



LAKE ZURICH COMMUNITY UNIT  
**School District 95**

# Student Teacher Handbook

Revised October 2018

**District 95 Administration Center**

832 S. Rand Rd. Lake Zurich, IL 60047-2459

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TABLE OF CONTENTS

SUPERINTENDENT’S WELCOME.....2

OVERVIEW OF COMMUNITY UNIT SCHOOL DISTRICT 95 .....3

THE STUDENT TEACHER.....

    Human Resources Requirements .....5

    Philosophy.....6

    Develop a Plan .....6

    Orientation .....6

    Letter of Introduction and Communication with Parents .....6

    Lesson Plans.....6

    Work Hours.....7

    Absenteeism.....7

    Dress .....7

    Interaction with Students .....7

    Classroom Management.....8

    Teacher Performance Assessment Program (edTPA) – Video Recordings.....8

    Respect for Privacy.....8

    Grounds for Dismissal .....9

APPENDIX

    Authorization Form.....10

    Student Teacher edTPA Agreement .....11

    Student Information Release Authorization.....12

    Cooperating Teacher edTPA Authorization Form.....13



Welcome to Lake Zurich Community Unit School District 95! We are pleased to have you join our learning community and are excited to have the opportunity to work with you.

The Student Teacher Handbook was designed to help you have a successful student teaching experience. By carefully reading the information included in this handbook and by following through on the suggestions given by your cooperating teacher, you will be better prepared to meet the challenges. As a result, you will find your teaching experiences more satisfying and rewarding and the young people with whom you work will receive greater educational benefits from your efforts.

Our school district's mission is to inspire all students to be passionate, continuous learners, and to prepare them with the skills to achieve their goals and flourish as responsible, caring citizens in a global community. The learners not only include our students, but our staff. It is my sincere hope that you learn all that you can about this difficult, but rewarding profession.

We are prepared to do all that we can to assist in providing a supportive environment during your student teaching experience.

I hope your student teaching experience is an exciting, challenging, and rewarding journey.

Sincerely,

Dr. Kaine Osburn  
Superintendent

# OVERVIEW OF COMMUNITY UNIT SCHOOL DISTRICT 95

## Mission Statement

The mission of Lake Zurich Community Unit School District 95 is to inspire all students to be passionate, continuous learners and to prepare them with the skills to achieve their goals and flourish as responsible, caring citizens in a global community.

## About Us

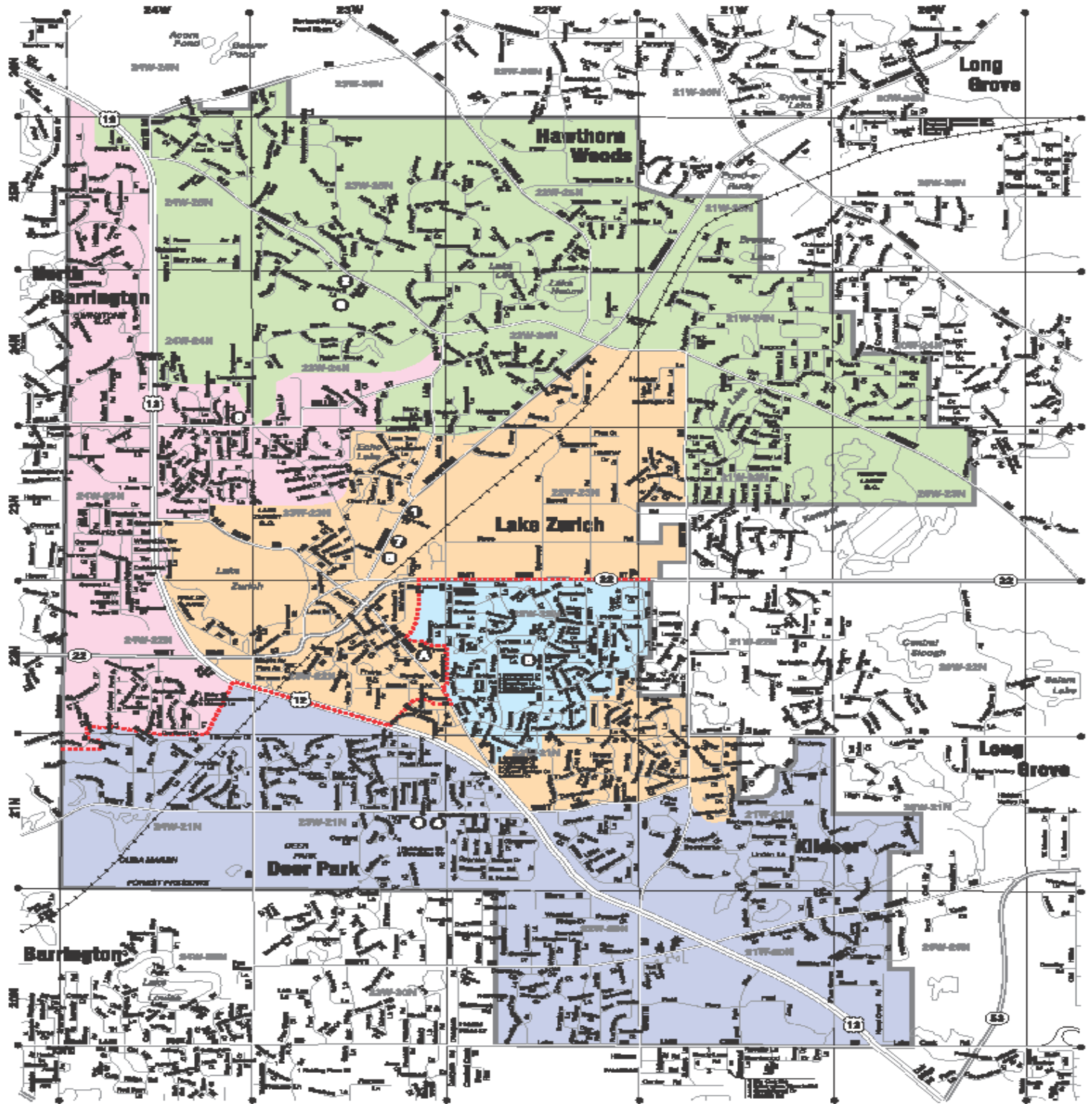
Located 38 miles northwest of Chicago, Lake Zurich Community Unit School District 95 encompasses an area of 19.4 square miles and serves the communities of Lake Zurich, Deer Park, Hawthorn Woods, Kildeer, unincorporated Lake County, and North Barrington.

District 95 is a community unit school district which serves students in grades Pre-K—12. We operate five elementary schools, two middle schools, one high school, a staff development center which houses IT, transportation, and maintenance services, and an administration center. The school district is governed by a group of seven elected community members, referred to as the Board of Education, who serve without compensation.


In addition to a comprehensive instructional program, various extra-curricular activities such as sports and fine arts are available to students. A full complement of services is provided in reading, learning disabilities, speech services, ELL and gifted education for those students who qualify. A nutritional hot lunch program is available in all schools. District 95 is affiliated with, and has services available from the Lake County Area Vocational Center and the Lake County Educational Service Center.

## School Bell Schedules

<b>School</b>	<b>Regular Schedule</b>	<b>Early Dismissal</b>
High School	7:55 am - 3:11 pm	7:55 am - 1:11 pm
Middle Schools	7:30 am - 2:20 pm	7:30 am - 12:20 pm
Elementary Schools (Grades 1-5)	8:35 am - 2:50 pm	8:35 am - 12:50 pm
Kindergarten AM	8:35 am - 11:10 am	8:35 am - 10:15 am
Kindergarten PM	12:15 pm - 2:50 pm	11:10 am - 12:50 pm



### COMMUNITY UNIT SCHOOL DISTRICT 95

- |   |  |  |   |
|---|--|--|---|
| <p><b>LAKE ZURICH SENIOR HIGH SCHOOL</b><br/> <b>GRADES 9, 10, 11, 12</b><br/>         306 Church Road<br/>         Lake Zurich, IL 60047<br/>         (847) 438-6106 Fax: (847) 438-5889</p> | <p><b>ISAAC FOX SCHOOL</b><br/> <b>GRADES K-8</b><br/>         705 W. Coble Road<br/>         Lake Zurich, IL 60047<br/>         (847) 640-7020 Fax: (847) 640-7882</p>        | <p><b>MAY WHITNEY SCHOOL</b><br/> <b>GRADES K-8</b><br/>         120 Church Street<br/>         Lake Zurich, IL 60047<br/>         (847) 438-2881 Fax: (847) 438-2898</p>    | <p><b>ADMINISTRATION OFFICE</b><br/>         408 E. Rand Road<br/>         Lake Zurich, IL 60047<br/>         (847) 438-2831 Fax: (847) 438-8702</p>  |
| <p><b>L.Z. MIDDLE SCHOOL-NORTH</b><br/> <b>GRADES 6, 7, 8</b><br/>         88 Hubbard Lane<br/>         Hawthorn Woods, IL 60047<br/>         (847) 718-3038 Fax: (847) 718-3820</p>          | <p><b>SARA ADAMS SCHOOL</b><br/> <b>GRADES K-8</b><br/>         836 Old Mill Grove Road<br/>         Lake Zurich, IL 60047<br/>         (847) 438-8088 Fax: (847) 438-7740</p> | <p><b>SPENCER LOONIS SCHOOL</b><br/> <b>GRADES K-8</b><br/>         1 Hubbard Lane<br/>         Hawthorn Woods, IL 60047<br/>         (847) 718-3380 Fax: (847) 718-3328</p> | <p><b>TECHNOLOGY/TRANSPORTATION OFFICE</b><br/>         66 Church Street<br/>         Lake Zurich, IL 60047<br/>         Transportation: (847) 438-3034<br/>         (847) 540-7036 Fax: (847) 438-0618</p> |
| <p><b>L.Z. MIDDLE SCHOOL-SOUTH</b><br/> <b>GRADES 6, 7, 8</b><br/>         435 W. Coble Road<br/>         Lake Zurich, IL 60047<br/>         (847) 640-7078 Fax: (847) 640-9488</p>           | <p><b>BETH PAINE SCHOOL</b><br/> <b>GRADES K-8</b><br/>         50 Miller Road<br/>         Lake Zurich, IL 60047<br/>         (847) 438-2188 Fax: (847) 438-2658</p>          | <p>SCALE<br/> <br/>         MILES</p>  |   |

Please note that this map is for general purposes only. For a specific school address, please contact the Transportation Department. (847) 438-2824

Prepared by:  
**MUNHAGEN & COMPANY, INC.**  
 600 North Higgins Street  
 Lake Zurich, IL 60047  
 1-800-248-7922  
 www.munhagen.com

# THE STUDENT TEACHER

## Human Resources Requirements

All student teachers must have all required documents on file in the Human Resources office prior to being allowed access to the classroom.

An Authorization Form must be presented to the school principal prior to admittance into the classroom. (Appendix A)

A new Authorization Form must be presented for each approved assignment.

The college or university must have complete documentation on file with the Human Resources office on the student teacher program prior to seeking a student teacher placement with District 95. Usually the required documents are sent by the college or university, however, if they do not it is the responsibility of the student to assure that all documentation has been submitted. The following is required:

- a. Proof of recent Physical (dated within 90 days of placement confirmation) \*
- b. Copy of fingerprint/criminal background investigation, FBI and ISP \*
- c. DCFS Acknowledgement of Mandated Reporter Status Form +
- d. Form 6.235-AP1 Acceptable Use of Electronic Networks (*middle and high school grade level practicums only*) +
- e. Copy of current Driver's License
- f. Information on class or course study that explains the requirements (grade level, subject, hours—this could be a class syllabus)
- g. Student and Cooperating Teacher edTPA agreement forms (student teachers only—not required for observation) +
- h. Legal Letter of Agreement between the College/University and CUSD 95

\* Cost responsibility of student teacher

+ Forms supplied by District 95 as needed

For questions please contact:

Carol Watkins at (847) 540-4945 or Carol.watkins@lz95.org

## **Philosophy**

The student teaching internship consists of a gradual assumption of teaching responsibilities. Ultimately, a student teacher is expected to assume full responsibility for preparing and teaching the same number of classes as their cooperating teacher.

## **Develop a Plan**

As early as possible, confer with your cooperating teacher(s) to design a plan, a document that summarizes the anticipated overall plan for student teaching week by week. This plan should include your goals for each week along with responsibilities needed to carry out this plan.

## **Orientation**

Ask your cooperating teacher(s) to help you become familiar with the schools facilities and routines, emergency procedures, resources and support personnel, and -very importantly- the 'ground rules' that students and you as a student teacher, are expected to follow in the school and your classes.

## **Letter of Introduction and Communication with Parents**

Each student teacher needs to compose a letter of introduction to the parents of the students in his/her classroom. This letter might include the student teacher's educational background and a brief personal history. All written communication should be proofread carefully. The cooperating teacher should approve the letter before it is sent home.

Cooperating teachers will model and guide the student teacher in communicating with parents, whether by phone, writing or email. The student teacher must get approval from his/her cooperating teacher before communicating with the parents in any form.

In District 95, district-wide conferences are held in November. Additional conferences may be scheduled if teacher or parents deem it appropriate. The cooperating teacher will let the student teacher know if it is suitable to sit in on these conferences.

Newsletters are another way teachers communicate with parents. The cooperating teacher will model a class newsletter or give the student teacher an example of what is expected. The student teacher needs to have the newsletter approved by the cooperating teacher before it can be sent home.

## **Lesson Plans**

The student teacher will be required to write and coordinate daily and weekly lesson plans with the cooperating teacher. Grading policies and assignments should align with the cooperating teacher's philosophies as well as individual student needs.

## **Work Hours**

The student teacher should adhere to the cooperating teacher's contractual work hours. While this is the minimum work day required of teachers, it is difficult to accomplish all that is needed without putting in extra time before and after school. A student teacher's willingness to put in the necessary hours reflects a commitment to his/her future career.

## **Absenteeism**

Student teachers are expected to be at school every day school is in session. Any exceptions should be worked out with the university supervisor and cooperating teacher. Student teachers should follow the school calendar and are entitled to all holidays and vacations which occur during student teaching and are recognized by the district. If a student teacher needs to miss a day because of illness or an emergency, he or she should contact the cooperating teacher and university supervisor as soon as possible. In accordance with university guidelines, the university supervisor will decide if this time needs to be made up.

As is the case for all teachers when absent, a detailed lesson plan is required for the substitute. Should the lesson plan book be in the possession of the student teacher, a copy of the plans for the substitute should be sent via email to the cooperating teacher to fill the role of the 'substitute teacher'.

## **Dress**

Student teachers should always strive to make a positive impression on colleagues, administrators, students, and parents. In general, student teachers should wear attire that presents them as professionals. Clothes that appear sloppy, overly casual, or inappropriate can distract students and result in negative attitudes. A good rule of thumb to follow is to wear clothes considered "business casual."

Teaching at the elementary level may require more active, on-the-floor type of interaction with the students. Therefore, dress at the elementary schools will probably be a bit more casual than those at the middle schools and high school.

In order to determine the appropriate dress, the student teacher should follow the recommendations of the cooperating teacher.

## **Interaction with Students**

Developing good rapport with students is an essential tool to successful teaching. However, depending on the grade level, this can be a rather delicate matter. For the student teacher whose assignment is at the high school, the age difference between the student teacher and the student is minimal. In some cases, the students may look upon the student teacher as peer rather than a teacher. The student teacher must impress upon the students that they are participating in a "student-to-teacher" relationship rather than a "peer-type" relationship.



## **Classroom Management**

In order to establish a classroom environment which is conducive to learning, it is imperative that all teachers maintain effective control of their classrooms. Routines should be established for everyday tasks such as asking questions, obtaining or collecting assignments, exchanging papers, sharpening pencils, etc. The establishment of routines will minimize conflicts between students, and help to maintain a good learning environment.

Teaching style will have a significant impact on the manner in which disciplinary issues are handled in each classroom. Regardless of teaching style, it is important that every teacher make classroom rules clear to the students, and that these rules are applied fairly and consistently every day. It is advisable to also share these rules with the parents of your students.

Teachers should strive to maintain a friendly social climate, keeping in mind that it is normal for students to test rules and challenge authority. Sarcasm should be avoided, as many students either do not understand it, or may be upset by such remarks, even when innocently made.

Students who are idle, or are confused about what is expected of them are most prone to becoming discipline problems. The teacher who can focus students' attention and provide interesting activities will have fewer disciplinary problems. It is never acceptable for a teacher to shout at students or use corporal punishment.

## **Teacher Performance Assessment Program (edTPA) – Video Recordings**

As part of the clinical practice component, some universities require the participation in the Teacher Performance Assessment program (edTPA). This would require the submission of a professional portfolio which includes evidence of the student teaching classroom experience. This evidence includes video recordings of the student teacher engaged in classroom instruction with students and samples of student work (with the student's name redacted).

This is a very complex and sensitive requirement. The following forms must be completed and returned to the Cooperating Teacher prior to the video recordings: Student Teacher edTPA Agreement, Student Information Release Authorization and Cooperating Teacher edTPA Authorization Form (Appendix B).

Please refer to the Student Teacher edTPA Agreement (Appendix B) for detailed requirements and instruction. Failure to abide by the Student Teacher edTPA Agreement may result in any and all necessary action against the student teacher, up to and including the report of non-compliance to the Illinois State Board of Education.

## **Respect for Privacy**

Student teachers are expected to maintain a professional attitude in regard to all activities undertaken during their placement. Particular care should be taken with the rights of privacy of children and parents. In the event a student teacher is unsure of the proper procedure to be followed in a given situation, he or she should first consult with the cooperating teacher. If the cooperating teacher is unavailable, the student teacher should consult with appropriate administrative personnel.

## **Grounds for Removal from Assignment**

A student teacher who demonstrates unethical or unprofessional behavior or fails to meet the pre-established requirements can be terminated from his or her placement by the cooperating school or university. A representative from the cooperating school and the college or university will make this decision.





## APPENDIX B

### Student Teacher edTPA Agreement

I, \_\_\_\_\_, am a candidate for an education degree from \_\_\_\_\_ . As part of my clinical practice component, under the Teacher Performance Assessment program (“edTPA”) I must submit a professional portfolio which includes evidence of my student teaching classroom experience. This evidence includes video recordings of me engaged in classroom instruction with students and samples of student work (with the student’s name redacted).

I hereby promise to comply with the edTPA requirements concerning the submission of materials. I understand parents and students will be asked to provide their consent before I may videotape any classroom instruction. Once the consent forms are distributed and returned to the school, I will only include within the viewing area of my video recording device those students for whom I have received a signed form consenting to be videotaped. I will not refer to any student by name who elects not to be videotaped, but determines to participate in the videotaped classroom discussion while seated outside of the filming range. I will only submit written student work from those students on whose behalf I receive a signed form consenting to have their work submitted. I will redact all student names from any written material I submit. I will submit any videotapes only to \_\_\_\_\_ and Pearson Education. Prior to uploading my professional portfolio, I will not show these materials to anyone who is not authorized to view them. I will not personally retain any copies of videotapes or student work samples after I ensure they have been properly submitted. I understand that, if I fail to abide by these promises, Lake Zurich Community Unit School District No. 95 may take any and all necessary action against me, including, but not limited to, reporting my non-compliance to \_\_\_\_\_ and reporting my non-compliance to the Illinois State Board of Education.

\_\_\_\_\_  
Print name of student teacher

\_\_\_\_\_  
Signature of student teacher

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of witness

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Date



### Student Information Release Authorization

Dear Parent/Guardian:

Your child is enrolled in List name of class in which Name of Student Teacher, a student teacher from Name of University, is completing the program requirements to become a licensed teacher. Recently, the State of Illinois established new licensing requirements for college students working toward becoming a teacher. In addition to fulfilling a student teaching classroom experience, the teacher-candidate must submit a professional portfolio which includes one or more short video recordings of the student teacher interacting with students in the classroom, as well as written examples of student work (which are submitted anonymously).

This new program is known as the Teacher Performance Assessment program (“edTPA”). It was created by Stanford University for the purpose of developing a valid and reliable assessment to measure performance of future teachers and lead to improvement in the programs that prepare them. The student-teacher’s professional portfolio – including the video recordings and anonymous student work examples - will not be made public. They will be submitted to and reviewed only by Name of University for educational purposes, including program improvements, assessment development and professional development and by Pearson Education for official scoring. Lake Zurich School District No. 95 will not retain any copies of the video recordings.

#### Student Release Form

I am the parent/legal guardian of the child named above. I have read and understand the purpose of the Teacher Assessment Program outlined above in this letter.

Please complete the following form regarding your student’s participation in this program:

Student’s Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

I, \_\_\_\_\_, *give permission/do not give permission* (please circle one) for the inclusion of my student’s image in the above referenced video recordings as he or she participates in class. I understand that, if I do not give permission, my child will not be within the viewing area of the video recorder. If my child asks/answers any questions during the videotaped lesson, his/her voice may be heard, but he/she will not be referred to by name.

I, \_\_\_\_\_, *give permission/do not give permission* (please circle one) for my student’s written work samples to be included in the student-teacher’s progress assessment conducted by the above referenced institution of higher education . I further understand that my student’s last name will not appear on any of the written work samples submitted.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature (if 18 or older)

\_\_\_\_\_  
Date



## Cooperating Teacher edTPA Authorization Form

The State of Illinois recently established new licensing requirements for college students working towards becoming a teacher. In addition to fulfilling a classroom field experience, the student teacher must submit a professional portfolio which includes one or more short video recordings of the student teacher instructing and interacting with students in the classroom, as well as written examples of student work (which are submitted without the students' names).

This new program is known as the Teacher Performance Assessment program ("edTPA"). It was created by Stanford University for the purpose of developing a valid and reliable assessment to measure performance of future teachers and lead to improvement in the programs that prepare them. The student-teacher's professional portfolio – including the video recordings and anonymous student work examples - will not be made public. They will be submitted to and reviewed only by the student teacher's college or university for educational purposes, including program improvements, assessment development and professional development and by Pearson Education for official scoring. Lake Zurich School District No. 95 will not retain any copies of the video recordings.

Parents of the students assigned to a classroom with a student teacher will receive a Student Release Form which allows the parent, on behalf of their child, to opt in or out of: (1) being included in the video recording; and (2) having redacted copies of their written work submitted with the student teacher's professional portfolio. Parents who do not consent to their child being included in the video recording are informed their child will not be within the viewing area of the video recorder. Additionally, parents are informed that, if they opt out, and their child asks/answers any questions during the recorded lesson, their child's voice may be heard, but the child will not be referred to by name on the recording.

\*\*\*\*\*

## Cooperating Teacher Release Form

As a condition of serving as a Cooperating Teacher, you must agree that you will:

- (1) Distribute, collect and review all Student Release Forms. (Once reviewed, the Student Release Form must be sent to \_\_\_\_\_);
- (2) Ensure that only those students whose parents consented to their inclusion on the video recording are visible in the viewing area of the video recorder. (All other students should temporarily sit in another area of the classroom);
- (3) Ensure that none of the students who are seated outside the viewing area are referred to by name while the videotaping is underway; and
- (4) Ensure that student written work samples are only collected from those students whose parent(s) granted permission and also ensure the students' names are redacted by the student teacher.

Additionally, you must give your permission to have your image/voice/name included in the student teacher's video recording.

I acknowledge that I read and understood this Cooperating Teacher edTPA Authorization Form. I agree to accept the responsibilities outlined in this Authorization Form and I also agree to report any compliance issues or irregularities to \_\_\_\_\_.

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*PLEASE NOTE:** The wording of this document from our District Policy and Procedure Manual applies directly to District Staff and indirectly to Adjunct Staff (i.e. Student Teachers) of whom the same behavior is expected.

## **Instruction**

### **Administrative Procedure - Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### **Terms and Conditions**

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.



**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Our School District allows students to participate in a curriculum-based Bring Your Own Technology (BYOT) Program

The teacher's role in the program is that of instructor in your child's classroom. Teachers cannot spend time fixing technical difficulties with BYOT devices. Parents/guardians and their children share the responsibility for technical support and providing a properly charged BYOT device. If a BYOT device has technical difficulties: (1) a District-owned device may be provided, if available, or (2) students may be asked to partner with another student who has a functioning BYOT device during a lesson. The District will also expect you and your child to keep the BYOT device free

from viruses, malware, and/or any other harmful programs that could damage the District's electronic network. Finally, the right to privacy in your child's BYOT device is limited while it is on any school property.

The program is designed for educational purposes and that the District's Internet gateway must be accessed to minimize access to inappropriate material. The District, its employees, agents, and Board members, shall be held harmless for any harm caused by materials or software obtained via the District's network and compliance with federal law(s) (the Children's Internet Protection Act (CIPA) requirements).

The District does not provide liability protection for BYOT devices, and it is not responsible for any damages. A child's privacy rights in his/her BYOT device while on any school property are limited as outlined in Board policy.

The purpose of the District's BYOT program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:

- a. Students who participate in the BYOT program should access the Internet only through the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy. The District cannot be responsible for any content accessed by students who access the Internet outside of the District network. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOT participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOT device with another student. Report inappropriate content and conduct to your classroom teacher.
- b. Follow the standards of your parents/guardians. The District respects each family's right to decide whether or not to participate.
- c. Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOT devices is encouraged. The District may examine any BYOT device that it suspects is causing network problems or may be the source of an attack or virus infection.
- d. Use of a BYOT device is subject to policy 7:190, *Student Discipline*. That means BYOT devices are for curriculum-based instruction only. Devices are still prohibited in restrooms and locker rooms.
- e. Transmit only appropriate content while using the District's electronic network. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, *Search and Seizure*. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
- f. Charge all BYOT devices prior to school every day. Turn off and keep BYOT devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOT devices or close the screen. All BYOT devices must be in silent mode and put away when directed by teachers.

#### Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhances Education Through Technology, 20 U.S.C §6751 et seq.

720 ILCS 135/0.01.

### Staff Member Authorization for Electronic Network Access

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action for willful or malicious violation of the policy may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet. I also understand that violation of this policy constitutes gross disobedience and misconduct, which will be grounds for discipline, up to and including suspension and/or dismissal.

In the event that a staff member has been identified for alleged misuse of the Electronic Network resources provided by District 95, that individual will be provided due process:

- Notification of the alleged violations will be provided to the alleged violator outlining the violation(s) to be addressed.
- A hearing will be convened to provide the alleged violator with the opportunity to respond to the violations identified.
  - At this hearing (either formal or informal) the alleged violator will have the right to have representative support during the hearing.
  - The administrator responsible for conducting the meeting will provide the alleged violator the opportunity to respond to the alleged violations.
- Following the hearing, the administrator will make the determination of what disciplinary action should be taken, if any, regarding the violation based upon the severity of the violation.

Name (*Please print*) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form is to be signed at the time of initial District hiring and maintained in the employee's personnel file.