



Elementary School Family Handbook

2026-27

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After-School Child Care

The YMCA offers an after-school program each day that school is in session from the time school dismisses until 5:45 p.m. The program is offered to all students enrolled in the school. The Y also offers a child care program during Late Start Mondays. For more information call the Madison YMCA office at 276-6606. Many of the area child care centers also offer after-school and Late Start Monday child care.

Attendance (VASD Admin Rule 510P)

In the event that a child will be absent from school, we ask that a parent/guardian contact the school office prior to the start of the school day. Any pattern of excessive absence (excused or unexcused) greatly inhibits the learning process. We adhere to the Wisconsin State Statutes as they relate to compulsory attendance.

Attendance - Early Sign Out/Late Arrival

Students will not be allowed to leave the school grounds during the school day for any reason without permission from a parent/guardian and the knowledge of school personnel. In the event that a child is arriving late to school or leaving early, we request that a parent/guardian stop in the office to sign the child in/out. Students may accrue an absence depending on how early they have been signed out or how late they arrive. The district records these absences in the following ways:

Late Start Mondays

Over 1 hour and 40 minutes out of school will result in a ½ day absence.

Over 3 hours and 20 minutes out of school will result in a full day absence.

Tuesday - Friday

Over 2 hours and 20 minutes out of school will result in a ½ day absence

Over 4 hours and 40 minutes out of school will result in a full day absence

Parents/guardians must notify the school in writing or by telephone whenever someone other than the custodial parent/legal guardian will be picking up a student. In some circumstances, an individual picking up a student may be required to provide photo identification prior to the student being released, in order to ensure we are releasing the student to a parent/guardian, or other approved adult.

Breakfast and Lunch Program

The Verona Area School District provides breakfast and lunch to students each school day. The Verona Area School District uses a computerized breakfast/lunch accounting program. The prices for breakfast, lunch, and milk will be available on the district website. If your child will be accessing school breakfast or lunch, you will need to create an account for them. Information on creating a food account, free or reduced price meal application, and well as breakfast and lunch menus can be found at the [Nutrition Services link](#).

Depending on your family income, you may qualify for free or reduced meal prices. If you receive food stamps or W-2 for your children, your children can get free meals. If your total household income falls within the income scale, your children can get free or reduced meal prices. A foster child

may get free or reduced price meals regardless of your income. To get free or reduced price meals for your child(ren), you must submit an application. Families that were notified that they have been direct-certified do not need to complete an application. Families may apply for free/reduced meals throughout the year.

Students who do not wish to take school lunch must bring a lunch from home. If students bring lunch from home, they may purchase a carton of milk and should bring cash for the milk as the cost cannot be deducted from the family food service account.

Bullying Policy (VASD Admin Rule 522)

The Verona Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, in school buses and at school-sponsored activities. The District is committed to vigorously addressing bullying so that there is no disruption to the learning environment and learning process.

“Bullying” is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity; gender expression, sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status. Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet – also known as cyber bullying)

[VASD Admin Rule 522P](#) includes procedures for reporting and investigating bullying incidents.

Bus Transportation (VASD Admin Rule 550)

The district contracts with First Student to provide transportation for students who qualify. All students have a responsibility to exercise safe practices and courteous conduct at all times when coming to, waiting for, riding, on or leaving a school bus. Students shall be expected to abide by all bus rider rules. *Failure to abide by these rules could result in family contact, reteaching, assigned seating, or loss of bus riding privileges at the discretion of our transportation provider and/or site administrators.* Video cameras are provided on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus and also for the intent of providing safer transportation for students. For more information on VASD Bussing, please visit <https://www.verona.k12.wi.us/bus-transportation/transporation-faqs>.

If a student is not able to safely ride the bus home due to their health (ex. vomiting) or heightened behaviors, the school will exercise discretion to require a parent/guardian to pick the child up.

Cell Phones and Wireless Communication Devices (VASD Admin Rule 533)

Students must keep personal wireless communication devices, including cell phones, smart watches, headphones, and earbuds, powered off and stored for the entire school day. Devices should be kept out of sight in a closed backpack or another location designated by the school. Exceptions may apply for emergencies, health care needs, an IEP or Section 504 plan, or teacher-authorized educational use. Families who need to contact a student during the school day should call the school office. Violations will be addressed through the District's Progressive Response Model.

Classroom Code of Conduct ([VASD Admin Rule 531](#))

The Verona Area School District is committed to maintaining an educational atmosphere of excellence. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. The Classroom Code of Conduct is written to be in compliance with Wisconsin Law, in addition to existing policies relative to student conduct, specifically VASD [BOE Operational Expectation Policy 10](#) and the [VASD Progressive Response Model](#).

Concerns/Complaint Procedure ([VASD Admin Rule 350](#))

Parents/guardians with concerns about a particular situation at school should first contact the classroom teacher to discuss the problem. Teachers will contact parents/guardians when they become aware of problem situations that require attention. If a problem cannot be resolved with the student, parent/guardian and classroom teacher, school administration should be contacted. Further information about the process for resolving concerns/complaints can be found in [VASD Admin Rule 350P](#).

Confidentiality

We are fortunate to have many parents/guardians who volunteer their time in our school. As a result of the time that parents/guardians spend with our students, they may inadvertently see or hear information about students that needs to remain confidential. Please consider the following guidelines if you choose to volunteer in our classrooms or if you have direct contact with students in school, on the playground, or during a field trip.

1. All academic information is confidential. It is especially important not to compare student performance. Please note that outstanding or exemplary student work is also confidential.
2. Periodically, students may share information about family or neighbors. While at times these stories may be innocent and/or amusing, it is best to keep them confidential.
3. If a student exhibits behavior problems or reluctance to follow through with directions, it is best to share this information with school staff. We ask that parents/guardians respect the needs and confidentiality of children by not sharing their impressions of other families' children.
4. If a student shares information with you that suggests that they may have been abused or neglected the information should be shared immediately with the classroom teacher, social worker, guidance counselor, or principal. This information must remain confidential in the community.

Parents/guardians who have further questions about student confidentiality are encouraged to contact school administration.

Directory Data

Under the Family Educational Rights and Privacy Act (FERPA), the District generally must obtain parent/guardian consent before disclosing personally identifiable information from a student's education records. FERPA allows the District to disclose information designated as "directory data" without prior consent unless a parent/guardian opts out. Families may review and select their directory data preferences during the annual registration process. Please contact your child's school if you have questions about directory data or your selections.

DISTRIBUTION OF MATERIALS IN THE CLASSROOM BY STUDENTS/GUARDIANS

Permission must be obtained from the classroom teacher before any materials such as invitations can be passed out on school grounds. Personal invitations (i.e., birthday parties) to events outside school will not be allowed to be distributed on school grounds unless all students in the class are invited.

Emergency Procedures

Schools are required to conduct safety drills in accordance with state policy. This includes monthly fire drills, an annual severe weather/tornado drill, and a quarterly safety drill. Schools have incident protocols in place in the event of an emergency requiring us to secure the building.

[VASD Admin Rule 318](#) outlines incident response communication and when families will be notified of an incident.

Family Conferences & Family Contact Time

We strive as a district to maintain open, two-way communication with all families. Each year, families have formal opportunities to meet with their child's teacher/s, including family conferences in fall and spring to discuss goals, progress, and growth, as well as Family Contact Time in August-April as an opportunity to get to know the child, family, and teacher. Families are encouraged to reach out to their child's teacher/s throughout the school year as needed.

Fines

--Property Damage

Families may be charged a fine for the reasonable cost of repairing or replacing District property when a student causes significant damage beyond ordinary wear and tear. This may include broken windows or glass, destroyed furniture or fixtures, or damage to walls, doors, or other parts of a school building. Fines are intended for substantial property damage, not routine wear and tear or minor incidental damage. The District will review the circumstances and notify the family before assessing a fine.

--Book Fines

Fines may be administered to students for book or other property damage beyond what is considered normal wear or conditions.

--Technology Fines

Fines for technology damages are assessed by a school's Education Technology Support Technician (ETST) in accordance with our optional damage waiver program. All damages should be reported to the ETST upon knowledge of the damage.

Food & Snacks at School

To address concerns related to safety, health & wellness, equity & inclusion, and inconsistencies in practice, our schools have implemented the following practices/policies in regard to food, snacks and treats at school.

- **Classroom Snacks**

We serve breakfast and lunch daily, so few classrooms will need a snack time.

- **No Birthday/Special Week treats**

Students will not bring treats for birthday celebrations or other special events. Teachers will continue to celebrate birthdays and special events in ways that do not include food/treats/snacks.

- **School-wide Celebrations and Parties**

We have school-wide celebrations throughout the year. These celebrations will not have food or drinks but rather other items related to the celebration (games, activities, crafts, etc.).

There may still be times when there is food in the classroom such as when the food/treat connects to the curricula.

Health Program

School Nurses are members of the Integrated Student Services Team and each VASD school is served by a School Nurse. The School Nurse manages chronic and acute health needs of students throughout the school day, collaborates with school staff and community providers, and provides education to staff, students, and families. VASD School Nurses hold a Bachelor of Science in Nursing degree or higher.

Health Assistants provide care for ill and injured students, assist with clerical activities, and perform delegated nursing activities under the clinical supervision of the school nurse. VASD Health Assistants are CPR certified and frequently have formal training or certification in the healthcare field.

Parents/guardians should contact the elementary office or school nurse about new or ongoing health problems, including allergies, medications, and communicable illnesses. Use the link for all Health related questions, information and forms- [Health Services](#).

Lost and Found

Small items found may be kept with a classroom teacher or in the main office. Clothing and larger items are placed in designated areas of each school. Check these locations for lost items and reclaim what belongs to you. Periodically, unclaimed items are donated to local charitable agencies. Please label your child's possessions as this helps prevent loss.

Nondiscrimination

It is the policy of the Verona Area School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the persons' sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability as required by Wis. Stat. § 118.13. [VASD Board of Education Results Policy 4](#) outlines the district's belief on our contribution to an effective and diverse community. The following link outlines [VASD Title IX Policies](#).

Physical Education - (VASD Admin Rule 518)

For reasons of cleanliness and safety, it is requested that students have a pair of gym shoes that are worn only inside the school building for physical education class. These gym shoes should have soft, non-marking soles. Students are asked to wear comfortable clothing on days that they have physical education class. As with recess participation, children are expected to fully participate in physical education class unless they have a note from a medical provider that states otherwise.

Recess Participation

Although there are cases when exceptions are reasonable and necessary, children are expected to attend recess unless they have a note from a medical provider that states otherwise. Students should come to school properly dressed for the weather. Recess will be held indoors if the windchill or air temperature is at or below 0 Fahrenheit.

Safety Tip Line:

Safety is one of our top priorities, as shared in our District's Strategic Plan. We offer SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in five different ways

- 1. App: Search for "SafeSchools Alert" in the App Store to download for free**
- 2. Phone: 608.888.9065**
- 3. Text: Text your tip to 608.888.9065**
- 4. Email: 1817@alert1.us**
- 5. Web: <http://1817.alert1.us>**

Students and family members can easily report tips on bullying, harassment, drugs, vandalism or any safety issue they are concerned about. Tips may be submitted anonymously if desired, but we appreciate everyone's input to help make our school community a safer place to work and learn.

School Attire - Outdoor Wear

Students are to wear outer clothing appropriate to the weather. Families are encouraged to speak with their child about dressing for the weather. During cold weather months boots, hats, mittens, scarves, and water repellent snow pants support students' ability to comfortably participate in recess and outdoor activities. The district is not responsible for damage a student does to their own clothing

due to decisions they make while at school (e.g., walking through puddles, digging, play, leaving clothing outside, etc.).

School Closing

Information on school delay or closure due to weather or other circumstances will be posted on the [VASD website](#), broadcast on local TV stations, shared on VASD social media (Facebook and Instagram), and sent to parents in an email and text message. You will not receive a phone call. If your contact information has changed since you last reviewed it during the registration process, please call your child's school office to inform them of the changes.

School Hours/School Day Schedule

Arrival and dismissal times by school, as well as a school year calendar can be found on the VASD website [here](#).

Staff Qualifications – Parental Rights to Seek Information

Federal law requires schools to share information with parents/guardians regarding the qualifications of teachers employed by the school district. If parents/guardians want to see the state qualification for their child's teacher, it can be found on the DPI website at: <https://dpi.wi.gov/licensing/license-lookup>. If you would like more information about the qualifications of our staff, please contact your school principal.

Statement on Reading and Math Services

Recognizing the importance of all subjects in the development of the whole child, it is our intention to provide each student with the opportunity to learn from a wide variety of curricular and extracurricular options. However, we also recognize the central and paramount importance of reading and mathematics skills and their role in allowing students to access learning in all other disciplines throughout their lives. It is our belief that when students are not succeeding in reading and/or math, we must respond with additional support. Additional instruction may be provided within the classroom or outside of the classroom. Decisions around interventions should always occur with families as partners.

Staying After School

It is not the practice of our district to keep students after school, unless they are a part of planned extracurricular activities. Families are expected to have a pick up plan for their child at dismissal each day. This may include after school care on site, bus transportation, after school care off site, walking home, or family pickup. If a family is unable to pick up their child on time, they must make the school aware of late pickup, with every effort made to arrange for alternative pickup. Frequent late pickups will result in school contact to discuss a pickup plan. In the event a student is not picked up and a parent/guardian or emergency contact cannot be reached, the Verona Area Police Department will be contacted.

Strategic Plan

[Click here to view our VASD Strategic Framework](#) and [VASD Mission Statement & Equity Framework](#)

Student Dress and Grooming (VASD Admin Rule 532)

The VASD dress code states that each student may determine personal dress and grooming within established guidelines. Student dress and grooming should not:

- (1) jeopardize the health or safety of the student or other students,
- (2) be disruptive to the learning environment, or
- (3) invade the rights of others.

Building administration has the authority to set additional dress and grooming standards within these guidelines.

Technology Resources (Administrative Rule 471 and 471P)

An acceptable use policy (AUP) is a set of rules and guidelines that govern the use of technology resources, such as computers, the internet, and mobile devices. The Verona Area School District's AUP outlines the rules and guidelines for the use of technology resources by students. The AUP is important because it helps to protect students from harm and to ensure that technology resources are used for educational purposes. By following the AUP, students can help to create a safe and positive learning environment for everyone. Click the links above to see the details in the policies.

Threat Assessments

Our district takes all threats seriously. A threat is defined as "an expression of intent or a pattern of behavior that may lead to harm or an act of violence against someone or something." A threat can be spoken, written, symbolic or behavior based. A substantive threat is defined as "a threat towards others that is judged to have serious intent to harm others and typically involves a detailed plan and means." A transient threat is defined as "a threat towards others that is judged to be more of an expression of anger or frustration 'in the moment' that can be easily resolved."

When necessary, district staff use a threat assessment to determine whether a threat is substantive or transient. The purpose of a threat assessment process is not to determine whether someone has made a threat, but rather to determine if the individual(s) involved pose(s) a threat to others. This violence prevention strategy involves:

- identifying potential threats that may lead to a violent act;
- using a screener process to determine whether a threat is transient or substantive;
- conducting a comprehensive analysis of substantive threats through the use of a Threat Assessment Team which includes law enforcement and the district's Crisis Management Director;
- developing intervention plans that protect individuals who may be targets of the threat and those who have made the threat; and
- addressing the underlying problem or conflict that stimulated the threatening behavior.

Further information about school threat assessment processes can be found in VASD Admin Rule 611 and [VASD Admin Rule 611P](#).

Valuables from Home

Children should leave toys, sports equipment, valuables, money, and other personal items at home. In the event a classroom/school activity provides an opportunity to bring personal items to school, staff will clearly communicate this with families. Approved items must remain in the classroom. As soon as these items are no longer needed, they should be taken home. Should any of the items listed above be brought to school, staff have discretion to confiscate the item, to be returned to the student/parent/guardian at a later time.

Visitors in the School ([VASD Admin Rule 331](#))

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in school buildings. Achieving the desired balance will lead an increased sense of collaboration and cooperation between the community and the schools.

Building administration has the authority to determine which visits are to be permitted, as well as the discretion to set additional conditions on the nature and extent of such visits. Procedures outlined in [VASD Admin Rule 331P](#) will dictate the nature and frequency of school visitors, including the discretion administrators have to limit or deny a visit.

Volunteers and Field Trip Chaperones ([VASD Volunteer Page](#))

Adults serving as school volunteers or chaperones on a field trip may not bring other children with them. Volunteers and chaperones must have a completed and passed the VASD Criminal Background Check and have completed the Professional Boundary training with the district prior to volunteering or chaperoning a field trip. This form and training are available on the link above. Volunteers are defined as those following through on a mutually agreed upon plan of support for the school and may not be used for the purpose of student, staff, or classroom observations.

Individual schools may have additional requirements for volunteers or chaperones specific to conduct, confidentiality, and procedure. Failure to fully adhere to these expectations and student confidentiality as listed earlier in this family handbook will result in limitations being placed on further volunteering or chaperone privileges.

Weapons – Possession or Use ([VASD Admin Rule 332](#))

The Verona Area School District is committed to providing a safe and healthy working environment for all of its employees, students and visitors. As part of that commitment, and subject to state and federal law, the District has established Board policy 832, prohibiting all firearms or other weapons of any type, concealed or unconcealed, on District property. Even though Wisconsin has enacted a concealed carry law, the right to carry a concealed firearm or other weapon, even though legally obtained, does not apply to employees, students, visitors, contractors or any other persons when on the property of the District.

Wheeled Forms of Transportation

Wheeled forms of student transportation including, but not limited to, bikes, skateboards, roller blades/skates, scooters, hoverboards, and “heelies” (shoes with built-in wheels) are not to be used on school property during the school day. Students who use these for transportation to/from school are required to walk or carry the items on school property. Students with “heelies” need to have another pair of shoes to wear during the school day. Inappropriate use may result in confiscation of the equipment and parent/guardian notification.

Withdrawals/Change of Address/Contact Information

Families must keep their address, telephone number, email address, emergency contacts, and other student information current. Please promptly notify the District if your family moves, your contact information changes, or your student will be withdrawing from VASD.

Families may contact District Registration in any of the following ways:

- Complete the applicable update or change-of-address form through PowerSchool or the [District Registration webpage](#).
- Email reg@verona.k12.wi.us.
- Call the Registration Office at (608) 845-4360.
- Visit the Registration Office at 410 North Main Street, Verona, through Door 5 of Badger Ridge Middle School. Appointments are encouraged but not required. Scheduling an appointment may reduce your wait time, as the District Registrars may be assisting other families when you arrive. The best way to make an appointment is to contact the registrars by email or phone.

If your family is moving outside the District, please contact Registration as soon as possible to discuss withdrawal, school records, and any options that may allow your student to continue attending VASD.

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Verona Area School District Administrative Rules

Section: Instruction

Rule: 471 - Student Internet Safety/Appropriate Use of Technology

Last Updated: May 30, 2023

Formerly Board Policy 363.2 Exhibit

(Aligned with OE 11: Instructional Program)

STUDENT INTERNET SAFETY/APPROPRIATE USE OF TECHNOLOGY RULES

A. General

1. The District's technology resources, including District-owned mobile devices, software, networks, and network connections, are open to regulated use by students as a privilege. Each student who uses the District's technology resources is required to follow the District's established expectations for appropriate use.
2. Students should approach their use of technology resources with the understanding that all of the school rules and expectations that apply to in-person interactions and to the student's general conduct while at school or while under the supervision of a school authority also apply to their use of District technology, their online conduct, and their electronic communications. This rule and various other District policies, rules, and regulations include additional requirements and expectations that are directly related to the use of technology resources, including District-owned mobile devices. If a student has a question concerning any policy, rule, regulation, or directive that relates to technology resources, or if a student encounters a situation in which they are uncertain about any expectation for appropriate use or about how to proceed, the student should contact a teacher or an administrator to obtain appropriate guidance.
3. Because the District's technology resources belong to the District, users have no privacy expectation in the contents of any of their personal files, including but not limited to email and other electronic communications, on the District's technology resources. Users also have no privacy expectations on any of the websites that they may visit by using the District's technology resources. Usage of the District's technology resources may be monitored without notice to determine compliance with the District's Internet safety and appropriate use policy and rules. Through such a monitoring process, the District may inadvertently obtain access information for a student's personal Internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the District. If such personal Internet access information is obtained by the District, the District shall not use that access information to access the student's personal Internet account unless permitted by law. Routine maintenance and monitoring of the District's technology resources may also lead to the discovery that the user has or is violating the District's policy, rules,

or law. An individual search will be conducted if there is a reasonable suspicion that a user has violated the law or the District's Internet safety and appropriate use policy and/or rules. The search will be conducted consistent with legal requirements.

4. The District makes no guarantees of any kind, either expressed or implied that the functions of the services provided by or through the District technology resources will be error-free or without defect. The District will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the District's technology resources.
5. The use of AI technology in the Verona Area School District must comply with the district's Acceptable Use Policy (AUP). AI technology can be a resource for enhancing learning and teaching experiences, but it must be used responsibly and ethically. Students, teachers, and staff members must ensure that any AI systems they use are age-appropriate and that they do not violate the privacy of other individuals. The use of AI for academic purposes should align with the district's curriculum and instruction goals. Additionally, students, teachers, and staff must use AI tools responsibly, avoiding any form of plagiarism or cheating. Failure to follow these guidelines may result in disciplinary action. By following these guidelines, we can ensure that AI technology is used appropriately and safely within the Verona Area School District.

B. Parental Role and Responsibilities

1. Upon consultation with the site administrator, and consistent with rules governing the confidentiality of student records, parents/guardians may investigate the contents of their children's technology use files upon request.
2. There is a wide range of material available on the Internet, some of which may not fit with a particular family's values. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. It is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the District's technology resources.
3. In accordance with the Acceptable Use Policy for VASD students, parents/guardians are responsible for ensuring that they monitor the child's use of the internet and technology resources during non-school hours. This includes but is not limited to, student devices, district-issued email accounts, online learning spaces, collaboration tools and applications, and educational resources. Parent(s)/guardian(s) need to set clear expectations on the appropriate use of electronic devices during non-school hours. If your child is not following these rules, you have the right to limit access while the device is at home.

C. Appropriate Use Rules

1. Personal Safety

- a. Students will not post personal contact information about themselves or other people on the Internet. Personal contact information includes but is not limited to, home address and telephone number. Exceptions may be made for career or post-secondary educational research purposes, or with approval by an instructor.
- b. Students will not agree to meet with someone they have met online without their parent (s)/guardian(s) approval and participation.
- c. Students must immediately disclose to their teacher or other staff members present any electronic communications (e.g., messages) they receive that are inappropriate or that make them feel uncomfortable.

2. Social Networking

- a. Web resources that emphasize collaboration and sharing, such as online chat rooms, wikis, blogs, forums, and other Web 2.0 tools, may be used for educational or school-related purposes as determined by District instructional or administrative staff. All other use of social networking sites and resources by students is prohibited.

3. Unauthorized Activities

- a. Students may not use the District's technology resources for commercial purposes, including, but not limited to, purchasing, selling, or advertising goods or services.
- b. Students will not attempt to gain unauthorized access to the District's technology resources or to any other computer system through the District's technology resources or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- c. There shall be no downloading or installing of programs or applications onto District technology resources, including District-owned mobile devices, without teacher permission. Students are not allowed to load personal software onto District technology resources, including a District-owned mobile device, at any time.
- d. Students will not make deliberate attempts to disrupt the District's technology resources' performance or destroy data by intentionally spreading computer viruses or by any other means.
- e. Students will not use the District's technology resources to engage in any illegal act or other action that violates any other District policy or rule.
- f. Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
- g. Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a

school project or assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.

h. Online gaming, music downloads and streaming, and video downloads and streaming are not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if such activity is in support of education, as determined by instructional staff. Online gambling is strictly prohibited.

4. System Security and Data Management

- a. Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their personal accounts. Students may only log in to their assigned mobile device or District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.
- b. Students will immediately notify the site Educational Technology Coordinator if they have identified a possible security problem. Students will not search for security problems because this may be construed as an unauthorized attempt to gain access, i.e. computer hacking.
- c. All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to manage their files, saving them as needed to either the network drive or Google Cloud.

5. Cyber Bullying/Respect for Privacy

- a. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Restrictions against inappropriate language apply to public messages, private messages, and material posted on websites.
- b. Students will not post information that, if acted upon, could endanger the health, safety, or welfare of other individuals.
- c. Students will not engage in personal attacks, including but not limited to, prejudicial or discriminatory attacks.
- d. Students will not harass or bully another person. "Harassment" refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a student's school performance, or creates an intimidating, hostile, or offensive learning environment. If a user is told by a person to stop sending him/her messages, he/she must stop.
- e. Students will not engage in cyberbullying. "Cyberbullying" includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings that are materially or substantially disruptive or violate District policy. In situations in which the cyberbullying originated from a non-school computer or other communication

devices such as a cell phone and is brought to the attention of school officials, any disciplinary action taken shall be based upon whether the conduct is determined to be substantially disruptive of the educational process so that it markedly interrupts or substantially impedes the day-to-day operations of a school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes but is not limited to, harassment or making a threat off school grounds that is intended to endanger the health, safety, or property of others at school or at a school-related activity wherever held, or toward a District employee or School Board member.

- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

6. Plagiarism and Copyright Infringement

- a. Students will not plagiarize. Plagiarism is taking the works of others and presenting them as if they were original to the user. District policies on plagiarism will govern the use of material accessed through District technology resources.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user must follow the expressed requirements. If the user is unsure whether or not he/she can use a work, he/she should request permission from the copyright owner and appropriately reference it. District policies on copyright govern the use of material accessed through District technology resources.

7. Inappropriate Access to Material

- a. Students will not use the District's technology resources to access or view material that is profane or obscene (i.e., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If a student inadvertently accesses or views such information, he/she should immediately disclose the inadvertent access in a manner specified by his/her teacher. This will protect users against an allegation that they have intentionally violated District policy and rules.
- c. If a student receives inappropriate material through electronic transmission (e.g., email), the student should notify the sender that such material is forbidden and should delete the material. If the sender continues to send such material, the student should notify his/her teacher or site administrator.

D. Personally-Owned Laptops and Other Computing or Communications Devices

- 1. A personally-owned laptop computer, handheld computer, or other computing or communications device may be connected to the Internet at school only through the District's public wireless network, which allows filtered web-only access to the Internet. Connecting a laptop or other device to a non-networked device is allowed for instructional purposes.

2. The laptop computer, handheld computer, or other computing or communications device is to be used in compliance with District policies and rules, including but not necessarily limited to those applicable to Internet safety and appropriate use of District technology resources. Any violation of such policies or rules may result in the exclusion of the device from school and/or discipline of the person who has violated the policy and/or rule.
3. Any student who brings a laptop computer, handheld computer, or other computing device to school must use it as an instructional tool and only for the school curriculum. It may not be used as an entertainment system. Students must turn off and put away a personally-owned laptop, handheld computer, or other computing device when directed by a staff person.
4. Personally-owned devices will not be able to access district printers or copiers.
5. If a personally-owned technology device (e.g., cell phone) is found, or is confiscated, the person recovering the device is not authorized to view the contents of the device. District protocol requires staff to place the device in a secure location, label it with the time/date, and turn it into the office. The district administrative staff or agent and/or a law enforcement representative are the only ones authorized to view the contents, and any search or review of the contents of the device must be consistent with legal requirements.
6. The District may examine personally-owned computers and other communications devices and search their contents if there is a reason to believe that school policies, rules or regulations, or laws have been violated. The scope of the search will be limited to the violation of which the student is accused, and the search will be conducted in a manner consistent with legal requirements. Individuals have no expectation of privacy in the use of the District's wireless network or technology systems and such use is subject to being monitored.
7. Students are not required to bring personally-owned laptop computers or other communications devices to school. The District accepts no responsibility for the loss, theft, or damage of personal property brought to school by students. Any laptop computer, handheld computer, or other communications device is the responsibility of the student who brought the device to school.

E. Policy and Rule Violations

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District technology resources.
2. In the event there is an allegation that a student has violated the District Internet Safety and Appropriate Use Policy and/or rules, staff will investigate and meet with the appropriate individuals. The student will be given an opportunity to be heard in the manner set forth in the building disciplinary codes. Disciplinary actions are tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Consequences of violations of the Internet safety and acceptable use policy and rules include but are not limited to:

- Suspension of network privileges
- Revocation of network privileges
- Suspension of Internet privileges
- Revocation of Internet privileges
- School suspension and/or expulsion
- Legal action and prosecution by the authorities
- Other disciplinary action

Verona Area School District Administrative Rules

Section: Instruction

Procedure: 471P - Student Internet Safety/Appropriate Use of Technology

Last Updated: August 2026

Formerly Board Policy 363.2 Exhibit

(Aligned with OE 11: Instructional Program)

USER AGREEMENT FOR STUDENT USE OF DISTRICT-OWNED MOBILE DEVICES

Parents and Students must complete an electronic certification that acknowledges acceptance and understanding of the rules and responsibilities outlined in this document.

Verona Area School District students and families must understand that:

1. Students are responsible for the safe, responsible, ethical, and legal use of District technology resources, including District-owned mobile devices that are assigned to them.
 - a. All students using District technology resources, including District-owned mobile devices, must comply with the District's Internet Safety and Appropriate Use of Technology Resources policy and rules, other District policies, state and federal laws and regulations, and guidelines set forth in this document and by District staff. This includes complying with existing copyright laws and educational fair use policies. All policies, rules, and guidelines are in effect before, during, and after school hours for all District devices whether on or off the school campus.
 - b. District technology resources, including District-owned mobile devices and networks, must be used to support education. However, limited personal use of such devices may be permitted during non-instructional time and off school premises as authorized by school personnel and consistent with established rules.
 - c. Students may only log in to their assigned mobile device or District network under their assigned username. Students may not share their log-in and password with other students or individuals. Students may share their log-in and password with their parents/guardians.
 - d. Mobile devices come with a standardized image already loaded. Any other image set as the desktop background or screensaver must be in line with District policies and rules. Inappropriate media may not be used, which includes any presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang-related symbols.
 - e. There shall be no downloading or installing of programs or applications on District-owned mobile devices without teacher permission. Students are not

allowed to load personal software onto a District-owned mobile device at any time.

f. Mobile devices come equipped with special functions such as a webcam. Webcams are to be used for educational purposes only, under the direction of the teacher. Listening to music or watching movies on the device is not allowed during school hours without permission from the teacher. Permission will be given only for media used to complete a school assignment. Students may be permitted to listen to music or watch a movie on a District-owned mobile device during non-instructional time and off school premises.

g. Online gaming is not allowed on District technology equipment, including District-owned mobile devices, except with teacher permission and only if the game is in support of education.

h. All students have access to a network drive and a Google cloud-based drive on which to store data. It is the responsibility of the student to practice file management.

i. Any documents that require printing from a District-owned mobile device should be printed at school.

j. Google applications, along with additional services such as YouTube, play a vital role in accessing digital resources offered by educational vendors and enhancing learning experiences. By acknowledging this document, you also accept the use of all Google applications, including Google Additional Services.

2. The District maintains an Internet filtering measure on District technology equipment and networks, including District-owned mobile devices, that blocks access to visual depictions that are obscene, child pornography, and material that is deemed harmful to minors. Although the District has an Internet filtering measure in place, it is impossible to ensure complete protection from access to inappropriate material. Students are expected to notify a staff member immediately if they come across information, images, or messages on their District-owned mobile device or any other District technology resources that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

3. Students assigned District-owned mobile devices are responsible for the proper care, security, and of the mobile devices at school and off school premises, including any related components such as power cords/chargers, etc.

a. Students are expected to keep District-owned mobile devices in good condition. Students are prohibited from putting stickers or additional markings on the devices, cases, batteries, or power cords/chargers, or defacing District equipment in any way. If such action occurs, the student will be charged for the repair or replacement of the device.

b. Students are expected to store District-owned mobile devices in the District-supplied case at all times when the device is not being used and to comply with any other care and storage directions provided by school personnel.

- c. Students may not loan components such as power cords to other students for any reason. Students who do so are financially responsible for any loss of such components.
- d. Students who identify or know about a security problem related to their device are expected to convey the details to their teacher immediately without discussing it with other students.
- e. Students are expected to report any damage to, loss of, or theft of a District-owned mobile device or related components within 48 hours to the classroom teacher. This means no later than the next school day. Any theft of a District-owned mobile device must be reported to the police. The parent/guardian/student is responsible for the cost of repair or replacement of the mobile device if it is intentionally damaged, it is lost because of negligence, or, it is stolen but not reported to the school and/or police in a timely manner. Parents/guardians have the option to pay an annual damage waiver fee. If parents/guardians elect to pay the damage waiver fee, they will only be responsible for a small deductible in the event of loss, theft, or damage. If parents/guardians decline participation in the damage waiver fee program, they will be responsible for the entire cost to replace or repair a device in the event of loss, theft, or damage.

4. Mobile devices assigned to students are on loan to students and remain the property of the Verona Area School District.

- a. All files stored on District mobile devices or the network are the property of the District and may be subject to review and monitoring. There should be no expectation of privacy in such files.
- b. The District reserves the right to confiscate the District's property at any time.
- c. In accordance with the district fees and fines guidelines, devices are expected to be returned with all accessories that were provided, such as charging equipment and case, in good working condition when a student or staff leave the district or at the end of a device refresh cycle.

Any failure of a student to comply with applicable District policies and rules may result in disciplinary action, including suspension or revocation of privileges to use District-owned mobile devices, school suspension and/or expulsion, or other appropriate disciplinary action. Students may also be subject to legal action and prosecution by law enforcement authorities.