

Ringgold School District

Cyber Academy

Handbook



2025-2026



Quick Overview

The Ringgold School District is pleased to offer enrollment in the **Ringgold Cyber Academy** to Ringgold students in grades K-12.

- **PURPOSE:** The Ringgold Cyber Academy is designed to provide Ringgold students with a rigorous curriculum aligned to the Pennsylvania Core Content Standards in an asynchronous learning environment that takes into account the need for flexibility in continuing their path to high school graduation. Students enrolled in the Ringgold School District are under the jurisdiction of all Ringgold School District Policies.
- **CURRICULUM:** The Ringgold Cyber Academy offers its curriculum through Waterfront Learning and its vendors. All content is aligned to the Pennsylvania Core Content Standards.
- **INSTRUCTION:** Students enrolled in the Ringgold Cyber Academy will have a **Teacher of Record** for every subject for which they received a grade. This teacher will provide the academic content for each subject/grade to the student on a regular basis, ensure that the content is available to the students on the platform, and set the timelines for assignment completion and assessment.
- **GRADES:** Grades for all classes will be reported in the same grading platform used by the Ringgold School District and the grading standards will remain the same as for traditional in-school students. The dates of issuances may vary slightly depending on grade level.
- **ATTENDANCE - Part 1:** Students enrolled in the Ringgold Cyber Academy will be marked present for a given school day when students login on said school day or if the student is on pace or ahead in all online courses on said said school day, as indicated by the Ringgold Cyber Academy student information system. Students who are ill must report their non-attendance through the reporting system for Ringgold Cyber Academy students. Students who are not logging in will be subject to the truancy procedures of the District.
- **ATTENDANCE - Part 2:** Students enrolled in the Ringgold Cyber Academy must communicate weekly with an administrator or other designee (example: guidance counselor) for the grade level in which they are participating.
- **ACADEMIC INTEGRITY:** It is expected that students will do their own work, following all district policies, guidelines, and procedures including but not limited to all Ringgold School District student handbooks. Cheating, plagiarizing, and acting in an inappropriate manner will not be tolerated and may result in expulsion from the Ringgold Cyber Academy and the Ringgold School District.



Orientation

There is an online orientation provided through the learning platforms students will access to begin their classes. Students will need to complete the online orientation within the first seven days of the start of the school year.

Attendance

Regular school attendance is required by law. Pennsylvania Compulsory Attendance Law mandates that students of compulsory school age attend school. Compulsory school age means a student must begin schooling no later than the age of 6 and must continue until the age of 18 or graduate from a regularly accredited high school, whichever comes first. All students within the Ringgold School District are responsible for maintaining regular attendance to school (including the Ringgold Cyber Academy) or risk a citation and referral to the magistrate.

Students enrolled in the Ringgold Cyber Academy will be marked present for a given school day when students login on said school day or if the student is on pace or ahead in all online courses on said school day, as indicated by the Ringgold Cyber Academy student information system. Students who are not logging in will be subject to the truancy procedures of the District.

School days are published as part of the district calendar.

Notes requesting an excused absence must be submitted to the main office of the school a student would attend if the child went to school in person.

A student's attendance will be monitored for failing to log in and/or not completing assignments on time. Students who incur excessive unexcused absences may face truancy charges filed with the local magistrate and may be required to return to in-person instruction in the Ringgold School District.

Participation and Progress

- Students in the Ringgold Cyber Academy who have failed two or more classes in the previous year must meet with a school counselor and principal to determine if online learning is the appropriate placement for their academic success. Such students may be required to begin the school year with in-person instruction.



- Students who are required to begin the school year with in-person instruction may petition to transition to the Ringgold Cyber Academy at the end of the first 9 weeks of school.
- If, during the school year, a student is failing two or more online classes, a parent/guardian meeting shall be required with a guidance counselor and school administrator to determine if Ringgold Cyber Academy is the appropriate placement for the student's academic success.
- The student shall be given one week to complete the work that is missing or (if allowed) to retake assessments.

Returning to RESS, RESN, RMS, or RHS from RCA

Students enrolled in the Ringgold Cyber Academy who wish to return to in-person learning within the Ringgold School District will be allowed this accommodation on a **9-WEEK CYCLE**.

There are two exceptions:

1. Students who are not maintaining **adequate academic progress** in the Ringgold Cyber Academy may be **required** to return in-person learning in advance of the 9-week cycle.
2. Students who have **extreme extenuating circumstances** may seek approval from the building principal to be allowed to return to in-personal learning in advance of the 9-week cycle. These are granted on a case-by-case basis.

In **ALL** cases, a formal **Change of Modality Request Form** must be filled out and provided to the building principal.

The **Change of Modality Request Form** must be received at the building office at least two weeks prior to the start of the next 9-week academic cycle to receive full consideration.

Pacing & Performance

Students who are successful learning online log into each of their courses at some point every week day that school is in session, in accordance with the Ringgold School District school calendar. Students are expected to complete assignments in accordance with the course pacing guide / assignment calendar established by the teacher of record for each of their classes. Students are permitted to work ahead of the pacing guide. Time management is critical for success in an online learning environment, and pacing guides assist students with planning out their work to ensure course completion.



Required Communication

Direct communication between a student attending the Ringgold Cyber Academy and an administrator or school counselor is required at least once a week. This can be done by phone, a virtual meeting, or in-person.

Students and their parents/guardians will set up regular weekly communication times within the first week of the new school year.

Students and/or their parents/guardians must notify the administrator or school counselor if the student and/or parents/guardians will be unable to meet at the determined communication time, so another meeting date can be determined.

Gifted/Special Education Support

Accommodation guidelines for students with identified needs will be maintained in accordance with their Individualized Education Plans (IEPs). Teachers and support staff will follow-up with individual students and their families to ensure that their needs are being met. If families have any questions, please feel free to contact the special education teacher who manages the child's IEP.

Materials

Students will be given a Chromebook or other computer device, access to online resources, and access to one or more of the Ringgold School District approved learning platforms through Waterfront Learning at the Allegheny Intermediate Unit.

Academic Integrity

It is expected that students will do their own work, following all district policies, guidelines, and procedures. Cheating, plagiarizing, and acting in an inappropriate manner will not be tolerated. In the event that a student's actions violate the remote learning program or district policies, the Ringgold School District may modify or remove the student's online course access, including requiring the child to return to in-person learning.

To participate in the Ringgold Cyber Academy, students must have a signed Acceptable Use Policy form on file for the current school year with the district.



Teachers will check student work to be sure the work is unique. If the work is found not to be the student's own, disciplinary action will be taken as per district and program policies.

FIRST OFFENSE

The student, parents, and district will be contacted by a representative from the school district. Pending the outcome of this call, the student may be asked to redo the assignment.

SECOND OFFENSE

The student, parents, and district will be contacted by a representative from the school district. Pending the outcome of this call, the student may receive a zero on the assignment.

THIRD OFFENSE

The student, parents, and district will be contacted by a representative from the school district. Pending the outcome of this call, the student may lose partial or complete course access.

Examples of Academic Integrity Incidents:

1. Plagiarism
 - a. Copying and pasting passages from Internet sources.
 - b. Copying work without properly giving credit to the source or person.
 - c. Taking credit for someone else's material.
 - d. Using any manner of artificial intelligence tool to generate answers or responses and submitting them as your own.
2. Cheating
 - a. Providing questions/answers to other students.
 - b. Receiving questions/answers from another student.
 - c. Having someone else complete your assignments on your behalf.
 - d. Using any manner of artificial intelligence tool to generate answers or responses and submitting them as your own.

Examples of Prohibited Behaviors:

1. Giving or receiving answers.



2. Attempting to have any person other than yourself complete your work.
3. The use of any type of artificial intelligence tool to complete your work.
4. Displaying threatening or bullying behavior online.
5. Not following the rules set forth by the Ringgold School District, Waterfront Learning, or its partners, including entering unsupervised office hour or tutorial sessions.

The Ringgold School District has the right to suspend access to platform features or entire courses if an Acceptable Use Policy violation occurs.

Please note that students may not post any questions or answers to any website or social media, nor may the student share course files with anyone other than the teacher of their course.

School District Handbooks & Extra Curricular Activities

When a Ringgold Cyber Academy student is present for any reason on any Ringgold School District property, students remain subject to the behavioral expectations set forth in the Student Handbook for each of the elementary schools, middle school, and high school. The provisions of each Ringgold School District Student Handbook are hereby incorporated in this Ringgold Cyber Academy Handbook, and students and families are also subject to all Ringgold School District policies. The Student Handbooks and district policies can be found on the district website (<https://www.ringgold.org/>).

Students in the Ringgold Cyber Academy are encouraged to participate in extra curricular activities and athletics through their respective grade level building. Participation is subject to eligibility requirements established by the district.

Computer Use Guidelines – Quick Overview

Computer Use – Terms And Conditions

The purpose of Ringgold School District providing students with a computer and access to learning via the Internet is to support research and education and the opportunity for collaborative work. The use of an account must be in support of education and research and consistent with the educational objectives of the Ringgold School District.

Use of other organizations' network or computer resources must comply with the rules appropriate for the network. Transmission of any material in violation of any national, state, or



local policy/regulation is prohibited. This includes, but is not limited to, copyrighted material or material protected by trade secrets.

System administrators and classroom instructors may access user files as required to protect the integrity of computer systems and for academic purposes. Files may be subject to search under court order.

Additionally, please refer to School Board Policy 815, Acceptable Use of Internet, Computers and Network Resources.

Misuse - Examples

1. Using the network for any illegal activity, including violation of copyright or other contract.
2. Using the network for financial or commercial gain.
3. Degrading or disrupting equipment, software, or system performance.
4. Wastefully using finite resources.
5. Gaining unauthorized access to resources or entities.
6. Invading the privacy of individuals.
7. Using an account owned by another user or allowing another user to use your account.
8. Posting anonymous messages.
9. Downloading, storing, printing, or distributing files or messages that contain information considered dangerous to the public at large.
10. Vandalizing the data of another user, any computer hardware, peripherals, or structural cabling system.
11. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network.
12. Attempting to circumvent data protection schemes or uncover security loopholes.
13. Using electronic mail to harass others.
14. Masking the identity of an account or machines.
15. Posting on electronic bulletin boards materials that violate existing laws or the school district policy and procedures.
16. Any unauthorized user attempting to monitor or tamper with another user's electronic communications or reading, copying, changing or deleting another user's files or software without the explicit agreement of the owner.

Security

If a user can identify a security problem in their use of the Internet via a computer provided by the Ringgold School District, the user must notify the system administrator. Problems should



not be demonstrated to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to local networks and the Internet.

Disclaimer

The Ringgold School District makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any personal costs incurred. The Ringgold School District will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, and interruptions caused by its own negligence or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Ringgold School District specifically denies any responsibility for the accuracy or quality of information obtained.



Forms

Appendix I: Agreement for Use of School Property Form

- To be signed and turned in by a Ringgold School District student's parent/guardian prior to receipt of a Ringgold School District Chromebook or other computer device.

Appendix II: Computer, Network, and Internet Acceptable Use Agreement Form

- To be signed and turned in by a Ringgold School District student's parent/guardian prior to receipt of a Ringgold School District Chromebook or other computer device.

Appendix III: Property Return Form

- To be initiated by a designated Ringgold School District staff member and signed by a Ringgold School District student's parent/guardian upon the return of Ringgold School District property.

Appendix IV: Change of Modality Request Form

- To be signed and turned in by a Ringgold School District student's parent/guardian prior to the student changing the modality of their instruction.



Appendix I: Agreement for Use of School Property

This AGREEMENT is made this _____ day of _____, 20____, by and between the Ringgold School District (RSD) and _____ (Responsible Party), who is the parent/guardian of: _____ (Student) and who resides at _____.

WHEREAS, RSD has agreed to permit the student to use certain computer equipment to facilitate the Student's education during enrollment with RSD.

WHEREAS, the Responsible Party is willing to accept responsibility for the Property set forth below, subject to the terms of this Agreement.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Responsible Party, the parties intending to be legally bound hereby agree to the following:

- 1. Use of Property.** RSD shall permit the Student and the Responsible Party to use the RSD issued Chromebook or other computing device and charging cord (collectively the "Property") solely for the education of the Student while enrolled at RSD and for no other purpose.
- 2. Term.** This Agreement, unless extended in writing by all parties, shall expire upon the earlier of: (I) Student's termination of enrollment at RSD or the day after the last student day of the academic year the agreement was initiated. Notwithstanding the foregoing, RSD reserves the right to terminate this Agreement immediately. The Responsible Party shall return all of the Property to RSD within five (5) days of the termination date.
- 3. Legal Title to Property.** Legal title to all of the Property shall at all times remain solely in RSD or its designee. Neither the Responsible Party nor the Student shall have any right to the Property except under this Agreement
- 4. Condition of Property Return at Commencement of Term.** The Responsible Party agrees to complete the Property Return Form (Appendix III) to affirm that the Property is in satisfactory operating condition upon its return to RSD.
- 5. Responsibility for Property.** The Responsible Party will maintain the Property at the Responsible Party's residence set forth above. The Responsible Party shall not move the Property from the Responsible Party's residence without written approval from RSD.



In the event the Responsible Party intends to move or change addresses during the term of this Agreement, the Responsible Party agrees to provide thirty (30) days written notice and the new address to the RSD. Failure to provide RSD advance notice of any movement of the Property from the Responsible Party's residence set forth above may result in the termination of this Agreement. The Responsible Party shall be solely responsible for the Property until it is returned to RSD and shall take all reasonable precautions to protect the Property. The Responsible Party agrees to inform RSD of any loss or damage to the Property from any cause whatsoever, except normal wear and tear, within three (3) days of the loss or occurrence of damage.

6. Maintenance and Repair. Upon termination of this Agreement for any reason, the Responsible Party shall deliver the Property to RSD in the same condition, normal wear and tear excepted, as when delivered to the Responsible Party. The Responsible Party shall be liable for any and all damage caused by accident, negligence, fire, theft, the elements, or any other cause. The Responsible Party will proactively follow all instructions for Property requiring repairs as directed by RSD.

7. Use of Property. Responsible Party agrees that all Property shall be used in accordance with and be subject to all RSD policy and regulations, including but not limited to School Board Policy 815 - Acceptable Use of Internet, Computers and Network Resources. Any unacceptable usage of the Property and/or violation of any RSD policy and regulations regarding the Property or network / internet protocol may result in the immediate termination of this Agreement.

8. General Indemnity. Responsible Party agrees to indemnify, defend and hold harmless RSD, RSD employees, officers, directors, agents, assignees, and all affiliated companies and/or entities, from and against any and all claims, actions, suits, proceedings, costs, expenses (including, without limitation, courts costs, witness fees and attorneys' fees), damages, obligations, judgments, orders, penalties, fines, injuries, liabilities, and losses, including, without limitation, actions based upon RSD strict liability in tort ("claims") arising directly or indirectly out of or in connection with any matter involving this Agreement. Each party has caused this Agreement to be duly executed as of the day, month, and year first above written.

The Ringgold School District may take legal action if equipment is not returned.

In the event that provided hardware is not returned, is returned damaged, or is returned in irreparable condition within 30 days of withdrawal from the program, the student/family will be assessed equipment replacement fees for missing or irreparable equipment as established by the RSD Department of Technology Services.



- ☐ I have read and acknowledge my, and my students' responsibilities as outlined in this Agreement for Use of School Property form.

RESPONSIBLE PARTY: _____

(SIGNATURE)

WITNESS: _____

Student Name: _____

(PLEASE PRINT)

COMPUTER Number: _____



Appendix II: Computer, Network, and Internet Acceptable Use Agreement Form

The use of the Internet, district network and/or district-provided computer equipment for defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, and racially, ethnically, religiously offensive, and illegal material or other prohibited activities shall also not be permitted, and the Ringgold School District will use any and all efforts available to it, within the confines of the law, to prevent such material from entering the system. An exception may be made when a student's work on projects assigned under Board-approved curriculum may involve accessing or preparing materials that could be considered to include offensive subject matter. Students must always secure permission of teacher or other designated district personnel before engaging in such use.

In accordance with the Pennsylvania Child Internet Protection Act, use of any computer equipment and/or communication services provided to students by the school district for sending, receiving, viewing or downloading visual depictions of obscenity, child pornography or material that is harmful to minors, as those terms are defined in the Act (24 P.S. 54603) is prohibited.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers, network and/or Internet connection are being used for purposes prohibited by law or for accessing sexually explicit materials.

These procedures shall include, but may not be limited to:

1. Using a technology protection measure that blocks or filters Internet access from users including students, to certain visual depictions that are obscene, child pornography, and/or determined by the Board to be inappropriate for use by students or harmful to minors with respect to abuse by minors of the computer, network or related technology.
2. Maintaining and securing a usage log.
3. Monitoring online usage of all users, including students.

In addition, prohibited uses of the Internet/District network/District-provided computer equipment include, but are in no way limited to the following:

1. Facilitating illegal activity.
2. Using the Internet/district network/district-provided computer equipment for solicitation, commercial gain, gambling, or profits.



3. Transferring copyrighted and/or licensed materials to or from any district network or district provided computer equipment without the express consent of the owner of the copyright/license.
4. Performing non-school related work.
5. Advertising products or performing political lobbying.
6. Bullying.
7. Disseminating hate mail, discriminatory remarks, and defensive or inflammatory communication.
8. Installing, distributing, reproducing, or using copyrighted materials illegally or without authorization.
9. Accessing obscene or pornographic material or child pornography.
10. Accessing material that is harmful to minors or is determined to be inappropriate for students in accordance with Board policy.
11. Using inappropriate language or profanity.
12. Intentionally obtaining or modifying files, passwords, and data belonging to other users.
13. Impersonating another user or using the Internet anonymously or under pseudonyms.
14. Disrupting the work of other users.
15. Destroying, modifying, abusing or accessing without authorization network hardware, software and files.
16. Quoting of personal communication in a public forum without the original author's prior consent.
17. Attempting to circumvent the system security, guess passwords, gain unauthorized access to local or wide area network resources or attempting to harm the system or infect it with a virus.
18. Moving, repairing, reconfiguring, modifying, or attaching external devices to the computer equipment/network, reconfiguring, modifying or attaching external devices to the computer/network without permission of the district Superintendent or his/her designee, or unless otherwise authorized by district policy or procedures.
19. Any other misuse of the district network/ Internet / district-provided computer equipment or a related item for any other purpose other than a use for which it is intended, and which has educational value.



- ☐ I have fully read the Ringgold School District's Computer, Network, and Internet Acceptable Use Agreement Form and understand the applicable Ringgold School District policies.
- ☐ I understand that the use of RCA resources for non-education purposes is prohibited.
- ☐ I give permission for my child to use Ringgold School District computer technology and access the networks and platforms it provides.

Student Name: _____

(PLEASE PRINT)

Parent Name: _____

(PLEASE PRINT)

Parent Signature: _____



Appendix III: Property Return Form

Student Name: _____

(PLEASE PRINT)

COMPUTER Number: _____

☐ All school property has been returned in adequate condition for reuse. _____

(RSD)

☐ There is an issue with one or more of the school properties below that will need to be resolved.

☐ Chromebook

☐ Charger

☐ _____

Notes: _____

(RSD)

Responsible Party's Signature: _____

Date: _____



Appendix IV: Change of Modality Request Form

Student Name: _____

(PLEASE PRINT)

COMPUTER Number: _____

As the parent/guardian of _____ (Student), I desire to have my child change the modality of their instruction.

☐ Desire to return to in-person attendance in the Ringgold School District

(ONLY AVAILABLE AT 9-WEEK INTERVALS)

☐ Desire to attend Ringgold Cyber Academy

(ONLY AVAILABLE AT 9-WEEK INTERVALS)

Parent/Guardian Signature: _____

Date: _____