

Welcome to the West Lyon Elementary School:

We are happy to have you as a patron of our school. The Parent/Student handbook is prepared to help you be informed of the procedures and programs of the West Lyon Elementary School. We have staff dedicated to helping children learn and achieve to the best of their ability. We are proud of West Lyon Elementary and want you to feel welcome.

This is your school. We invite you to call upon us if we can be of help to you in regard to the education of your child. This will be an enjoyable and productive year for your child.

Our school is designed to provide a pleasant, organized environment where each child can grow academically, physically, socially, emotionally, and culturally.

We are an educational family, a team, a partnership all working toward one very important goal: The academic success and positive self concept of your child. In a good family, everyone shares responsibility and no one has all the talent or answers. The family, which is West Lyon Elementary faculty, parents and students, is no different. Every fraction of talent is necessary for our success. In mutual dependence we strive to do our best to insure the future for our children. We will do our best to ensure that your association with us is a pleasant one.

Sincerely,

Tim Snyder
Elementary Principal
712-753-4917
tsnyder@WLwildcats.org

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, student, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language. This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on the property within the jurisdiction of the school district; while on school owned and/or school-operated buses, vehicles, or chartered buses/while attending or engaged in school activities; and while away on school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. A violation of a school district policy, rule or regulation may result in disciplinary action. Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program, conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The school reserves and retains the right to modify, eliminate or establish school district policies, rules, and regulations as circumstances warrant, including those contained in the handbook. Students and parents are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the West Lyon office for information about the current enforcement of policies, rules, or regulations of the school district.

ABSENCES AND ATTENDANCE

It is the educational philosophy of the West Lyon Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the administrators, and the staff of West Lyon Community School District expect the students shall be in attendance at scheduled classes and activities for one-hundred eighty days (180) days per academic year.

A. TYPES OF ABSENCES

1. Excused Absences

- a. Illness
- b. Appointments
- c. Religious Holidays
- d. Funerals

ACTIVITY TICKETS

K-6 students may purchase activity tickets. Students who purchase activity tickets will be admitted to home school sponsored athletic games free. Those without activity tickets will be charged a student fee. Tournaments and track meets are not part of the activity ticket. There will be a charge to these events.

ADMISSION OF STUDENTS

Transition Kindergarten and Kindergarten students must be five years of age on or before September 15. A special TK/Kindergarten Roundup day is held each spring. At that time parents may enroll their children, and return the necessary medical forms for kindergarten enrollment.

ALCOHOL, TOBACCO, AND DRUGS

All West Lyon Community Schools' facilities are smoke free. The use or possession of alcohol, tobacco, nicotine, or look alike substances or products, including e-cigarettes, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. Violation of this policy by students will result in disciplinary action. Possession of alcohol and/or of a controlled substance may be reported to the local law authorities.

ASBESTOS NOTIFICATION

A copy of the management plan is available for inspection in the office.

ASSEMBLY

When an assembly is called, students are to proceed directly to the gym and be seated as quickly as possible. Students not attending assemblies are to report to the library.

BAND FEES

Students in the 5th or 6th grade, who choose to be in the elementary school band will be expected to pay for their own lesson books. Students are encouraged to practice and attend lessons. Instruments may be rented with an option to purchase. Some school owned instruments are available for a rental fee.

BOOTS

Our school building is located in the middle of the country. When it rains or snows, we have mud puddles and snow piles. Because of this, students are required to wear boots to school on wet, rainy, or snowy mornings. Students are required to wear boots at recess if the ground is wet, muddy, or snowy enough to track in. Students who forget or do not have boots will be required to remain in a designated area of the blacktop during recess on snowy or rainy days.

CELLULAR PHONES AND ELECTRONIC DEVICES

During regular school hours, students may not use electronic communication devices and must keep such devices out of sight (e.g., in a locker or backpack). If an electronic communication device, in the possession of a student, is seen or heard by a staff member during regular school hours, the device will be confiscated from the student for the remainder of the school day and the school office will be notified. If a student violates this policy on a second occasion within the school year, the student's parent or guardian will be notified and only said parent or guardian will be allowed to retrieve the electronic communication device that has been confiscated from the student. If a student violates this policy on a third occasion within the school year, the student may be subjected to additional discipline, up to and including a suspension. The District realizes that students are immersed in technology. To allow students to use technology appropriately, calculators, musical electronic devices (e.g., iPods and MP3 players), personal planners, laptops and other electronic devices that are being used for educational purposes may be allowed in classrooms at the discretion of the classroom teacher. Students may not take pictures or videos while on school premises using any school or personal device without the permission of teaching staff. Cell phones are never allowed in restrooms. Outside of the school day and while on school premises(including busses), students should use phones and picture taking with caution and should respect others with their phones. Pictures should never be shown or taken unknowingly while on school premises or at any location.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and their presence does not create a substantial risk that others will catch the disease. The term “communicable disease” means an infectious or contagious disease spread from person to person. In order to prevent the spread of communicable diseases, parents should use good judgment in keeping sick children home from school.

Disease- Minimum Exclusion from School

Chicken Pox - 5 days

Conjunctivitis (Pink Eye) – During acute state or until treatment begins

Fever – Fever free for 24 hours (without the use of fever reducing medicine)

Fifth Disease – After diagnosis no exclusion from school

Impetigo – Cover lesions when attending school

Ringworm – Cover area and exclude them from contact sports

Scabies – After first treatment

Strep Throat – 24 hours after antibiotics started and no fever

Head Lice -

1. If a student is found to have head lice, the parent will be notified and educational material will be sent home with the student. It is expected that treatment will begin before the student returns to school.
2. The school nurse or health aide may screen other students in the classroom, any siblings of the infested student, and any students showing symptoms of head lice to identify other possible cases.
3. Parents will be notified if there are multiple cases of head lice in the classroom.

DANGEROUS WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects or look-alikes shall be taken from students and others who bring them onto school district property within the jurisdiction of the school district or from students who are within the control of the school district.

When students are found to possess a weapon or dangerous school property, parents shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified to a student on a case by case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

DISCIPLINE

Philosophy:

We believe all students can behave in school. We believe all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor students from learning, or violates the best interest of any individual in the school community.

In order to encourage our beliefs, the following school rules and discipline plan has been established to govern behavior at school.

General Conduct:

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school grounds, while on school owned and/or operated school or chartered buses, and while attending or engaging in school activities on or off school property. Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation or the school activity, the rights of the other students to participate in the educational process or activity, or educational atmosphere.

Disciplinary measures may include, but not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

Students shall conduct themselves in a credible manner. Failure to do so may result in dismissal from school or expulsion by the school board. Temporary suspension shall not exceed three school days. Punishment for misbehavior may be any of the following as determined by frequency or severity:

Oral reprimand to the student

Written notice to parent

Call home or email to parent

After school detention

In-school suspension

Expulsion

School Rules:

1. Everyone will walk in the hallways (in line as a group)
2. Play safe – keep hands and feet to yourself (no rough play)
3. Everyone will treat others as they wish to be treated
4. Everyone will be respectful to self, others and school property
5. Speak in a volume to fit the situation

The supervisor at the time of the infraction is the first line of discipline. No student will be sent to the principal to be disciplined until all avenues of the immediate supervisor have been exhausted.

Procedure of Discipline

A teacher may detain a student for misconduct in the classroom. The teacher will notify the student as to where and when he is to attend detention. It may be either during recess or after school, or both if the situation warrants. After school detention for students will be arranged 24 hours prior.

Severe Misbehavior:

Any student whose behavior is determined to be severe enough by the teacher or principal may forgo all aforementioned procedures and be brought directly to the principal to be disciplined.

The principal may:

1. Have the student call home
2. Call a parent, teacher and principal conference
3. Administer in school suspension, after school detention, or expulsion

DRESS CODE

1. We depend on your good judgment in helping your children dress appropriately for school. West Lyon students are usually well dressed and well groomed for school. We appreciate students who have been taught to care how they look. Children with clean hair and clothing feel better about themselves.
2. We feel better that a proper learning environment includes children properly dressed at school. We do reserve the right to have students turn t-shirts inside out if the picture or writing is offensive to the other students or faculty. We will not tolerate – Alcohol, tobacco, or suggestive words, etc.
3. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, and drugs, or clothing displaying obscene material, profanity or references to subversion are not appropriate. Clothing worn low around the hips exposing underclothing in a gang like manner is not acceptable. Gang related items will not be accepted. While the primary responsibility for appearance rests with the students and their parents, the administration serves the right to judge what is proper and what is not.

DRILLS

Fire and tornado drills are held on a regular basis (2 each semester). Each room has special instructions for fire or tornado procedures.

In a fire alarm drill students are to calmly file out of the school building when this is heard, and assemble at designated areas. Attendance will be taken at that time.

In a tornado alarm drill students are to quietly file to their designated safety area and follow instructions.

FIELD TRIPS

The principal must approve all trips and excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

FINES

Students may be assessed fines, charges, or fees for the material needed in a course, for overdue materials, for participating in activities, or for the misuse of school property.

HOMEWORK POLICY

At West Lyon the homework can be used for the following reasons:

to reinforce school activities

to extend/broaden school activities

to provide drill/practice for specific skills

to complete unfinished tasks

to provide parents with an opportunity to become involved in the child's learning

to promote/foster regular study habits

Finally, teachers at West Lyon Elementary also realize the uniqueness of each child in the school and his/her needs. Whereas the guidelines in this report are based on "average" elementary children, individual differences among children must be taken into consideration by parents and teachers. Exceptions to these guidelines, therefore, must be expected when dealing with children on IEP's or 504's. The importance of clear and concise communication between home and school cannot be overemphasized especially in these situations.

Guidelines for Teachers

Homework should be assigned with a specific instructional purpose and related to the classroom activities, themes, objectives, and standards.

All teachers of a particular grade level should be aware of the homework tasks assigned to ensure that "overload" does not occur.

Homework tasks should be appropriate to students' level of achievement and individual differences in ability must be considered. Expectations for homework tasks must be adapted accordingly.

All tasks should be explained clearly, keeping in mind the varying ability levels of children within a class. Whenever applicable, concise written instructions would ensure parents have a clear understanding of the tasks involved.

In 4th-6th grades, assignment books will be used to record daily homework tasks. Doing regular checks of these assignment books is essential.

New concepts should never be introduced as homework tasks. Exceptions to this could include work assigned due to absence from school.

The following time frames are given as a guideline for assigning homework tasks:

General Time Allotments Per School Night

Grades K-1 20 minutes maximum

Grade 2-3 30 minutes maximum

Grade 4 40 minutes maximum

Grade 5 50 minutes maximum

Grade 6 60 minutes maximum

Teachers should be flexible in these assignments. Children should not be required to complete the maximum amount each school night.

Students should be given reasonable notice for the study of chapter tests/quizzes - at least 2 school nights is recommended.

Helpful Hints for Parents

Check your child's take home folder or assignment book each evening to ensure you see what your child's tasks are and when they are due.

Encourage a regular homework routine. Set a time suitable to both you and your child for the completion of homework tasks. Structure the study time so that he/she knows how much study time you expect. Help older children to develop a regular study schedule.

Choose a quiet, well-lit place for your child to work. To help foster concentration, avoid working near the television, cell phone, or other electronic devices.

Don't take over your child's tasks. Oversee assignments, ask questions, offer suggestions, but avoid doing the research, writing the solutions, telling him/her what to do. Building independence and responsibility is crucial to a child's academic growth. Let your child know that homework is his/her job. Praise your child's efforts!

Be positive about the task at hand. Avoid negative comments that may affect your child's attitudes towards school or homework tasks. Talk to your child's teacher if you have a question or concern.

If your child has a good reason for not completing a homework task, send an email to the teacher to explain.

HOT LUNCH AND BREAKFAST PROGRAM:

A noon hot lunch and breakfast is available to all children of West Lyon. A lunch/breakfast account has been set up at the office. If your child participates in the program please keep the account up to date. Snack milk is available for K-3 students.

ILLNESS AND INJURY

If a student becomes ill or is injured at school and needs further medical attention, the student's parents will be notified as soon as possible. Emergency or minor first aid may be administered. In any event, ill or injured students will be turned over to the care of the students' parents or qualified medical personnel as quickly as possible. Every year parents are asked to complete an emergency form providing necessary information to be used in the case of an illness or injury.

INSURANCE

School insurance is offered through the school. The cost may fluctuate from year to year. Insurance forms will be sent home with the student the first day of school. Please sign yes or no and return it to school as soon as possible.

INTERROGATION BY OUTSIDE AGENCY

As a general rule, students may be interrogated by individuals from outside the school district. If an individual, such as law enforcement officer wishes to interrogate a student, the request must come from through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by the court. Prior to allowing the law enforcement officer an interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present, unless it is a child abuse interrogation.

LOST AND FOUND

The lost and found box is in the hallway by the recess exits. A good citizen is careful of his/her own property and is considerate of things belonging to others. All found articles should be taken to the office promptly. Please put names or initials on all clothing, when possible. Do not leave money, jewelry, electronics, or other valuables in desks, lockers, or coats.

MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. A statement of the physician's directions requesting the specific medication to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the nurse's office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container shall be labeled.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, it will be refrigerated.
7. The medication shall be under the authority of the EMT.
8. A written record will be kept of the medication (s) given at school.
9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the student's parents or be destroyed.

** Please remember that aspirin/Tylenol is medication. A written note from home must be on file to enable dispensing of such. The school nurse may not be available at all times to give needed medications. If the EMT is not available, the substitute or classroom teacher will dispense the medication.

OBJECTION TO INSTRUCTIONAL MATERIALS

Please contact the principal to obtain the proper forms for filing the objection.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in a district to request a transfer to another district upon the parent's request. Students wishing to open-enroll must do so by March 1 of the preceding school year. The Superintendent has the information and applications.

PARTIES

There will be three student room parties during the school year. Fall Festival, Christmas Party, and Valentine's Party. These are not elaborate parties, but parties of food, fun, and organized play.

The Christmas gift exchange is usually planned by means of drawing names. \$3-\$5 is the cost range of the gift.

Each student should give a Valentine to everyone in their class.

Students who do not wish to participate in any of the celebrations may be excused by the principal. Please email the principal if you wish to not participate.

PETS

Pets may be brought to school only with permission of the teacher. The pet should be quickly returned home following the sharing. The pet may not ride the bus.

PICKING STUDENT UP FROM SCHOOL

To obtain your child from school, a parent should contact the teacher/office of your arrival time. When you come to school you must come to the office. We will call your child from class upon your arrival. Valuable education time will be lost if you are delayed in your arrival. We also insist you come into the office to be sure your child is leaving with the correct person.

PROGRESS REPORTS AND CONFERENCES

Students will receive progress reports at the end of each nine-week period.

Parent-teacher conferences will be held after the first and in the middle of the third quarter. Parents, teachers, or principal may request a conference for a student at any time if they feel the circumstances so warrant.

PROMOTION-RETENTION

Students will be promoted to the next grade unless the judgment of the staff and the building principal, the student lacks

RECESS

Outdoor recess is to be held when the wind chill or air temperature is 0 degrees or higher. Children are to wear proper outer winter clothing. District resources are available to obtain adequate winter outerwear if needed.

STUDENT-TO-STUDENT HARASSMENT/ANTI-BULLYING /HARASSMENT POLICY

– Board Policy 502 Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the Board. The Board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees and volunteers who have direct contact with students will not be tolerated in the school or school district. Below is the West Lyon Elementary Bullying Prevention Plan.

West Lyon Elementary Bullying Prevention Plan

Purpose Statement	Our school community is committed to making our school a safe and caring place for all students. We will treat each other with respect, and we will refuse to allow bullying of any kind at our school.
Defining Bullying	<p>Definition of bullying: Bullying is mean or hurtful behavior that keeps happening. It is unfair and one-sided. Our school defines bullying by three primary characteristics: It is aggressive behavior that is usually repeated over time (usually 3 instances or more from same party/parties), occurs in a relationship where there is an imbalance of power, and intends to cause harm or distress and/or has a serious harmful and distressing impact on the target.</p> <p>Bullying includes the following:</p> <ul style="list-style-type: none">*Hurting someone physically*Stealing or damaging another person's things*Ganging up on someone*Teasing someone in a hurtful way, or name calling*Using put-downs, such as insulting someone's race or making fun of someone for being a boy or girl*Touching or showing private body parts*Spreading malicious rumors or untruths about someone*Leaving someone out on purpose, or trying to get other kids not to play with someone*Threatening*Any of the above behaviors using electronic devices

<p>Statement of Scope</p>	<p>Our school’s consequences for bullying apply when bullying happens: *On school grounds: Immediately before or after school hours, during school hours, or at any other time when the school is being used by a school group *Off school grounds: At a school activity, function, or event *When traveling: To or from school or a school activity *When using property or equipment provided by the school *On or off school grounds: When the behavior has caused significant disruption to the learning environment or interfered with an individual’s ability to learn (ex: cyber bullying)</p>
<p>Reporting Procedures</p>	<p>It is our school’s expectation that all bullying incidents be reported. *Teachers witnessing or who become aware of the potential for a bullying situation should address it right away and refer to the school counselor; many times the situation can be rectified before it requires further interventions</p> <p>Extreme cases of bullying will go directly to the principal.</p>
<p>Investigating and Responding to Bullying</p>	<p>School staff will:</p> <ul style="list-style-type: none"> *Closely supervise students in all areas of the school and playground *Watch for signs of bullying behavior and stop it when it happens *Respond quickly and sensitively to bullying reports to ensure the safety of all students involved *Look into all reported bullying incidents *Assign consequences for bullying based on our school’s discipline code (behavior slip and/or hierarchy of consequences for bullying) *Students knowingly making false accusations of bullying will be subject to disciplinary action <p>Once a bullying report is received, our school’s administration (counselor and/or principal) will conduct an investigation. If it is determined that bullying has occurred, the following will take place:</p>

	<ul style="list-style-type: none"> *Take appropriate disciplinary action according to the Hierarchy of Consequences and Behavior Management Plan *Notify the family of the bullied student *Notify the family of the student who bullied *Create a safety plan for the bullied student *Create a behavior change plan for the student who bullied
Written/Electronic Records	<p>Written records of all bullying incidents and their resolution must be maintained using the following forms:</p> <ul style="list-style-type: none"> *Bullying report form *School's discipline tracking form *Student safety plan *Student behavior change plan <p>*In addition, written records of communication between the school, involved parties, and family may be included</p>
Sanctions	<p>There will be consequences and appropriate remedial action for those involved in bullying. The developmental maturity levels of the students, levels of harm, and reasons surrounding the incident, the nature of the bullying, the context in which the alleged incidents occurred, and the past history of the parties involved should be considered when posing consequences.</p> <p>Our school will first follow the behavior management plan, and the Hierarchy of Consequences for Bullying Plan, if it is deemed that the behavior is, in fact, bullying.</p>
Training and Prevention Education	<p>Our school will take a proactive approach to dealing with bullying by providing the training and prevention education for our students and staff:</p> <ul style="list-style-type: none"> *Social Skills and Character Education classes provided weekly for grades TK-4th, and bi-weekly for 5th-6th. The Second Step Bullying Prevention Program and the Sanford Harmony Program will be used in the classrooms. *All staff will be given the Bullying Prevention Plan, and be trained on their role in a bullying situation.

	<p>*Counselor and Principal are trained on how to coach and create safety and behavior plans and continue to follow-up with students involved in bullying.</p> <p>*Staff members are given resources to help create a positive classroom climate to minimize the likelihood that bullying will occur.</p>

TECHNOLOGY ACCEPTABLE USE POLICY

1. Acceptable Use

At school, use of iPads and the Internet is for education only. Students may conduct research, learn, and communicate with others. All students agree to follow the rules of appropriate behavior:

- Students may not copy material and say that they wrote it.
- Students will visit only Internet sites suitable for children and for educational purposes and only as directed by teachers.
- Students will not take videos, photos, or audio recordings of any classmates or staff without permission from that person. The camera will only be used as a part of a project assigned by a teacher.
- Email is to be used for school purposes only. Student to student use unless directly related to a school issued assignment or project is not allowed.
- AirDrop is to be used for school purposes only. Student to student use unless directly related to a school issued assignment or project is not allowed.

2. Privileges

The use of school iPads is a privilege. The teachers and principal decide when students may use iPads or the Internet. If a student uses an iPad or the Internet in ways that are not appropriate, he or she may have privileges taken away. Also, remember that iPad files are not private. School and system administrators may see your work.

3. Etiquette

Students will follow rules for appropriate behavior. Some (but not all) of those rules are listed below:

- Be polite when writing.
- Use appropriate language.
- Students may use iPads for research, but must identify where information is found.
- Do not share account or password information with others, and do not try to log on as someone else.
- Do not try to see the folders, work, or files of others.

4. Online Safety

Please follow these rules about online safety:

- Do not give your phone number, address, or passwords to anyone over the Internet.
- Notify an adult immediately if you find information on the iPad that makes you uncomfortable or nervous.

5. Truthfulness

The West Lyon Community School District is not responsible for the truth or the quality of the information found on the Internet.

6. Privacy

Your information and records of what you viewed, received and saved are not private. Teachers and technical staff may review files to be sure everyone is using iPads responsibly.

7. Security

Security on any iPad system is important. If a student knows of any times when these rules are broken, he/she must tell a teacher or principal. School personnel are in charge of Internet access. Students will not connect to the Internet unless directed to do so under the supervision of a teacher. Do not tell anyone else your password and do not log in as anyone else.

8. Filtering

West Lyon uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Students should not attempt to get around filters.

9. Vandalism

Any vandalism will result in the loss of privilege to use the Internet, and/or the iPads, themselves.

Vandalism includes but is not limited to:

- physical damage to the iPads
- damage to files that belong to others
- changing any iPad settings or software
- any attempts to bypass security settings

10. Google Account

Each student will be issued a Google school account that will be used to access Google Drive. Google Drive will be used in the instruction of students to create word documents, spreadsheets, and presentations.

11. Take Home

In the event that the iPad is taken home, it will be for your child to continue their learning during a school closure. We will also send home what is needed for charging the iPad. All items need to be returned to school when classes resume or fines will be assessed.

The iPads are not being sent home as entertainment, but as a way to still continue to connect with their classroom and learn. Please monitor your child at home while they are using the school device.

12. Consequences

Violations of any of these rules may result in the loss of access. There may also be disciplinary actions that your teacher or school principal determine are appropriate consequences to violating the Acceptable Use rules.

Student/Parent iPad Responsible Use Contract

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Child's Name

Parent/Guardian Name

Student's Signature

Parent/Guardian Signature

Grade

Date