



ELLIS MIDDLE SCHOOL ADDENDUM

Please refer to the APS Student Handbook, the Student Rights & Responsibilities document, and the School Board Policies for additional information.

Dear Parents and Students,

Ellis Middle School is a learning environment for approximately 770 students. It is critical that we provide consistent expectations and procedures for middle school students. At Ellis Middle School the following expectations have been established:

- Be Respectful
- Be Responsible
- Be Safe

We would like to thank parents in advance for their support in helping us make Ellis Middle School a respectful, responsible, and safe environment for learning.

Thank you,
Ellis Middle School Staff

Ellis Middle School

1700 4TH Ave SE

Austin, MN 55912

Facebook: Ellis Middle School 492

Telephone: (507) 460-1500

Website: www.austin.k12.mn.us

Attendance: (507) 460-1506

Attendance e-mail: ellis.attendance@austin.k12.mn.us

Important Contact Information

General Information:	460-1500
Activities/Athletics:	460-1521 (kelly.lang@austin.k12.mn.us)
Attendance:	460-1506 (ellis.attendance@austin.k12.mn.us)
Dean of Students:	460-1508
Counseling Office:	460-1508
Grade 7 Counselor:	460-1513
Grade 8 Counselor:	460-1517
Health Services:	460-1507
Principal:	460-1502

Success Coaches

- Spanish	460-1515
- Anuak, Arabic, Nuer	460-1215
- Dinka, Arabic	460-1108
- Karen, Burmese	460-1514
- All other languages	460-1107

Teacher email addresses are available on the web at <https://ellis.austin.k12.mn.us>.

GENERAL STUDENT INFORMATION

Lost and Found

Lost and found articles may be found outside the Student Services Office. Items may be disposed of after thirty days.

Confiscated Items

Items confiscated by the administration will be kept until the end of the school year; at year end, they will be thrown away if not retrieved by the family.

Announcements

Announcements to students concerning activities, meetings, sports events, etc. will be given at appropriate times during the school day. Listen carefully to these announcements. If any student wishes to have announcements read, he/she must obtain permission from the Principal's Office.

Student ID Card

Each student will be issued one card with their picture on it. The card will identify Ellis students and serves as a bus pass, lunch card, event pass, and library card. Students are required to show their identification card upon request of any staff member or bus driver. If you lose your card, you may go to the student services office during advisory to order a new card at the cost of \$5.00. If you do not have \$5.00, your parent/guardian will be billed.

Backpacks & Lockers

Backpacks can be used by students to carry their books, electronic devices and school related items throughout the day. In addition, students will be issued lockers to store their belongings. All backpacks should be stored under student desks/tables while in the classroom to ensure movement within the classroom is not restricted.

STUDENT EXPECTATIONS

At Ellis Middle School we are a community of staff, students and parents dedicated to fostering a school of positive behavior. Below you will see guidelines to assist you in learning our school expectations and how each area represents multiple areas of PBIS.

Be Respectful

- Swearing, harassing, and sexual language are not acceptable at any time at Ellis.
- Respect for the school environment is expected in all parts of the building.
- Furniture is to be used for its intended purpose and needs to stay in its original location.

Be Safe

- Respect personal space – horseplay, shoving, pushing, and public displays of affection are not appropriate at school.
- All students are to leave the building immediately after school. No one should be in the building unless under teacher supervision. Ellis Middle School supervised building hours are 7:45AM - 3:15PM. Athletics, clubs, other school activities, and detention are among the accepted reasons for staying beyond dismissal time or arriving early.
- Know emergency exits and follow procedures quickly and quietly when necessary.

Electronic Devices

- Games, phones, Smart watches, and electronic items should not be brought to school, and the school is not responsible for their damage or theft.
- Cell phones are not to be used or visible between the hours of 8:00AM-3:00PM.
- Consequences for cell phone use are as follows:
 - 1st Incident: Students may retrieve their phone in the office after school at the end of the school day.
 - 2nd Incident: Office staff will call parents and students can get their phone after school.
 - 3rd Incident: the cell phone may be kept at school until a parent can come to school and get the phone from administration/office staff. A meeting with the student, parent, and administration may take place at this time. Administration will enter as a behavior referral in Infinite Campus.
 - 4th Incident: Administration may call parents to request that their son/daughter not be allowed to bring a phone to school.
- Laser pens and lights are both a safety and nuisance concern. They are not allowed in school, at school activities, or on buses.

Student Dress and Appearance

Please refer to school board policy 504 for details regarding student dress:

<https://www.austin.k12.mn.us/district-offices/school-board/district-policies-posts/policy-detail/~board/school-board-policies/post/policy-504-student-dress-and-appearance>.

Be present

If you must be absent, get your assignments immediately upon coming back to class by checking with a classmate, checking Schoology or OneNote, or following the plan your teacher has set up. You will be expected to work during Advisory period, before or after school and at home to complete the work you missed. Failure to make up the work will affect your learning and could also be reflected in your grade.

Be on time

Have your pencil sharpened, be in your seat, have materials out, be quiet and ready to start class at the time class is scheduled to begin. If you must come in late, do so with the least interruption possible. Be sure to explain your tardiness before you leave. Excessive avoidable tardiness may lead to loss of privileges/detention.

Have a pass in the hall

All students will have a pass while in the hallway unless it is during passing time between classes. Take care of restroom and drink needs at designated breaks or passing times.

Always have your materials with you

It is the student's responsibility to come to class prepared and ready to learn.

ATTENDANCE INFORMATION

Admits and Excuse

Absentees are to report to the Attendance Office upon returning to school. A note from home explaining the reason for the absence is to be given to the attendance secretary. Parents should call or email the Attendance Office before 8:30 a.m. each day that the student is absent. Attendance Office: 460-1506 or ellis.attendance@austin.k12.mn.us . Students must check-out through the attendance office before leaving the building during the regular school day and will be released only by presenting a note from a parent/guardian to the Attendance Office, or via a parent/guardian phone call.

Entering and Leaving the Building

- If you arrive at school early, you must use the main entrance to the building. Students involved in misbehavior before school will be restricted to a designated area.
- Students arriving or leaving during the school day must do so through the main office. Students that do not follow this practice will receive "unexcused" absences.
- All students are to leave the building immediately after school. No one should be in the building unless under teacher supervision. Athletics, clubs, other school activities, and detention are among the accepted reasons for staying beyond dismissal.
- All visitors to Ellis Middle School must enter through the main office to receive a VISITOR'S PASS. It is forbidden for students to let anyone in the building without permission or to "wedge" a door open for later access.

Tardiness

Students are expected to arrive at school and to class on time. Students who arrive at school late are to report to the Attendance Office upon arrival. Students tardy to classes other than first period will report directly to class without stopping for an admit slip. Teachers will record all tardiness. Tardies will accumulate throughout the semester. A student that arrives to class within 10 minutes after the bell will be considered tardy for that period. If a student is absent for more than 10 minutes of class, that is considered a full "cut". There will be consequences for excessive tardiness and for cutting class.

Unexcused Absences

Without a note, phone call or e-mail from a parent or guardian, an absence will be unexcused. However, it can be changed to excused if a note, phone call or e-mail is given/sent to the Attendance Office the following day. Excessive absences will be reviewed on a regular basis and may result in a truancy petition and mandatory court appearance for the student and parent/guardian. A juvenile court may order that a child's parent or legal guardian deliver a child to school at the beginning of each school day for a length of time specified by the court.

Excessive Absences

Letters will be sent after 3 and 7 excused or unexcused days of school missed. These letters will contain further directions regarding attendance procedures. These procedures may include the need for a doctor's note for further absences. The school reserves the right to file truancy against any student meeting the definition of truant based on Minnesota Statute Chapter 260A Truancy.

PHYSICAL EDUCATION

Medical Excuses

For physical education a medical excuse must be obtained from your doctor and delivered to the school nurse. If you have not had a chance to see a doctor, a note from your parent or guardian should be taken to your PE teacher to request an excuse for that day. Such notes will allow students to be excused for up to three consecutive school days from PE class. Requests to be excused for more than three consecutive school days must be approved by your doctor. These missed days will need to be made up with your PE teacher.

Physical Education Uniform

The recommended uniform for physical education consists of athletic shorts (which follows the school dress code policy) and/or sweatpants, required PE t-shirt, socks, and athletic shoes. Other clothing may be approved in advance by the physical education teacher. For cleanliness, it is important to change clothes for the day's activity; therefore, clothing worn to school should not be worn to PE. Your gym clothes should be washed regularly.

Student Lockers

- Each student is furnished with two lockers at Ellis Middle School. Hall locker assignments are made by grade level at registration time, and physical education lockers are assigned by the physical education instructors. Expensive items or large amounts of money should not be brought to school. Games, collectibles and other playthings should be left at home. You are responsible for all items you bring to school. Personal property is not insured for loss or damage.
- Students should not share lockers or combinations. Locker combinations are changed each summer. Students will not write on lockers and will use only their assigned locker. Students are responsible for the contents of their locker, and items found within are considered in the student's possession. At the end of the school year, students will be financially responsible for any mistreatment of their assigned locker.
- If students choose to decorate the inside of their locker, they may only use magnets. The use of tape or other adhesives is not permitted.
- Any message on the outside of the locker must be approved by a building administrator.
- State of Minnesota school locker policy states that: "School lockers are the property of the school district. At no time does the school district relinquish its' exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LUNCHROOM

Cafeteria Privilege and Loss

Students eat in the cafeteria during their lunch period. Some students may lose this privilege for specified periods of time because of infractions at lunchtime. It is up to you to see that your school behavior is such that you do not lose your privileges. Those who do lose privileges may be assigned to a different area during their lunch period. Excessive infractions will result in the notification of parents and additional disciplinary actions.

Lunch Procedures

- Students will be assigned to a specific lunch period. Ellis Middle School is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office.
- It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. If you sit down at your table and notice that the table or the floor around it is dirty, please notify a lunchroom supervisor; if you don't, you will be expected to clean up the mess.
- After eating, place all papers and scraps in containers; return all dishes and trays to the proper places. Food, drinks and utensils may not be taken out of the cafeteria. Minnesota State Law forbids the bringing of food prepared at home to school to be distributed to other people.
- Restroom passes must be obtained from lunchroom supervisors. Students remain in the cafeteria for their entire lunch period unless other areas are designated. Supervisors will dismiss students.

GRADING FOR LEARNING

Ellis Middle School recognizes that grading, homework, make-up opportunities, report cards, and reporting practices in general should be consistent, accurate, fair, meaningful, research-based, and connected to state and national standards. Students at Ellis are responsible for their academic behavior.

The Key Components of the grading system that students are responsible for include:

- Completing assigned practice work as directed and on time
- Checking their student portal accounts regularly
- Taking advantage of additional assistance

Important Considerations for Students:

- Extra credit will not be offered.
- Students will have the opportunity to retake an assessment by initiating the retake, creating a plan with the teacher to remediate, and setting a date to retake. Teachers might not allow retakes for the last assessment of 4th quarter.
 - The retake request must be completed within 10 days of the assessment being returned/reviewed with students.
 - Reassessment beyond tests in the cases of large projects are left to the discretion of the academic department.
 - Students can retake an assessment when required practice work for the section or unit is turned in. Individualized remediation may replace the other requirements when offered by the teacher.
- Students will receive a minimum of 50% on all accepted completed work.
- Students must complete all assessments each quarter. A missing assessment will affect the final quarter grade. Non-compliance will result in the assessment remaining missing (zero) and the grade earned being posted.

The grade for each course will be made up of practice work (classwork and assignments) and assessments. Practice work will be 10% of the grade and assessments will reflect 90% of the grade reported. The letter grade scale for your classes is as follows:

A = 100-94	A- = 93-90	
B+ = 89-87	B = 86-84	B- = 83-80
C+ = 79-77	C = 76-74	C- = 73-70
D+ = 69-67	D = 66-64	D- = 63-60
F = 59-0		

ACADEMIC DISHONESTY POLICY

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is necessary to devise a written policy on academic honesty that is fair and involves a procedure that can be clearly understood and followed in the interest of justice and due process.

Definition of Academic Dishonesty (cheating):

Presenting, as your own work, material that is not a true or valid representation of your own ideas or helping others to do the same.

Some forms of dishonesty are:

- Working with other student(s) on an assignment (without teacher permission)
- Using written material on an assessment without the teacher's permission
- Copying another person's work/practice
- Copying from a published work
- Knowingly allowing others to copy your work
- False score reporting

Determination of Academic Dishonesty:

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- Meet with the student involved, provide evidence of suspected academic dishonesty, discuss and determine whether it has occurred.

- If there is sufficient evidence of academic dishonesty, the student and teacher will meet with administration. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

Consequences of Academic Dishonesty:

- First offense: Discipline referral; parent contact by the teacher. The student will need to redo the assignment/assessment.
- Additional offenses: Discipline referral; parent contact by the administration. The student will need to redo the assignment/assessment.

STUDENT ACTIVITIES

Athletic Activities

- Athletic activities are open to boys and girls, and every student is encouraged to take part. With the large selection of activities available, every student should find one in which he/she can participate and enjoy.
- Students are reminded that homework, make-up work, and detentions take priority over athletic activities.
- During the appropriate season for these activities, announcements will be made to inform students of starting times and meeting places. Students are not allowed to participate while suspended or truant.
- Student athlete grades will be checked on Thursdays on a weekly basis during their respective sport season. Any athlete failing 2 or more classes will be required to participate in practices but will not be eligible to participate in the games (including traveling) from Friday to the following Thursday.

Other Activities

There are many clubs and organizations to be involved in at Ellis: Art Club, Math League, Spelling Bee, Student Council, National Junior Honor Society, Peer Power Partners, Science Olympiad, STAND are some examples. If interested, students should contact club advisors, the office, or visit the web site for more information.

Behavior Consequences

Students who receive a half day or more of ISS or OSS will not be allowed to participate in the next contest/activity.

Students assigned to ISS/OSS are not eligible to attend school sponsored events during the day of suspension.

Social Events

School sponsored events are held throughout the school year. Participation is reserved for Ellis Middle School students currently in attendance. Students who have been suspended, expelled, truant, or assigned to an educational program other than Ellis Middle School will not be admitted to these functions. Any exceptions must have prior approval by the school principal or assistant principal. All usual expectations for student conduct also apply to these events. Supervisors may remove any student whose behavior is not acceptable.

Ellis Athletics 2023-24

Fall Sports: 8/21-10/17

Fall sports sign-up will open on 7/1.

Ellis Fall Sports: Football, Volleyball, Boys & Girls Soccer, Boys & Girls Cross Country Girls Swimming, Girls Tennis, and Trap Shooting are High School programs and require High School Participation Forms/High School Fees

Winter Sports: 10/23-2/23

Winter sports sign-up will open in October.

Ellis Winter Sports: Boys & Girls Basketball, Dance Team

Boys Swimming, APDT, Archery, Girls Hockey, Gymnastics, and Wrestling are High School programs and require High School Participation Forms/High School Fees

Note: Girls Basketball will run 10/23-12/22 and Boys Basketball will 1/2-2/23

Spring Sports: 3/18-5/17

Indoor practice until weather permits.

Spring sports sign-up will open in February.

Ellis Spring Sports: Boys Golf, Boys & Girls Track & Field, Baseball, Softball

Boys Tennis, Girls Golf, Adaptive Bowling, and Trap Shooting are High School programs and require High School Participation Forms/High School Fees

Eligibility Requirements

- Current Sports physical on file – physicals are good for three years
- \$70 Participation fee per sport. Free lunch = free sports; reduced lunch = \$35.00

Ellis Middle School Online Sports Registration Steps

- Registration is done through parent portal by clicking on “school store.” If you do not see the Ellis sports options, that means there is no physical on file for your child. If you forgot your parent portal password or need to sign up for parent portal, please contact portal@austin.k12.mn.us
- Student athlete grades will be checked every Thursday during their season. Any athlete failing 2 or more classes will be required to participate in practices but will be ineligible to participate/travel in the games/events scheduled from Friday through the following Thursday.
- Games and practices can be found on the Big 9 website: <https://big9conference.org/public/genie/4/school/8/>. Please check this site often as practice/games may be changing.
- If you have any questions about registering, please contact Kelly Lang (Ellis Athletic Director) at kelly.lang@austin.k12.mn.us .

MEDIA CENTER

Students may only be in the IMC when they are supervised by an adult. This will include coming only during open hours and/or coming with a class. There are a wide variety of materials available for check out. Students will find materials to help them with their classroom assignments and projects as well as reading for enjoyment. Fiction and non-fiction can be checked out for two weeks. Lost materials will need to be paid for according to the replacement cost.

STUDENT SUPPORT PROFESSIONALS

This information is brought to you from the offices of Student Support Professionals. You may be asking “What is a School Counselor, Social Worker, or Success Coach and what do they do?” We are all professionals trained to help youth and their families get the most out of school and plan for their futures.

It is our job to help youth with academic, social, and emotional issues that are often too difficult to tackle without assistance. Some of the services we provide include:

- class scheduling,
- 1:1 counseling,
- small group counseling,
- classroom guidance,
- teacher collaboration regarding classroom accommodations/modifications and
- referrals to community organizations.

In addition, our School Success Coaches work within the school system and the community to promote cultural understanding of diversity and minority issues. Success Coaches also provide on-site interpreting services. If at any time you have a concern about your child’s success at Ellis, please feel free to contact the appropriate grade level counselor at: 460-1508.

Our School Psychologist complete various assessments, conduct special education evaluations, can do small psycho educational groups, collaborate with teachers and families, offer classroom guidance, collaborate regarding accommodations/modifications, and connect families with community organizations (we are not allowed to recommend services though because then we are responsible for cost).

1:1 STUDENT LAPTOP INFORMATION

Overview

The Austin Public School District views the use of electronic resources as central to the delivery of its educational program and expects that all students will use electronic resources as an essential part of their learning experiences. All students will be given access to electronic resources unless the school is notified in writing by the parent/guardian.

It is the policy of APS to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege comes responsibility for the parent and for the student. All users are accountable to all school, district, local, state, and federal laws, including copyright and fair use practices. Users of the APS network and equipment must comply with the Austin Public School District Acceptable Use Policy #524, and devices should be used for educational purposes. Rules and guidelines are in effect before, during, and after school hours, for all APS computers whether on or off the school network. All files stored on APS equipment, or the networks are property of the district and may be subject to review and monitoring.

Failure to comply with APS policies may result in disciplinary action. APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity. APS reserves the right to confiscate the property at any time.

The term "equipment" or "technology" refers to laptops, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. Students will receive one power cord when they first receive a district-issued device. Parents may purchase additional or replacement power cord/chargers in the school office. The price that the district paid for the laptop includes: the laptop, battery and a 4-year service warranty on parts and service.

Distribution of Laptops:

Laptops are on loan to students and remain the property of APS. The laptops will be distributed each fall to all students in grades 5-8 following a parent/student orientation on the operation of and rules for the use of student laptops. Additionally, parents and students must sign and return the Austin Public Schools (APS) Computer Protection plan, the Acceptable Use Policy (AUP) form, and the Student Pledge document before the laptop will be issued to their child. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. When possible, students will retain their original laptop each year while enrolled at Austin Public Schools.

Repair or Replacement of Laptop Computers

General Information

Restarting can do wonders. A simple restart may clear up the problem. Go to the Windows Start Menu and select Shut down. If that doesn't work, you have no choice but to turn the computer off manually with the power switch. Hold the power button down (for about 5 -10 seconds) and the computer will shut down. Wait at least 10 seconds for the hard drive to stop and then restart the machine. Occasionally, unexpected problems do occur with the laptops that are not the fault of the user (computer crashes, software errors, etc.). The APS Technology Department will assist students with having these fixed. These issues will be remedied at no cost.

Manufacturer's Warranty

This coverage is purchased by Austin Public Schools as part of the purchase price of the equipment and warrants the laptops from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop or laptop replacement. This warranty does

not cover damage caused by misuse, abuse, accidents or computer viruses. Please report all laptop problems to the Tech Café.

Claims: Theft or Fire

In the event of theft or fire, students or parents must file a police or fire report and bring a copy of the report to the Tech Café before a laptop can be repaired or replaced. All computer repairs or replacement, regardless of cause, will be handled by the school and then billed to the parents and/or insurance company. Fraudulent reporting of theft or accidental damage by fire will be turned over to the police and insurance company for prosecution.

Intentional Damage or Damage Due to Willful Neglect or Loss

Students/Parents are responsible for full payment of intentional damage to laptops or damage to laptops that is due to willful neglect or loss regardless of warranties, district or private insurance, or district protection plans in place.

Care of Laptops

Students are responsible for the general care of the laptop they have been issued by the school. Laptops that are broken or fail to work properly must be taken to the Tech Café no later than the next school day.

General Precautions

- Cords, cables, and removable storage devices must be inserted carefully into the laptop.
- Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Austin Public Schools.
- Laptops must never be left in a car or any unsupervised area.
- Center the laptop on the desk.
- Lock the computer before walking away from it (Ctrl+Alt+Delete).
- Follow all directions given by the teacher.
- When storing your laptop in your locker, laptops should be stored on their side standing up or on top of books.
- Never pile things on top of the laptop.
- Never leave the laptop on the bottom of the locker.
- Never leave the locker set to open without entering the combination.
- Don't leave your backpack unattended.

Laptops at Home

- Charge the laptop fully each night. Students are responsible for keeping their laptop's battery charged for school each day.
- Use the laptop in a common room of the home.
- Store the laptop on a desk or table - never on the floor!
- Protect the laptop from: extreme heat and cold, water, food, pets and other animals, or other potentially damaging situations.

Transporting Laptops

- The laptop should be carried with both hands or in a backpack or case with designated laptop protection.
- The laptop should be completely shut down when traveling between home and school.
- All items that are plugged into the ports should be removed when the laptop is being transported.

Screen Care

- The laptop screen can be damaged if subjected to rough treatment. The screen is particularly sensitive to damage from excessive pressure.
- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.

- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or paper).
- Clean the screen with a soft, dry, antistatic, or microfiber cloth.

Prohibited Actions

- Putting stickers or additional markings on the laptops, cases/sleeves, batteries, or power cord/chargers is prohibited.
- Defacing APS issued equipment in any way is prohibited. This includes but is not limited to marking, painting, drawing or marring any surface of the laptops and removing keys or manufacturer stickers.

If such action occurs, the student will be billed the cost of repair or replacement.

Using Your Laptop

Laptops are intended for use in school each day. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students are encouraged to take laptops home for educational use.

General Guidelines

All use of technology must support learning, follow local, state, and federal law, and be school and age appropriate. Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC)

Using Your Laptop at School

- VPNs, Proxies, and Hotspots -- At no time are students allowed to use a tool that assists in circumventing the district's internet filtering.
- Web Cams – Use of web cams should be for educational purposes only, under the discretion of a teacher. Using the web camera to record video or take pictures of unsuspecting individuals and/or classrooms is prohibited.
- Music/headphones - Listening to music and/or using headphones on your laptop is only allowed during school hours with permission from a teacher.
- Videos - Most streaming media sites are blocked on the district network. Watching videos on your laptop is only allowed during school hours with permission from a teacher.
- Social Media – Most social media sites are blocked on the district network. Many social media sites have minimum age requirements. Students are expected to use only age-appropriate social media sites respectfully, responsibly, and safely. Failure to do so may result in disciplinary action.

Using Your Laptop at Home

The parent/guardian must agree to monitor student use at home, and away from school. The best way to keep students safe and on-task is to have a parent/guardian present and involved. All district-issued laptops provide school-appropriate filtering even when used off-site. Additionally, families are encouraged to investigate and apply parental controls available through your internet service provider and/or your wireless router. Develop a set of rules/expectations for laptop use at home. Some websites provide parent/child agreements for you to sign. Only allow laptop use in common rooms of the home (ex. living room or kitchen) and not in bedrooms. Demonstrate a genuine interest in what your student is doing on the laptop. Ask questions and request that they show you his or her work often. Technology use at home should be monitored and approved by parents. Parents and caregivers can exercise their own expectations around technology. Some examples may include limiting screen time, tech cut-off times at night, etc.

Printing

Documents that require printing should be printed at school. There should be no school-required reason for printing at home. If a student chooses to print schoolwork at home, we suggest saving the file to a flash drive and using the home computer to print. Students will be instructed on the proper procedure for printing at school.

Laptops Left at Home

If students leave their laptop at home, academic consequences will be similar to those applicable to forgotten or incomplete work will be enforced. Students will not be issued a loaner laptop for temporary use.

Laptop Undergoing Repair

Loaner laptops, when available, may be issued to students when damage occurs that requires their laptop to be repaired. If the laptop is not working or needs repair, students will take their computers to the Tech Café located in IMC for repair.

Laptop Battery Issues

Laptops must be brought to school each day fully charged. If a student is required to leave the laptop at school overnight, outlets will be provided for charging. Failure to act responsibly regarding ensuring battery charge will result in academic consequences similar to forgotten or incomplete work. Students will not be issued a loaner laptop for temporary use. In cases where required school use of the laptop has caused batteries to become depleted during the school day, students may be able to connect their computers to a power outlet at one of the charging stations.

Laptops Left in Unsupervised Areas

Under no circumstances should laptops be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, FTLAs, locker rooms, media center, unlocked classrooms, hallways, bathrooms, and unlocked lockers. Any computer left in these areas is in danger of being stolen.

Security/Safety

Two primary forms of security exist: laptop security and internet filtering. Each of the laptops has a security program installed on it. APS strives to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the Austin Public School District network.

Keep your login and passwords private. Developing programs to harass, hack, bring in viruses or change files of others is prohibited. Students may only log in under their assigned username and only on their assigned device and may not share their password with other students.

Students who identify or know about a security problem are expected to convey the details to a staff member without discussing it with other students. In addition, students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

Students may only log in under their assigned username and only on their assigned device and may not share their password with other students.

All files, applications, desktop backgrounds, and screensavers must be school appropriate.

Inappropriate materials include explicit or implicit references to:

- alcohol, tobacco, and drugs
- weapons
- gangs
- obscene language or nudity
- bullying or harassment
- discrimination or prejudice

Office 365 - Email, OneDrive, etc.

All students in grades 5-8 have access to a district-issued Office 365 account, which includes email and access to OneDrive cloud storage for saving and sharing files. Expectations governing behavior in school and stated in the district AUP also govern student email use. Students will be responsible for saving their own work in their OneDrive. All APS rules and guidelines apply to the OneDrive and to any other storage drive plugged into an APS device. **The school will not be responsible for the back-up of student work.**

Laptop Software

Originally Installed Software

The software originally installed by Austin Public Schools must remain on the laptop in usable condition and be easily accessible at all times. Laptops come with a standardized operating system and applications already installed and may need to be restored to original factory default settings at any time. Additionally, the school may need to add software applications for use in a particular course. The licenses for this software may require that the software be deleted from laptops at the completion of the course.

Filtering Software

Software programs have been installed to filter Internet content while the student's laptop is used at school, at home, or anywhere off campus. Filtering software will block inappropriate web sites and record web sites students visit while they are using their laptops. Filtering software will also help keep systems clean from malicious spyware and virus applications and files. Sophos and Umbrella are the names of the currently used filtering software and may not be removed.

Internet access while on home networks is filtered by a locally installed filter on each laptop, however, parents should still monitor student's internet activities. Parents are encouraged to use Parental Controls provided by their Internet Service Provider and/or Wireless Controls in addition to the installed filter. It is important to realize that no control or filter is 100% effective. Supervision is the best defense.

Inspection

Students may be selected at random to provide their laptop for inspection.

Procedures for Reloading Software

If technical difficulties occur or illegal (including unlicensed and/or unauthorized) software is discovered, Austin Public Schools will re-image the student laptop.

Software Upgrades

Upgraded versions of licensed software may be necessary from time to time. Students will be instructed what, if any, action will be required to complete upgrades.

Personal Software, Files, and Data

Any software that is installed by the user on the laptop, that is not APS approved software, will be subject to deletion at any time. No technical support is provided for personally installed software. APS is not responsible for loss of any software, files, or data that is on the laptop when it is turned in for repair, maintenance, or year-end imaging. Students are responsible for backing up software, files, and data.

Discipline Related to Computer Use

School-Based Discipline

School discipline policies include a one-to-one environment. Please reference the APS Student's Rights and Responsibilities document located on the district website or contact the school directly for details.

Progressive Discipline

Discipline is progressive. Low-level, first-time infractions will have lesser consequences than infractions that are repetitive or more serious in nature.

Progressive Discipline Steps Example – The following are for illustration purposes only.

- Warning
- In-class consequence

- School-based consequence
- Parent contact
- Administration referral
- Loss of laptop for the class period
- Loss of laptop or of network access for extended periods of time
- Suspension

Classroom Interventions

For low-level infractions, classroom interventions will be the first level of discipline. This includes, but is not limited to, verbal warnings, seating changes, and teacher contact with home.

Consequences

APS may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

Student Pledge for Laptop Use

- I will take good care of my laptop and know that I will be issued a similar laptop each year.
- I will never leave the laptop unattended.
- I will never loan out my laptop to other individuals.
- I will know where my laptop is all the time.
- I will charge my laptop's battery daily.
- I will keep food and beverages away from my laptop since they may cause damage to the computer.
- I will not disassemble any part of my laptop or attempt any repairs.
- I will protect my laptop by only carrying it while in the bag provided or an approved case.
- I will use my laptop computer in ways that are appropriate and educational.
- I will not place decorations (such as stickers, markers, etc.) on the District laptop.
- I understand that my laptop is subject to inspection at any time without notice and remains the property of Austin Public Schools.
- I will follow the policies outlined in the Laptop Handbook while at school, as well as outside the school day.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse. I agree to pay for the replacement of my power cords and battery in the event any of these items are lost or stolen.
- I will take care of the laptop case. I will store it over the summer and bring it back for use the next school year. In the event the laptop case is lost or unusable, I will obtain a district approved replacement.
- I agree to return the District laptop and power cords in good working condition and to make the District laptop available for inspection by school personnel as requested.