- Remain in your assigned seat while the bus is in motion; keep your arms inside the bus at all times.
- Wait on sidewalk for your bus.
- Do not distract the driver or ask him to make unscheduled stops.
- Keep the bus clean; do not litter on the road.
- Ride on your assigned bus. You need written permission from the Transportation Coordinator to ride another bus. That office is located next to the Nurse's Office. This permission is given on an appropriate form and must be presented to the driver of the bus.

**A written request from parent/guardian must be presented to Transportation Coordinator prior to 12:00 Noon.**

- No smoking, eating, or drinking is allowed on the bus.
- No improper language.
- Report any damage to the driver immediately.
- There will be two emergency exit drills per year.
- All students will be required to have a pass in order to gain admittance to the 3:30 p.m. late bus. Students will not be able to ride the 3:30 p.m. late bus without such pass, and will be required to contact a parent to arrange for transportation.

## BUS MISCONDUCT

### FIRST OFFENSE

- Verbal reprimand and/or administrative detention\*
- Report forwarded to parent
- Consideration for denial of bus privileges

### SECOND OFFENSE

- Administrative detentions or 3 days suspension of bus privileges\*
- Parent Conference
- Consideration for denial of bus privileges

### THIRD OFFENSE

- One/two week minimum suspension of bus privileges\*
- Parent Conference
- Consideration for permanent denial of bus privileges

### FOURTH OFFENSE

- Up to one month minimum suspension of bus privileges\*
- Parent Conference
- Consideration for permanent denial of bus privileges\*

\* The severity of the misconduct may necessitate disciplinary action of a higher degree.

## TRUANCY / LEAVING SCHOOL WITHOUT PERMISSION

(Also see Routines and Procedures)

### FIRST OFFENSE

- One day in-school suspension
- Parent Conference

### SECOND OFFENSE

- 1-3 days suspension
- Parent Conference
- Referral to Special Services

### THIRD OFFENSE

- 1-5 days suspension
- Court complaint by Attendance Officer-Municipal Court
- Referral to Special Services

## MISCONDUCT THAT MATERIALLY INTERFERES WITH THE EDUCATION PROCESS

### FIRST OFFENSE

- 1-3 days detention
- Parent Conference
- Possible referral to the Superintendent with the recommendation for expulsion consideration

### SECOND OFFENSE

- 1-3 days suspension
- Parent Conference
- Possible referral to the Superintendent with the recommendation for expulsion consideration
- Referral to Special Services

### THIRD OFFENSE

- 3-5 days suspension
- Possible referral to the Superintendent with the recommendation for expulsion consideration

**FIGHTING/SIMPLE AGGRAVATED ASSAULT**

**FIRST OFFENSE**

- 1-5 days suspension
- Parent Conference
- Possible referral to Superintendent with the recommendation for expulsion consideration
- Possible referral to NJ State Police

**SECOND OFFENSE**

- 1-5 days suspension
- Parent Conference
- Possible referral to Special Services
- Possible referral to Superintendent with the recommendation for expulsion consideration
- Possible referral to NJ State Police

**THIRD OFFENSE**

Referral to Superintendent for Board Action and possible expulsion

**\*USE OF DRUGS OR ALCOHOL ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES**

**FIRST OFFENSE:**

- 1-5 days suspension
- Parent Conference
- Immediate examination by school nurse and referral to medical personnel (NJ Statutes: Title 18A:40A-12)
- Physician's note required prior to return to school
- Referral to appropriate therapeutic personnel and/or agencies
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

**SECOND OFFENSE:**

- 5-10 days suspension
- Parent Conference
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Physician's note required prior to return to school
- Referral to appropriate therapeutic personnel and/or agencies
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

**THIRD OFFENSE:**

- Suspension plus referral to Superintendent for Board action and possible expulsion
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Physician's note required prior to return to school

**NOTE:** The Board of Education has authorized School Administration to randomly conduct K-9 searches of the school building and parking lots to act as a drug deterrent to our student body and staff personnel. These searches will be conducted in conjunction with local law enforcement agencies. No direct contact will be initiated between K-9 officer and members of school community.

**\*POSSESSION OF DRUGS OR ALCOHOL**

**FIRST OFFENSE:**

- 1-5 days suspension
- Parent Conference
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Possible referral to legal authorities
- Referral to appropriate therapeutic personnel and/or agencies.
- School probation - shall be excluded from activities for a period of not less than the current sports season and/or academic semester.

**SECOND OFFENSE:**

- 5-10 days suspension
- Parent Conference
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Possible referral to legal authorities
- Referral to appropriate therapeutic personnel and/or agencies.
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

**THIRD OFFENSE:**

- Suspension plus referral to Superintendent for Board action and possible expulsion.
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Referral to Child Study Team

**\*DISTRIBUTION OR TRANSMISSION OF DRUGS OR ALCOHOL**

**FIRST OFFENSE:**

- 5-10 days suspension
- Parent Conference
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Referral to legal authorities
- Referral to appropriate therapeutic personnel and/or agencies
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

**SECOND OFFENSE:**

- 10 day suspension
- Parent Conference
- Immediate examination by school nurse and referral to local medical personnel (NJ Statutes: Title 18A:40A-12)
- Referral to legal authorities
- Referral to appropriate therapeutic personnel and/or agencies.
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

\*NOTE: Look-alike drugs or facsimiles are subject to similar disciplinary policy as listed above.

**INSUBORDINATION OR WILLFUL DISOBEDIENCE**

**FIRST OFFENSE**

- 1-3 day suspension
- Parent conference with teacher and administrator

**SECOND OFFENSE**

- 1-5 day suspension
- Parent conference with teacher and administrator

**THIRD OFFENSE**

Referral to Superintendent for Board Action and possible expulsion

**DESTROYING SCHOOL PROPERTY**

**FIRST OFFENSE**

- 1-3 day suspension
- Parent conference
- Full restitution

**SECOND OFFENSE**

- 1-5 day suspension
- Parent conference
- Full restitution

**THIRD OFFENSE**

- Suspension
- Full restitution
- Referral to Superintendent for Board action and possible expulsion

**ENDANGERING SELF OR OTHERS**

**FIRST OFFENSE:**

- 1-5 day suspension
- Parent conference
- Referral to appropriate therapeutic personnel and/or agencies
- Possible referral to legal authorities

**SECOND OFFENSE:**

- 5-10 day suspension
- Parent conference
- Referral to appropriate therapeutic personnel and/or agencies
- Possible referral to legal authorities
- School probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current sports season and/or academic semester.

**THIRD OFFENSE:**

- Suspension plus referral to Superintendent for Board action and possible expulsion.
- Referral to Child Study Team.

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## CAUSING/MAKING FALSE ALARMS

### FIRST OFFENSE:

- Immediate out of school suspension of up to ten days with possible Board of Education hearing.
- Possible referral to legal authorities.
- Parent conference required.

## CUT POLICY

- A. A student in attendance in school, but absent from class without prior approval is considered to have cut class.
- B. Students are required to “check in” with their period teacher before leaving that class (i.e. Guidance, Library etc.....)
- C. The first cutting offense will be a minimum of two administrative detentions and may include an extended detention.
- D. The second cutting offense will result in a minimum of an extended detention or in-school suspension and parent notification that upon a third instance of cutting, student will begin to lose credit for the course.
- E. The third cutting offense will result in loss of one credit from class in addition to other disciplinary consequences including suspension. All subsequent cuts will result in continued loss of credit (for example).
  - 3 cuts = 1 credit loss and suspension
  - 4 cuts = 2 credit loss and suspension
  - 5 cuts = 3 credit loss and suspension
  - 6 cuts = failure of the course for the year and removal from the course (Student will be remanded to in-school suspension for that period for the remainder of the year.)
- F. Any student who is removed from class for cutting will not be given the opportunity to enter another class during that period.
- G. A student who has lost one credit for cutting will be given a contract from Assistant Principal with the possibility of earning back the credit without another cut for the remainder of the year.
- H. A student who has been given a contract to earn back credit and has one additional cut will have the contract voided and will lose the opportunity to earn back any credit lost.

**Work missed due to cutting classes may NOT be made up.**

## FAILURE TO SIGN IN WHEN REPORTING TO SCHOOL TARDY

(Follow code for willful disobedience or truancy.)

## LEAVING SCHOOL PROPERTY BEFORE DISMISSAL/ FAILURE TO FOLLOW PROPER PROCEDURE

(Refer to Truancy, Invalid Absence from School or Invalid Absence from Class.)

## OUTRAGEOUS, INAPPROPRIATE, DEROGATORY REMARKS, AND/OR CONDUCT TO A STUDENT OR STAFF MEMBER (INCLUDING USE OF PROFANITY)

### FIRST OFFENSE

- 1-3 day suspension
- Parent conference

### SECOND OFFENSE

- 1-5 day suspension
- Parent conference

### THIRD OFFENSE

Referral to Superintendent for Board action and possible expulsion

## HARASSMENT/INTIMIDATION/BULLYING/HAZING/BIAS/ELECTRONIC COMMUNICATIONS INCIDENTS

Any form of discrimination, intimidation, any form of bullying including cyber-bullying/any electronic communications, and/or bias based upon one’s race, creed, national origin, affectional or sexual orientation is prohibited by State law and School Board policy.

### FIRST OFFENSE:

- Positive behavioral intervention, up to and including a 1-3 day suspension.
- In-school parent conference
- Possible referral to legal authorities
- Possible referral to Affirmative Action Officer
- Electronic involvement will include a 2-week loss of electronic device in school

### SECOND OFFENSE:

- 3 to 5 day suspension
- In-school parent conference
- Referral to appropriate school personnel and/or Affirmative Action Officer
- Possible referral to legal authorities
- Electronic involvement will include a 4-week loss of electronic device in school
- Mandatory positive behavioral intervention

### THIRD OFFENSE:

- 5 - 10 day suspension
- In-school parent conference
- **Referral to legal authorities**, as per NJSA 18a:37-15 1 (B)
- Possible referral to Superintendent for Board action / possible expulsion.
- Electronic involvement will include a possible loss of electronic device in school.

\*Students with concerns about harassment, intimidation, bullying, or bias incidents in school should inform classroom teacher, Guidance Counselor or Assistant Principal. The Assistant Principal, who is a member of the Affirmative Action Team, will follow Board policy and contact Affirmative Action Officer if necessary.

\*\* If a student is caught with electronic device(s) during a device suspension, this will result in the following: 1-3 day(s) suspension and the time of device suspension will be doubled.

All employees are required to address and report any alleged violations of this policy. A prompt investigation will follow, conducted by the appropriate school personnel.

False accusations of any incidents are prohibited and will be disciplined under the Uniform Discipline Code of Outrageous/Inappropriate Conduct.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. An administrator will determine consequence and appropriate remedial action for a person who engages in reprisal or retaliation after consideration of the nature and circumstances of the act in accordance with N.J. State and Federal Statutes and Law.

## LEAVING BUILDING TO PARKING LOT WITHOUT PERMISSION

### FIRST OFFENSE

Administrative Detention

### SECOND OFFENSE

- Two Administrative Detentions
- Possible loss of driving privileges

### THIRD OFFENSE

- One day in-school suspension
- Parent Conference
- Loss of driving privileges

## INAPPROPRIATE DISPLAY OF AFFECTION

Any personal contact beyond handholding is not acceptable behavior in the school setting.

### FIRST OFFENSE

Verbal reprimand and/or administrative detention

### SECOND OFFENSE

Two administrative detentions

### THIRD OFFENSE

- 1-day in-school suspension
- Parent Conference

**CHEATING**

**Plagiarism**

Kittatinny Regional High School recognizes that the open exchange of ideas and secondary source research plays a vital role in academics. Therefore, students are encouraged to engage in conversations with their teachers and classmates about their courses, their research, and even their assignments. These kinds of discussions represent life in a high school community. However, it is important for all students to acknowledge clearly when they have relied upon or incorporated the work of others including sentences, paragraphs, ideas, equations, photos or other images by citing the source of the work. We expect that all homework assignments, projects, power points, prezis, lab reports, papers, exams and any other work submitted for high school credit are the student’s own and if material is borrowed, that it is documented properly. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely (*Harvard Guide to Using Sources*).

Kittatinny’s policy on cheating, under which plagiarism falls, is as follows:

**FIRST OFFENSE**

- Conference between parent and teacher
- 1-3 days detention with teacher
- Zero credit -- no make-up
- Offense is recorded with Assistant Principal and Guidance Dept.

**SECOND OFFENSE**

- Letter sent home to parent
- Extended suspension
- Zero credit--no make-up
- Conference with student, teacher, parent, and administrator.

**THIRD OFFENSE**

- 1-3 days suspension
- Zero credit--no make-up
- Cheating offense entered into student's permanent record
- Conference with student, teacher, parent, and administrator

**STEALING**

**FIRST OFFENSE**

- 1-3 days suspension
- Parent Conference
- Full restitution

**SECOND OFFENSE**

- 3-5 day suspension
- Parent Conference
- Full restitution

**THIRD OFFENSE**

- Referral to Superintendent for Board action and possible expulsion
- Full restitution

**ENTERING BOYS/GIRLS LOCKER ROOM WITHOUT PERMISSION**

Kittatinny prohibits either gender from scheduling activities or entering the locker room of the opposite sex at ANYTIME (i.e., females decorating the boy’s locker room for football or wrestling during the fall or winter season and vice versa for the ladies locker room). At no time (prior, during, or after school) should boys or girls feel at ease entering the opposite gender’s locker room. Locker rooms at KRHS are to be used exclusively by designated gender assigned to that particular area and at no time should members of the opposite sex enter into them.

Respect of the designated locker rooms exclusivity must be encouraged and enforced by all of our faculty and staff so that the clear and concise message of “NO ENTRANCE FOR OPPOSITE GENDER” is understood. Violation of this policy will result in disciplinary consequences as stated under “Outrageous, Inappropriate and/or Derogatory Conduct” as above.

**EXPLOSIVE DEVICES**

Any device that, when activated, can explode in any way or give off fumes is a dangerous and/or disruptive influence in the school (for example, firecracker/smoke bombs). For any other explosive devices, refer to the destructive devices policy listed in the following section.

**FIRST OFFENSE:**

- 1-5 day suspension
- Parent Conference
- School Probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current season and/or academic semester
- Possible referral to legal authorities

**SECOND OFFENSE:**

- 5-10 day suspension
- Parent Conference
- School Probation - shall be excluded from all school social and extra-curricular activities for a period of not less than the current season and/or academic semester.
- Possible referral to legal authorities.

**THIRD OFFENSE:**

- Suspension plus referral to Superintendent for Board action and possible expulsion.
- Referral to Child Study Team.

**POSSESSION OF WEAPONS/DESTRUCTIVE DEVICES**

Any student with a deadly weapon, firearm, or destructive device in a school zone will be disciplined as follows:

- Expulsion from regular school for one year. The Superintendent may modify this on a case-by-case basis.
- Parental conference
- Referral to legal authorities

The Board of Education would be responsible for alternative education for the expelled student, either at an alternative school program or home bound instruction, or alternative educational settings in compliance with federal and state IDEA statutes.

“Deadly weapon” means any weapon with the meaning of N.J.S.A. 2C:39-1r, and includes any device readily capable of lethal use or of inflicting serious bodily injury, including, but not limited to, gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood and any weapon or other device which intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

“Destructive device” means any device within the meaning of N.J.S.A. 2C:39-1c and 1e.

“Firearm” means any firearm within meaning of N.J.S.A.2C:39-1f, and includes any handgun, rifle, shotgun, and machine gun or automatic or semi-automatic rifle regardless of whether such firearm is operable or loaded with ammunition.

**LOOK-ALIKE WEAPONS**

Students who bring items to school that give the appearance of a real weapon and/or create fear or anxiety in our students or staff will be subject to disciplinary action according to the state statutes and/or administrative policy dealing with outrageous conduct.

If these items are meant to simulate real weapons, state law regarding weapons possession will be adhered to.

**USE AND POSSESSION OF TOBACCO**

Use and possession of tobacco (smoking, chewing, snuff, E-Cigarettes) in school, on school property or at any school-sponsored event is prohibited.

Excessive smoke in the lavatory with students loitering in there will be dealt with the same as a first-offense smoker. If you are not smoking and others are smoking, **do not stay there**. Students are not to loiter or congregate in the lavatories. Loitering in the lavatories will result in disciplinary action. Any student seen in the lavatories an excessive number of times will be denied access to the hall lavatories and must use the Main Office lavatory.

**FIRST OFFENSE:**

- Confiscation of tobacco
- Letter to parents informing them that their child had been found smoking and must attend a series of smoke cessation meetings or 1-3 days in-school suspension
- If student opts for the smoke cessation classes and then "cuts" the class, then the 1-3 day in-school suspension will automatically go into effect.
- Possible referral to legal authorities

**SECOND OFFENSE:**

- Confiscation of tobacco
- 3-5 days in-school suspension
- Possible referral to legal authorities

**THIRD OFFENSE:**

- Five days minimum out-of-school suspension with parent conference.
- Referral to legal authorities.

**TREATS OF VIOLENCE TO OTHERS OR PROPERTY**

**Low/Medium Level:**

**FIRST OFFENSE:**

- 1-3 day(s) suspension
- Parent conference.
- Possible referral to mental health professional
- Possible referral to legal authorities

**SECOND OFFENSE:**

- Minimum 3-5 days suspension
- Parent conference
- Possible referral to mental health professional
- Contact to legal authorities.

**THIRD OFFENSE:**

- Minimum 5-day suspension
- Parent conference
- Referral to mental health professional
- Contact legal authorities
- School probation – minimum one full marking period

**High Level:**

**FIRST OFFENSE:**

- Minimum 5-day suspension
- In-school parent conference.
- Referral to mental health professional
- Contact legal authorities
- Possible school probation - minimum one full marking period

**SECOND OFFENSE:**

- Minimum 10-day suspension
- In-school parent conference
- Referral to mental health professional
- Contact legal authorities
- School probation – remainder of school year
- Possible referral to Superintendent for expulsion hearing before the Board of Education

\*Level of threat to be determined by descriptions of incidents in our "WHAT TO DO" Enforcement agreements with the Sussex County Prosecutors Office and the New Jersey State Police, along with a monograph entitled "A Threat Assessment perspective" by Critical Incident Response Group and the National Center for the Analysis of Violent Crime by the FBI.

**COMPUTER NETWORKS & TECHNOLOGY DISCIPLINE PROCEDURES**

**Computers are the property of Kittatinny Regional High School. The Administration reserves the right to investigate all files and e-mail boxes.**

**Level 1:**

**Inappropriate Use of Equipment**

This may include, but is not limited to, offenses that are mischievous in nature, but do not physically damage the equipment. For example: using another student's password, printing out or displaying offensive messages, playing computer games, etc.

A student can make up classroom assignments (which require a computer) after school. For a serious offense, the classroom teacher may also impose other penalties such as teacher detention.

**FIRST OFFENSE:**

Student is locked out of network for one week. He/she must report to Computer Lab to fill out a request to be reinstated. These requests will include space for student to indicate that he/she understands the offense he/she committed. All request forms will be kept on file.

**SECOND OFFENSE:**

Student is locked out of network for two weeks. He/she must report to Computer Lab to fill out a request to be reinstated. These requests will include space for student to indicate that he/she understands the offense he/she committed. All request forms will be kept on file.

**THIRD OFFENSE:**

Discipline referral with mandatory parent conference. Copies of past offenses will be supplied to appropriate Assistant Principal. A computer network lockout will be in effect until the parent conference has taken place.

If the offense is such that it could jeopardize teacher grades, tests, materials, or other students' work, student may be locked out of the KRHS Computer Network for the remainder of the year and placed on a stand-alone computer for course requirements.

**Level 2:**

**Physical Damage to Software, Hardware, or Peripherals**

This may include, but is not limited to the following: defacing equipment, taking equipment or disks, removing or changing cable connections, acquiring unauthorized system rights, i.e., giving someone supervisory status or rights; interfering with teacher/student material on network, etc. Students must be aware that disconnecting a cable in some computer labs or tampering with software may cause a part of the entire network to go down. This may take several hours to trouble shoot and correct.

**All Offenses:**

Discipline referral form with mandatory parent contact and payment for parts and labor. Students will be billed at vendor repair rate even if in-house personnel repair problem or replace equipment. Payment must be made before student is allowed to use any computer equipment. Student may be denied access to network for rest of the year. These monies will be returned to the account of the department where the damage occurred or to the school equipment repair account.

**Note:** These procedures will be implemented in conjunction with applicable Uniform Discipline Code guidelines.

**INTERNET ACCEPTABLE USE POLICY**

One of the goals of Kittatinny Regional High School is to promote educational excellence by facilitating resource sharing, innovation and communication for both students and staff. The Internet is one resource in accomplishing that goal. At Kittatinny, the use of the Internet must be in support of educational endeavors. The Internet is a rich source of information that would be impossible to find by other means. However, with access through the Internet to computers and people all over the world also comes availability of material that may not be considered to be of educational value in the context of school settings. There may be some material or individual communications that are not suitable for school-aged children.

In acknowledgement of the availability of inappropriate material and the potential for misuse of the Internet, Kittatinny Regional School District has adopted standards for acceptable use of the Internet when accessed at Kittatinny. It is impossible to control all materials on a global network and an industrious user may discover inappropriate information. Kittatinny Regional School District views information gathered from the Internet in a same manner as information gathered from other sources. Inappropriate material gathered from the Internet or any other source would be treated according to Uniform Discipline Code in the Student Handbook

**ACCEPTABLE Use of the Internet**

Acceptable use of the Internet includes but is not limited to:

- finding and using material that will enhance learning experiences designed by the educational staff;
- finding and using information that will enhance independent study projects;
- downloading information from the Internet after obtaining written permission from a teacher or Computer Lab Aide. (When you have acquired written permission, you may download the file to your personal directory and it will be scanned for viruses. You should move or delete these files in a timely fashion.);
- notifying a teacher if you receive any e-mail messages that are offensive, confusing, threatening or inappropriate;
- using acceptable standards of grammar when sending appropriate messages; and/or
- maintaining security. (Security is a high priority. If you identify a security problem, you must notify the system administrator immediately. Do not show or identify the problem to others.)

**UNACCEPTABLE Use of the Internet**

Unacceptable use of the Internet includes but is not limited to:

- searching for, going to or using sites which include pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language or other objectionable material;
- using the Internet access at school to play games or participate in multi-player experiences of any kind;
- using the Internet access at school to participate in chat sessions or chat rooms;
- downloading and saving a file from the Internet without written permission from your teacher or Computer Lab Aide;
- using the Internet or E-mail to send obscene, threatening, harassing, or inappropriate messages to others;
- using e-mail to contact and interact with others within KRHS during instructional time without explicit teacher permission;
- publishing your home address or phone number (use school's information: Kittatinny Regional High School, 77 Halsey Road, Newton, NJ 07860, 973-383-1800); and/or
- using another individual's account. (Attempts to log on as another user will result in cancellation of your privileges. Any user who has been identified as a security risk or having a history of problems with other computer systems may be denied access.)

FAILURE TO FOLLOW THESE INTERNET GUIDELINES WILL RESULT IN LOSS OF YOUR SCHOOL-SPONSORED INTERNET AND INTRANET ACCESS AND SUBJECT YOU TO DISCIPLINE ACCORDING TO THE UNIFORM DISCIPLINE CODE.

**VISUAL COMMUNICATIONS/VIDEO PRODUCTION ACCEPTABLE USE AGREEMENT**

The following agreement will be distributed in all Visual Communications/Video Production classes and will be signed by both students and parents.

- A. All equipment must be signed out properly and returned in the same condition. Students are personally responsible for all equipment signed out.
- B. All equipment is to be used in an appropriate manner and for school related projects that have been approved by the instructor.
- C. All out of class videotaping is to be pre-approved by instructor. When gathering footage of others, be courteous and show respect, ask permission to videotape them before you begin.
- D. Do not point a camera at anyone without first asking for his or her consent and do not point a camera into a class in session.
- E. Students may not enter any classroom including the cafeteria, gymnasium, trainer's room, main office, guidance office, pool area, auxiliary gymnasium, weight room, etc., without pre-arranged written permission and an appropriate pass.
- F. Students must show respect to any adult who questions his/her activities and must respond immediately if asked to do something or refrain from doing something.
- G. Students must maintain a professional appearance when out on assignment and avoid distracting others and drawing attention to themselves. Students should practice discretion at all times.

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- H. Never use camera as a means of intimidating/provoking others.
- I. Do not promote or videotape poor behavior, gestures, or inappropriate conduct. Students are responsible for all footage they gather.
- J. In the event that undesirable footage is acquired, re-record over that portion of the tape.
- K. Do not gather or bring any inappropriate footage to school. Preview all tapes before bringing them to school. Ignorance is not an acceptable excuse for any inappropriate footage that mysteriously appears on a student's tape.
- L. Any footage brought in, whether commercially produced or "home made" must be of a rating of no higher than PG and pre-approved by the instructor.
- M. Do not bring in any footage containing foul language, racial overtones, violence, sexual innuendoes, nudity, discrimination of any type, disrespect for governing authorities or anything that might possibly be considered inappropriate in our school setting. All judgments of instructor are final and any tapes containing footage deemed inappropriate will be confiscated and erased.
- N. No talk show footage may be brought to the class unless pre-approved and previewed by instructor. Avoid any footage that has parts of it pixilated or narration "bleeped" out.
- O. Any footage brought in is to be on one of student's personal class tapes and properly labeled with student's name. Avoid bringing in older and dirty tapes. Any tapes that are dirty will clog the video heads of our equipment.
- P. No one may enter any parking lot without permission from the instructor and a pass from the Main Office.
- Q. A "designated area" pass must be in your possession for all out-of-class assignments.
- R. When students leave the class as a group to work on an out-of-class assignment, the students must remain together as a group at all times. Do not split up to go to your locker, bathroom, etc. Leave together and return together.
- S. No one may enter any bathroom or locker room with a camera.
- T. No surveys are permitted unless prior approval is obtained from the School Superintendent or his designee.