



2024-2025

Student Handbook

9th-12th Grade

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CONTACT INFORMATION

Robert Butka - Cyber Academy Program Supervisor

Robert.butka@ssdedu.org

570-558-6207

Joseph Hanni - Cyber Academy Principal

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570-558-6207

Rosa Tell - Cyber Academy Secretary

Rosa.tell@ssdedu.org

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**Allison Carroll - School Counselor
Student with last names A though L**

Allison.carroll@ssdedu.org

570-558-6207

**Elizabeth Sullivan - School Counselor
Student with last names M though Z**

elizabeth.sullivan@ssdedu.org

570-558-6207



Twitter

[@CyberScranton](https://twitter.com/CyberScranton)



SCRANTONCYBER



Facebook

Scranton Cyber Academy K-12

FACULTY AND STAFF CONTACT INFORMATION

First	Last	Class taught	District Email
Angie	Krieger	K indergarten	Angie.Krieger@ssdedu.org
Lisa	Rescigno	1st Grade	Lisa.Rescigno@ssdedu.org
Lenore	Boyle	2nd Grade	Lenore.Boyle@ssdedu.org
Bryn	Grabowski	4th Grade	Bryn.Grabowski@ssdedu.org
Kayleigh	O'Malley	5th Grade	Kayleigh.O'Malley@ssdedu.org
Melissa	Rinaldi	5th Grade	Melissa.Rinaldi@ssdedu.org
Tom	Carroll	6th Grade	Tom.Carroll@ssdedu.org
Alyssa	Gambo	6th Grade	Alyssa.Gambo@ssdedu.org
Danielle	Call	Business	Danielle.Call@ssdedu.org
Adam	Pfeiffer	Business	Adam.Pfeiffer@ssdedu.org
Danielle	Gowarty	Business	Danielle.Gowarty@ssdedu.org
Katherine	Kier	English	Katherine.Kier@ssdedu.org
AnnMarie	DeFilippis	English	AnnMarie.DeFilippis@ssdedu.org
Margaret	Tunney	English	Margaret.Tunney@ssdedu.org
Carol	Angeli	English	Carol.Angeli@ssdedu.org
Amy	Sandrowicz	English	Amy.Sandrowicz@ssdedu.org
Margaret	Dougher	English	Margaret.Dougher@ssdedu.org
Melissa	Kieselowsky	Math	Melissa.Kieselowsky@ssdedu.org
Annette	Shepherd	Math	Annette.Shepherd@ssdedu.org
Elizabeth	May	Math	Elizabeth.May@ssdedu.org
Robert	Rowinski	Math	Robert.Rowinski@ssdedu.org
Angela	Liptai	Math	Angela.Liptai@ssdedu.org
Fred	Falbo	Math	Fred.Falbo@ssdedu.org
George	Roskos	Physical Education	George.Roskos@ssdedu.org
Matthew	Gaul	Physical Education	Matthew.Gaul@ssdedu.org
Richard	Arcuri	Physical Education	Richard.Arcuri@ssdedu.org
Gerald	Baldauff	Science	Gerald.Baldauff@ssdedu.org
Anne	Geiger	Science	Anne.Geiger@ssdedu.org
Dan	Walter	Science	Dan.Walter@ssdedu.org

JoAnn	Ossont	Science	JoAnn.Ossont@ssdedu.org
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Corey	McNulty	Social Studies	Corey.McNulty@ssdedu.org
John	Gruver	Social Studies	John.Gruver@ssdedu.org
Lincoln	Weiss	Social Studies	Lincoln.Weiss@ssdedu.org
Scott	Grecco	Social Studies	Scott.Grecco@ssdedu.org
Kathy	O'Donnell	Spanish	kathleene.odonnell@ssdedu.org
Michelle	Murphy	k-6 Special ed	Michelle.Murphy@ssdedu.org
Kayla	Eddinger	Special Education	Kayla.Eddinger@ssdedu.org
Samantha	Krenitsky	Special Education	Samantha.Krenitsky@ssdedu.org
Angela	Stefani	Special Education	Angela.Stefani@ssdedu.org
Maria	Rossi	Special Education	Maria.Rossi@ssdedu.org
Melissa	Kolata	Special Education	Melissa.Kolata@ssdedu.org
Jennifer	Murray	Special Education	Jennifer.Murray@ssdedu.org
Nicole	Lewis	Special Education	Nicole.Lewis@ssdedu.org
Gina	Arcuri	Special Education	Gina.Arcuri@ssdedu.org
Amanda	McKenna	Special Education	Amanda.McKenna@ssdedu.org
Allison	Carroll	Counselor	Allison .Carroll@ssdedu.org
Liz	Sullivan	Counselor	Liz.Sullivan@ssdedu.org
Rosa	Tell	clerk	Rosa.Tell@ssdedu.org
Erin	Weiss	Speech	Erin.Weiss@ssdedu.org

What is the Scranton School District Cyber Academy?

The Scranton School District believes the way we view traditional schooling is changing and opportunities for learning today's technologically connected world should be available at all times in many ways. The District also understands the desire of some students and parents to pursue an educational route that could be considered non-traditional, but is becoming more prevalent as technology provides more learning opportunities. In an effort to create a culture of educational opportunity within the legal entitlement of a public school education, the Scranton School District has created a variety of learning opportunities for students. Many of these courses take place in an online forum and can be accessed from any internet connection. It is the intention of the District to offer these on-line options for students while ensuring the quality and integrity of curriculum that has exemplified the tradition of excellence our students have enjoyed. Ideally, every student living in the Scranton School District will find an opportunity to complete a rigorous and relevant education within the relationship that community school provides.

To that end, the District has developed the following guidelines to assure that both the individual education of each student and the academic and financial integrity of the District are maintained in this exciting time of change in education. The District maintains the latitude to make decisions on an individual student basis within the philosophy and guidelines of the District and the Commonwealth of Pennsylvania.

Necessary Equipment

A working Internet Connection and a school issued Chromebook (or personal computer) are required to remain enrolled in the Scranton Cyber Academy. ***It is the responsibility of the parent/guardian to notify SCA staff, if at any time either the internet or computer are no longer available for any reason. In that case, a review of the circumstances will be made and if the situation cannot be corrected, the student will be re enrolled in his/her home school.***

Reminder

- ◆ All work will be graded QUARTERLY and students in 9th through 12th grade will receive quarterly progress reports and report card grades. Students are no longer permitted to submit work, either past due or future assignments, outside of the current quarter.
- ◆ Students must log in each course daily and submit a minimum of 1 assignment per course per day.

- ◆ Due dates are going to be set up by quarter. Working ahead beyond the current quarter is no longer permitted.
- ◆ Enrollment for every Current Scranton Cyber Academy student will take place in the last week of August and the first week of September 2024.



Dates w/color – Refer to list for explanation.

<p>3-4 Independence Day(district closed)</p> <p>ALL SSD STAFF ON SUMMER 4 DAY WORK WEEK SCHEDULE EFFECTIVE 6/17/24.</p> <table border="1"> <thead> <tr> <th colspan="2">INSTRUCTIONAL DAYS</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> </tr> </tbody> </table>	INSTRUCTIONAL DAYS		0	0	<p>JULY '24</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>JANUARY '25</p> <table border="1"> <thead> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> </tr> <tr> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> </tr> <tr> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> </tr> <tr> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> </tr> </tbody> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>1 New Year's Day (district closed)</p> <p>1-31 WIDA/ACCESS Testing</p> <p>17 BP #2-Early Release</p> <p>6-17 Winter Keystone Exam-WAVE 2</p> <p>20 M.L. King Day (district closed)</p> <p>24 Quarter 2 ends/</p> <p>End semester 1-90-day mark</p> <table border="1"> <thead> <tr> <th colspan="2">INSTRUCTIONAL DAYS</th> </tr> </thead> <tbody> <tr> <td>21</td> <td>95</td> </tr> </tbody> </table>	INSTRUCTIONAL DAYS		21	95							
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Enrolling in the Scranton Cyber Academy

All students must meet with teachers or administration to complete the necessary enrollment paperwork.

Students will be assigned an appointment to complete enrollment in SCA and will be notified of this appointment in the student's district email account. If using a school issued Chromebook, students must bring the Chromebook to the appointment. During this time, students will complete all necessary enrollment paperwork including:

- Section D (District Mandated) [Handbook Link](#)
- Acceptable use of SSD WAN
- Internet Policy
- Media release form
- Library card
- Academic Integrity policy
- SSD Military Questionnaire
- Poverty Guidelines form
- Current parent email address and current phone number

Entering & Exiting the Cyber Program

Students who enter Scranton Cyber Academy must remain in the program minimally for the quarter they enter the program.

→ Enrollment in the Cyber Program will pause for the last 2 weeks of each quarter to allow for a smooth transition of Grades. Enrollment will reopen enrollment once report cards are processed.

→ The last day to enter the program will be week five of the 4th quarter, Monday, May 5, 2025.

Quarterly Grades

All students in the Scranton Cyber Academy will receive quarterly grades following the same policy as all Scranton schools. Students will receive report card grades 4 times per year. This will directly impact the timelines of students entering and exiting the Cyber Academy. If a student transfers into the program mid-quarter, their previous grades will be averaged with the grades earned in the cyber academy, following the district grading policy.



Attendance

Regular attendance in any learning environment is essential to academic success. Students who do not participate in their online course regularly will negate their ability to reach academic success. The insistence on good attendance serves a clear and constant reminder of the importance of good instruction, enabling the student to:

- Learn new subject matter and earn excellent grades
 - Foster and develop responsible work and study habits
- a. Daily attendance is Taken daily by the student logging into the GOOGLE CLASSROOM Homeroom. All students are expected to log in and mark themselves present every day. To be considered active, students must meet the following requirement:
- 1) Student has submitted all assignments up to date in each course.
 - 2) Or, student has submitted a minimum of 1 assignment daily in each course.
- b. **After 12 days of “inactivity” or “failing to meet attendance requirement”, a student will receive a *WARNING LETTER* requesting a meeting with a parent / guardian where a SAIP truancy meeting will take place.**
- c. **If a student remains inactive after 13 additional days, the student and parents’ information will be sent to the local magistrate and arrest paperwork will be filed as well as communication with the Office of Children and Youth services.**
- d. Failure to complete assignments will prevent any student from participating in extracurricular and PIAA athletic activities. Truancy being filed will also result in suspension from activities until the student is back in good academic standing..
- *If a student is unable to work or meet attendance requirements they must contact each individual teacher for courses in which they are enrolled via email.
- e. Students are not required to attend classes on those days that the brick and mortar students are not required to attend. These would include snow days, Act 80 days or holidays approved by the Scranton School district.
- f. Students in the Scranton Cyber Academy who fail to attend cyber classes based on the standards above will be subject to the same attendance rules and laws as students in the Scranton School District.

Office Hours

All teachers have scheduled office hours during the school day where students can log into a google meet and meet with their teachers to get additional help or have questions answered. In some instances, students can even schedule face to face appointments with their teachers. The teachers are located on the 3rd floor of Isaac Tripp Elementary school on 1000 North Everett Avenue in West Scranton.

Grading

It is expected that all students in the Scranton Cyber Academy will keep up with their work and in turn earn good grades. Our teachers maintain a great line of communication through phone calls, email and google classroom. If a student's grades begin to fall off or if a student fails to submit the required number of weekly assignments, he/she will be required to meet with the teacher and the SCA supervisor to figure out a plan to ensure the child is successful. In some instances, the district may choose to remove a student from a course for failure to meet the above requirements. If a student transfers onto SCA or leaves the program, their previous grades will be sent to the corresponding school and be represented on the report card accordingly.

State Testing

All students are required by the Pennsylvania Department of Education (PDE) to complete mandatory testing at specified grade levels.

It is a GRADUATION REQUIREMENT that all students will take the Algebra, Biology and English 10 Keystone Exam. Failure to complete these mandated exams will result in students being held out of graduation ceremonies and even holding back a student's diploma.

Cyber students are required to report to their home school for state testing. The home school building principal will establish the dates and times of tests, and students and parents will be informed via their cyber teacher. Students must follow the district dress code policy when attending home schools.

Smart Futures

All students are required to complete Smart Futures, a career inventory program each year beginning in 3rd grade. Student's may be locked out of their work for failure to complete this program in its entirety. This is a district mandate for all students in grades 3-12.

Computer and Computer Issues

- Each student is given a Chromebook by his/her home school. This school district computer and related equipment remain the property of Scranton School District. **All equipment will be the responsibility of the student through June of his/her senior year. The student and parent/guardian are responsible for any lost or damaged equipment**
- If a student is having computer problems, they must complete email Rosa.tell@ssdedu.org or call 570-558-6207 to request a new chromebook.
*Lost/stolen/damaged equipment is the responsibility of the student. Parents will be invoiced for the cost of replacing the equipment. Students will have report cards, diplomas, etc. withheld until financial obligations are satisfied or equipment is returned.
- If a student does not have a working computer and a working internet connection, the student will be returned to the home school in a timely manner as both are necessary to be a part of the SCA program.

Student Participation

- Students will be permitted to attend all extra-curricular activities and school functions as long as they are compliant in their online courses. Arrangements must be made with joseph.hanni@ssdedu.org and the home school administrator prior to participation.
- Student's online studies will be established by the set School schedule. The district acknowledges that students are not required to complete work when school is not is session (eg. holidays, snow days, ect)..see school calendar on page 7.
- Students are required to submit class assignments according to due dates which are set forth by the course instructors.
- Student participation in the Scranton School District Cyber Academy is a privilege that may be revoked at any time, if circumstances warrant.
- Any confirmed cases of cyberbullying, cyber stalking or cyber harassment will result in immediate dismissal from the Scranton School District Cyber Academy.

Parent/Guardian Role in Your Child's Education

Scranton School District Cyber Academy is pleased to partner with you to provide your child with a quality education. While we supply the computer (at request), curriculum and professional support, you provide the supervision, management and encouragement. Your child's success truly depends upon your consistent involvement. Scranton School District Cyber Academy Parents/Guardians are expected to:



- Communicate the importance of education to your child.
- Monitor student's progress by utilizing the weekly reports emailed to the email address provided at orientation.
- Ensure the student attends all state, district and course assessments for their course and grade.
- Participate in email and phone communications with teachers and school staff.
- ***Notify the school of changes of address, telephone number, and email address.***
- Notify the school the first day the student encounters technical problems. (computer, internet or any other issue)
- Be responsible for full replacement cost, if any computer, textbooks, or supplemental materials are lost, stolen, or damaged while checked out by the parent or student.
- Inform the school immediately if your child decides he/she will no longer participate in the program. Certain exit requirements need to be completed to ensure the student will not be reported truant.



SPECIAL EDUCATION

The Scranton School District Cyber Academy provides special education services in accordance with federal and state regulations and guidelines to insure the provision of a free appropriate public education to all school-age children in need of such services. For students with Individualized Education Programs (IEPs), Scranton School District Cyber Academy provides a continuum of virtual special education services that range from consultation to curriculum accommodation and modification, to meet the needs of the child, at no cost to the parent, guardian or student.

Statement

Accommodations and modifications outlined in the IEP will be considered and implemented based on the cyber format and delivery of the content. Due to the nature of cyber programming, there may be limitations that impact the type of accommodations that can be offered virtually. Moreover, the delivery of services and programming may differ from those provided in a brick and mortar educational setting.

It should be noted that the Scranton School District maintains the right to require an IEP meeting to discuss programming considerations that must be addressed and discussed

regarding cyber programming. The IEP will be adjusted to reflect the decisions reached by the team.

A highly qualified special education teacher will be assigned to the student. Services provided by special education teachers:

- Assist with assignments;
- **Bi-weekly Progress monitoring must be completed with teacher in person or via Zoom;**
- Modify and present assignments in a different mode to ensure understanding and success;
- Correspond with students on a weekly, daily, or as-needed basis;
- Conduct IEP meetings annually and reconvene IEP meetings as needed;
- Provide quarterly IEP Progress Reports to parents indicating the student's progress toward achieving IEP goals and objectives; and
- Collaborate with regular education teachers to discuss how to most effectively meet the needs of each individual student.

*Students utilizing this program will abide by all policies and regulations found in the Scranton School District Cyber Academy Online Handbook.

Privacy

The Scranton School District Cyber Academy will respect the privacy of its users, unless it is required to disclose information by law, or if in good faith, the Academy believes that the action necessary to conform to the law or legal process to protect and defend the rights or property of the Scranton School District Cyber Academy, or to act under exigent circumstances to protect the personal safety of the users or the public.

Acceptable Use Policy

Access to the technology utilized by SCA courses imposes responsibilities and obligations upon users. Appropriate use is:

- Characterized by ethical and honest behavior
- Demonstrated by respect for physical and intellectual property
- Responsive to system security protocols
- Respectful of individual rights to privacy and to freedom from intimidation, harassment and unwarranted annoyance

SCA has established the following expectations for student behavior in order to inform disciplinary action as required.

1. Exercise responsible, ethical behavior. The Internet is a global network of information. The information available ranges from being useful and scholarly to being incorrect, possibly plagiarized and offensive. There are no gatekeepers or systems of censorship in place on the Internet. The student bears responsibility for their conduct while engaged in SSDCA courses, both in terms of how they interact with others and in how they demonstrate mastery of course objectives.

2. Respect individuals' freedom from harassment. Students will protect the privacy of classmates. Students will not publish any names, passwords, email addresses, or other information pertaining to other students. Students understand that the SSDCA courses require the use of discussion boards as a means of communication and learning; therefore, respect these technologies as a means of instruction. Students will not use these or other forms of communication as a means to harass people via the Internet, including administrators, teachers, and other students.

3. Utilize the technology in a respectful manner. Students will not use the SCA online course system for any commercial or illegal activity. Students will follow rules, written and unwritten, pertaining to Internet etiquette, and communicate respectfully to all people. Students will not attempt to bypass security protocols on servers or workstations.

4. Adhere to the Scranton School District's Acceptable Use Policy.

5. Violation of any part of this agreement or engaging in any other activity that school authorities consider inappropriate will be subject to disciplinary action consistent with SCA policies and procedures. Discipline could include, but would not be limited to, immediate suspension or termination of Internet access to the SCA courses. Any attempt to break into or tamper with the system operations, including any student records or grades, will result in cancellation of SCA privileges.

6. Credit for online courses will be granted to students by SCA in accordance with established district policies.

7. Online courses are approved for credit by the Board of Education consistent with any other instructional delivery. All district policies related to academic honesty, participation and attendance will apply to online courses.

Agreement for Use of School Equipment

Purpose: District owned laptop computers authorized for use off school property are assigned to a specific individual, that individual will be fully liable for loss of equipment and excessive damage during the period of use. This equipment is to be used only by school district students.

Authority: School equipment will be issued to all students in the SSD. The student is expected to participate in an intake appointment. The Program Director or Technology Department may conduct a random inspection of the equipment anytime at the district's discretion. I will comply with the district's Acceptable Use Policy at all times when using district equipment. Broken equipment may be returned by appointment for repairs, however, cost to any repairs may be the responsibility of the borrower. Repairs may take up to 7 - 10 business days in which time the student will need to come into the school to use the school equipment or find a public location to complete their work. Having equipment repaired is not an excused reason for missing assignments. No software may be installed on the computer other than what is required for use in the Scranton Cyber Academy. The student is responsible for all lost, damaged or stolen property and will be held to monetary restitution

The Responsible Party agrees to protect SSD's interest in the equipment by maintaining adequate insurance to cover damages to the equipment by fire, theft, flood, explosion, accident, act of God, or other accidental cause to the full replacement of the equipment.

I understand that my use of the Computer is subject to all other School District policies including (without limitation) the School District's Acceptable Use Policy, which I acknowledge I have read and understand. I will take reasonable precautions to protect the Computer from use by anyone other than my child, from theft, and from any viewing or transferring of data or materials thereon by anyone other than my child and parents or guardians.

Bullying Policy

The SSDCA Bullying Policy prohibits bullying of any student or employee by any SSDCA Board member, district employee, parent, consultant, contractor, agent, visitor, volunteer, student, or other person in any SSDCA school/facility or outside the school/facility at SSDCA and/or school sponsored events, on school buses/transportation, while students are traveling to and from school, and at training facilities or training programs sponsored by the SSDCA.

Cyber Stalking

Defined as to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Cyber Bullying

Defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, social websites (i.e. Snapchat, Facebook, Twitter), chat rooms, and instant messaging.

Bullying, Cyberbullying, and/or Harassment also encompass:

retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination. retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith. perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

incitement or coercion accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the District school system acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

Non- Discrimination Policy It is the policy of the Scranton School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational-vocational practices. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Student Success Checklist

____ I have access to the Internet.

____ I know how to turn on my chromebook, and I am willing to learn how to use e-mail & to navigate the internet.

____ I understand that I must check my email daily and respond appropriately to all of my teachers, counselors and all Cyber staff.

____ I will complete the "cyber orientation" course before being enrolled in other coursework.

____ I understand that I must complete 1 assignment per course per day to remain in good standing in the Scranton Cyber Academy.

____ I understand if I am not actively participating for 12 consecutive days I will receive a warning letter and truancy will be filed. I further understand that if I remain inactive 25 days in a row I will be removed from the Cyber Academy and sent back to my home school at the end of the quarter.

____ I have access to the Internet, Google software and an e-mail address. Full time SCA students must have internet installation prior to receiving equipment. If at any time internet access is lost, the student must notify their counselor, and will be returned to home school immediately.

____ I have basic online computer skills, including Google Suite products, e-mail and an ability to navigate the internet.

____ I will participate in the assigned course(s) and submit assignments as per due dates set by the instructors.

_____ I will communicate with the course instructor(s) by e-mail at least once per week.

_____ I understand that I must complete all online assignments, take the exams and return any materials or equipment in good condition to receive credit for the course. I understand that if I fail to meet these requirements, I will be responsible for replacing any lost or damaged materials.

_____ I have received, read, and will abide by the SSD Policy regarding Technology Resources and Acceptable Use of the Internet.

_____ I have received, read, and will abide by the SSD Policy on Bullying and Cyberbullying.

_____ It is my responsibility to contact the Technology contact in my building to acquire my login information and contact this person if I am experiencing any issues with my Cyber Orientation Course.

Prior to enrolling in course(s), this completed form must be submitted to The SSD Cyber Academy Supervisor

Student Signature

Date

Parent Signature

Date