

SUPPLEMENTAL INFORMATION

2020-2021 CTE Student Handbook

**District Computer Access Form
Local Field Trip Form
CTE Photo/Video Opt Out
CTE Discipline Protocol
Student Emergency Medical Card**

DISTRICT COMPUTER SYSTEM ACCESS FORM
April 2019

BASED UPON TST BOCES BOARD OF EDUCATION POLICIES 7171 and 5111

Internet access will be provided to the students and staff of BOCES in accordance with the terms of this policy. Internet access through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications system is reserved solely for educational purposes. Access to the Internet will be under the direction and supervision of the staff assigned to areas with Internet access capabilities. The Tompkins-Seneca-Tioga BOCES reserves the right to view all data files and monitor all Internet activity including transmission and receipt of email. Any violations of this policy will be treated in a manner commensurate with all other student/staff policies.

In addition to penalties set forth in appropriate staff/student discipline codes, a violation of this DCS policy may also result in loss of Internet privileges and/or disciplinary action. When applicable, law enforcement agencies may be involved.

BOCES does not guarantee or imply that access to the DCS will always be available when students want access to it or that the software provided by the district will always work as intended. BOCES is not responsible for failures in the operation or technical functioning of the DCS.

Privacy Rights

The District Superintendent or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with the requirements of the policy and accompanying regulations.

Internet Conduct

Individuals gaining access to the Internet from any access point within the school district must follow the following guidelines:

1. Access to the Internet from BOCES' DCS and facilities must be for educational (curricular-related) and/or work-related purposes. BOCES cannot be responsible for the accuracy and appropriateness of content on the Internet and all users are cautioned to navigate through the Internet in an intelligent, informed and critical manner.
2. Examples of prohibited practices include, but are not limited to: any access, transmission, or retransmission of any information containing pornographic material, material which promotes the destruction of property, promotes violence or hatred against particular individuals or groups of individuals, or advocates or promotes the superiority of one racial group over another.
3. Users may not use or possess illegal software. Illegal software is defined as any software in possession of a user that has been downloaded from the network or is otherwise in possession of the user without the appropriate registration of the software, including the payment of any fees owing to the owner of the software.
4. Users may not transmit credit card or other personal information for anyone other than themselves, from any access point within the school district.
5. Users may not transmit email through an anonymous remailer or access any external email account.
6. Users may not commit or attempt to commit any willful act involving the use of the DCS which disrupts the operation of the DCS or any network connected to the Internet including use or attempted use or possession of computer viruses.
7. Users may not violate any other aspect of the Tompkins-Seneca-Tioga BOCES policy and/or regulations, as well as local, state or federal laws or regulations.

Notification

This policy will be handed out to student Internet users at the start of class. Staff will be given this policy at the start of employment.

Internet Content Filtering

The BOCES, in accordance with the provisions of the Children's Internet Protection Act, requires all BOCES computers with Internet access that are available to students and staff to be equipped with filtering or blocking technology. Additionally, proper supervision must be provided while accessing the Internet to further ensure appropriate usage.

Under certain supervised circumstances, authorized personnel may override the filtering/blocking technology for a limited, prescribed period of time to assist students and staff with special projects or research. If the District Superintendent deems it necessary, the District Superintendent shall develop guidelines to implement this component of the policy.

G Suite for Education

To maximize the tools of G Suite for Education, TST BOCES students will be given a G Suite account to collaborate with their teachers and classmates. All G Suite accounts will include access to a Gmail account.

Using their G Suite for Education accounts, students may access and use the following "Core Services" offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

Gmail Accounts

All accounts will be available inside and outside of the school network, but they will be closely controlled. Controlled accounts will differ from regular accounts as they will be able to email all students and staff within the TST BOCES district, but email to external contacts will be limited to approved domains only. All email accounts are the property of the TST BOCES, and therefore there should be no expectation of privacy. Each account will be monitored to ensure proper use in accordance with the District's Code of Conduct, found at: <http://tstboces.org/about/code-of-conduct/>.

The District Superintendent or his/her designee may report inappropriate use of email by a student to the students Teacher/Principal who will take appropriate disciplinary action. Violations may result in a loss of email use, access to the District Computer System and/or disciplinary action. When applicable, law enforcement agencies may be involved.

A standard Confidentiality Notice will automatically be added to each email as determined by the TST BOCES.

G Suite Additional Services

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following "Additional Services":

- Google Cloud Print
- Google Maps
- Google Groups
- Google Earth
- Google Books
- Blogger
- Feedburner
- Youtube
- Others on Demand

G Suite for Education requires in its agreement(section 2.5) that schools obtain parent or guardian consent for any Additional Services they allow students under the age of 18 to use. A complete listing of the GSuite Additional Services can be found here: <https://support.google.com/a/answer/6356441>

I have read (or had shared with me) the TST BOCES District Computer Access rules and I will abide by this agreement. I understand that this access is designed for educational purposes. I understand that the use of technology at TST BOCES is a privilege, not a right, and if I choose to use technology inappropriately I could lose this privilege temporarily or permanently.

TST BOCES

TOMPKINS • SENECA • TIOGA

September 9, 2020

Dear Parent/Guardian,

Each year, many of our students are involved in field trips as part of their program at the Career and Technical Center at TST BOCES. It is our mission to prepare your child for the world of work, therefore, we are notifying you of our plan to be “off-campus” on occasion. These trips will be “local field trips” and will take place during regular career and technical class time. Students will be transported, when needed, by commercially licensed drivers and will be under the supervision of our staff. If an all day trip is needed, or if a trip outside the immediate Tompkins County area is planned, a separate form seeking your permission will be sent to you. We will also notify our component schools when this happens.

Please sign the statement below, indicating your receipt of this information and ask your son/daughter to return it to his/her Career and Technical Teacher. Thank you for your assistance.

Sincerely,

Kevin Casler

Kevin Casler, Principal
Career and Technical Center

Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that TST BOCES, with certain exceptions, obtain your written

consent prior to the disclosure of personally identifiable information from your child's education records. However, TST BOCES may disclose appropriately designated "directory information" without written consent, unless you have advised the TST BOCES to the contrary in accordance with TST BOCES procedures. The primary purpose of directory information is to allow the TST BOCES to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want TST BOCES to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the TST BOCES in writing by September 14, 2020. TST BOCES has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot**

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

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TST CTE Discipline Protocol Parent/Student sign-off

1st Incident:

- Teacher discusses with student the incident, provides a warning, and reviews expectations
- An in-class consequence may be provided
- Incident is documented in Schooltool and Work Ethic Grade is reduced

2nd Incident:

- Teacher discusses with student the incident, provides a warning, and reviews expectations
- An in-class consequence may be provided
- Incident is documented in Schooltool and Work Ethic Grade is reduced
 - ✧ Teacher notifies Student Services

3rd Incident:

- Referral to office
 - ✧ Principal calls home
 - ✧ School level consequence
 - ✧ ISS for day
 - ✧ Home District notified
 - ✧ Incident is documented in Schooltool and Work Ethic Grade is reduced

4th Incident:

- Second referral to office
 - ✧ OSS
 - ✧ Parent and Home District notified
 - ✧ Parent Meeting Requested
 - Parent meeting includes Counselor, Teacher, Principal and Student
- Incident is documented in Schooltool and Work Ethic Grade is reduced

5th Incident:

- Third referral to office
 - ✧ OSS
 - ✧ Meeting with all of the above people and a School District representative
- Incident is documented in Schooltool and Work Ethic Grade is reduced

More Serious Incidents, including DASA violations:

- OSS
- Principal calls home and School District
- Parent meeting requested
- Parent meeting includes Counselor, Teacher, Principal, Student and a School District representative
- Incident is documented in Schooltool and Work Ethic Grade is reduced

I have read and understand TST BOCES's Career & Tech Center's discipline protocol.

STUDENT EMERGENCY CARD

Name _____ Date of Birth _____

BOCES Class(es) _____ Teacher _____

Parent/Guardian Name _____ Home Phone _____

Work Phone _____

Parent/Guardian Name _____ Home Phone _____

Work Phone _____

Emergency Contact Name _____ Home Phone _____

Work Phone _____

Physician _____ Phone number _____

Medical Problems

Allergies

Medications

In the case of a medical emergency, I give permission to the TST BOCES nurse to respond to my child's needs.

Parent/Guardian Signature Date

In the event of an emergency, I give permission to TST BOCES to release my child.

Parent/Guardian Signature Date