

Hilldale Learning Academy



Student Handbook

2026-2027

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Student Handbook
2026-2027

To the Parents and Students:

Please let me take this opportunity to welcome you to Hilldale Learning Academy for the 2026- 2027 school year. We are excited for the new school year and expect to make this one of the very best in Hilldale Learning Academy history.

It is our goal at Hilldale Learning Academy to provide the best educational opportunities possible for our students. With this goal in mind, we have compiled this Student Handbook, students are also held to the Hilldale High School and/or Middle School rules, regulations and expectations for students. Any changes to the regulations will be addressed in the student's individualized contract for their classes. Please take time to read the handbook and sign and return the bottom section of this form to your child's Director of Hilldale Learning Academy. Please keep the handbook for your future reference. If you have any questions concerning the handbook or the school itself, please call and schedule a meeting with me at (918)683-3253.

Respectfully,

Amber Horn

Hilldale Learning Academy Director

PUBLIC INFORMATION

Hilldale Board of Education

Shawn Kuykendall	Member
Vernon Antonioni	President
Brad Williams	Vice-President
Ron Allen	Member
Rick Parson	Clerk

Hilldale Public Schools Administration

Erik Puckett, Superintendent	Administration	683-0273
Dr. Deborah Tennison, Asst. Supt.	Administration	683-0273
Chad Kirkhart, Director of Facilities	Administration	683-0273
Patti Bilyard, Director of Student Serv.	Administration	683-0273
Darren Riddle, Athletic Director	Administration	683-0273
Josh Nixon, Principal	High School	683-3253
Josh Grandstaff, Assistant Principal	High School	683-3253
Amber Horn, Alt. Ed Director	High School	683-3253
Christina Hamm, Principal	Middle School	683-0763
Cade Colburn, Principal	Elementary	683-9167
Tabytha Russell, Principal	Elementary	683-1101

Hilldale Technology

Anna McFarland, Technology Director	District	683-0273
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Hilldale Public Schools Counselors

Madison McMurtrey	High School	683-3253
Candice Elrod	High School	683-3253
Trina Renfrow	Middle School	683-0763
Keyaira Jones	Elementary	683-1101
Lisa Tuck	Elementary	683-9167

Hilldale Public School Addresses

Hilldale Public Schools
313 East East Peak Blvd
Muskogee, Oklahoma 74403

Hilldale High School
300 East Smith Ferry Road
Muskogee, Oklahoma 74403

Hilldale Learning Academy
300 East Smith Ferry Road
Muskogee, Oklahoma 74403

Hilldale Middle School
400 East Smith Ferry Road
Muskogee, Oklahoma 74403

Hilldale Elementary School
315 Peak Blvd
Muskogee, Oklahoma 74403

Hilldale Public Schools Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Hilldale Public Schools ("School") receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the school principal or superintendent, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent. FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued

subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NONDISCRIMINATION

The Hilldale Public Schools, District I-29, Muskogee County, Muskogee, Oklahoma, does not discriminate in its educational programs, services, activities or employment on the basis of race, color, sex, national origin, sexual orientation, disability, religion, age or veteran status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For further information or for a copy of the District's Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints, contact Erik Puckett, Superintendent, 313 Peak Blvd., Muskogee, OK 74403-8639, (918) 683-0273, facsimile (918) 683- 8725.

INTRODUCTION

The Hilldale Learning Academy is a part of Hilldale Public School High School and Middle School program and was created to serve two purposes: 1) to provide a virtual learning choice for any students enrolled in the Hilldale Public School system, 2) to provide an alternative learning environment for at risk students which may include academic deficiency, behavioral difficulties, excessive absences, pregnancy or parenting, adjustment problems, or juvenile justice involvement.

This academy will give students the ability to complete their education through a choice of total virtual classes, blended virtual classes and regular education classes or attending alternative classes. The final goal is to provide students a rigorous education and move on to higher educational or career opportunities. Students will also abide by the procedures and policies of the *Hilldale High School and Middle School handbooks*. The policies, procedures, rules, and regulations contained in this handbook are the result of a concerted effort on the part of the Board of Education, policy committee, faculty, and administration. This information has been carefully prepared and presented so that it will be of great value in helping the student adjust to our school and become an integral part of it. District Board Policies and site handbooks are available on the website at www.hilldale.k12.ok.us.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help students participate in our varied activities and thus find those things within our school which will prepare them to live a better life and finally take their place in this complex society.

Remember that each student's success in school will be directly proportional to their efforts and to their future.

LEARNING ACADEMY PROGRAM DESCRIPTION

1. Virtual Education is one way Hilldale Public School seeks to provide the best possible educational experience for every student. This program targets all students enrolled in Hilldale Public School but may want a different method or structure for the delivery of instruction and the opportunity to stay involved in extracurricular activities, sports, and clubs. All students accepted in the virtual program of Hilldale Learning Academy will be required to take the equivalent of six hours of rigorous instruction per day. Students may work at their own pace and have the ability to complete a course early.
2. Alternative Education is a program intended to meet the needs of students who are experiencing difficulty in the mainstream school setting. The philosophy of alternative education is:
 - a. High School: either a re-entry or an avenue of completion program of high school requirements, depending on the student's needs.
 - b. Middle School: a re-entry program, for no longer than the end of the current school year, to increase specific skills that will assist in the student's ability to return to the regular setting.

Hilldale Learning Academy is a fully accredited Middle School / High School diploma program with a director, certified staff members and a counselor. The Learning Academy is open five days per week, Monday through Friday, from 8:00 a.m. until 2:55 p.m. and follows the Hilldale Public School district calendar.

COURSE CURRICULUM OPTIONS

Coursework curriculum will utilize the web-based Edgenuity Program meeting our district core and college prep curriculum choices. To obtain individual information, schedule an appointment with the Learning Academy Director to discuss course options and suitability.

1. Students will be enrolled in a full semester of courses each semester. Students will be enrolled in seven classes each semester freshman through junior year. Senior year students may participate in work study and be enrolled in six hours of rigor.
2. The school counselor will provide group sessions on life skills as well as being available for one-on-one assistance career and academic guidance. The counseling program is designed to ensure each student has time with the counselor for guidance on their ICAP (Individual Career and Academic Plan).

DAILY SCHEDULE

The Learning Academy is open the regular school day consisting of seven (7) scheduled periods. School will begin at 8:00 a.m. and be dismissed at 2:55 p.m. Class times are scheduled as follows:

1st period 8:00 - 8:50

2nd period 8:55 - 9:45

3rd period 9:50 - 10:40

4th period 10:45 - 11:10

4th period 11:40 - 12:05

5th period 12:10 - 1:05

6th period 1:10 - 2:00

7th period 2:05 – 2:55

*Lunch Time:

11:10 - 11:35

LEARNING ACADEMY PROCEDURES FOR PLACEMENT

1. The student may be referred by their parent, principal, counselor, teacher or self-referral. The referral packet must be completed and returned to the Learning Academy director. The completed packet includes the following:
 - Application
 - Student Assessment Form
 - Student Data Form
 - Parent Contract
 - Student Survey
2. Upon completion of the referral, the Learning Academy director will convene an eligibility meeting to review all the data gathered. The committee will include at least the following members; Learning Academy director, teacher, and either a principal/counselor/teacher involved in the referral process, student and parent. If the student is in special education, the site special education teacher and the alternative special education teacher will be included. A decision on admission will be determined by the team.
3. After a student is eligible to attend the academy the parents and student will meet with the personnel to construct their individual alternative program of study. The parent/student will be notified by the director of the decision and a meeting date will be set for the individual student contract to be reviewed and signed by all parties.

4. If the student is in special education the director will communicate with the special education teacher to set a time for a new IEP to be discussed when planning and reviewing the Learning Academy plan.

ATTENDANCE

Due to the flexibility of the Learning Academy, attendance will work differently than a traditional class for those students enrolled in full time virtual or alternative education classes. To have the proper amount of activity in the class, a student must log into each course several times per week on different days. Although each course is different, a student is expected to spend the appropriate amount of time in the course to stay on pace with the course per district program expectation according to each student's individual study contract. Attendance is measured by blended class times, submission of assignments, tracking mechanism on Edgenuity program, and communication with the teacher.

Students assigned to alternative education on campus: **Students will adhere to the Hilldale High School or Middle School attendance policy unless otherwise described in their individualized learning contract.**

COMMUNICATION

As a student in Hilldale Learning Academy, communication between the teacher, student, and parent is critical.

- Parent communication with the instructor and student is a central part to the success of the course. Instructors will be in contact with parents on a regular basis. Parents are expected to monitor their child's progress and communicate with the instructor if problems develop.
- Students are expected to check daily for messages and announcements from the director of the school. Students are to respond to all emails and/or phone calls from the director when requested.
- Students will have communication with their teachers. Teachers will schedule a check-in day for students weekly or more as needed. Each course is unique; therefore, face-to-face time is scheduled differently for each subject.
- Pacing work in the course is vital to success. The Edgenuity program provides the student a pacing chart that will guide progress through the course. Assignments need to be completed in order and students must meet deadlines assigned. Eligibility rules will apply.
- A parent/guardian must sign the attached 'Parent Acknowledgement' form, acknowledging the Learning Academy guidelines.

CHEATING POLICY

Whenever the student is suspected of cheating, the director will investigate all the facts surrounding the suspected cheating and meet with the student. If found guilty of cheating, the student will not earn a grade on the work he/she cheated upon and may be subject to further punishment deemed appropriate by the administration pursuant to the student disciplinary policy found in the Hilldale High School or Middle School handbook.

GRADE CLASSIFICATION OF STUDENTS

To ensure that students are classified in a uniform manner, and that students who start the school year as seniors and pass all classes may have the opportunity to graduate, when a student enters a new school term, he or she will be classified according to the following criteria/number of credits required:

Senior	Minimum 17 Credits
Junior	Minimum 10
Sophomore	Minimum 5
Freshman	0 – 4.5 Credits

A student may advance to the next higher grade classification after the start of the new school year by completing additional credits from Hilldale Learning Academy, correspondence courses, or proficiency testing. A student may only change classification at the semester and when the number of credits earned equals the required number of credits to be on track for graduation.

PROGRESS

Students enrolled in alternative education classes: **Students who fall below a 70% will have parents contacted. If a student fails classes in alternative education a review of placement will be conducted to determine if continued enrollment is allowed.**

DISCIPLINE

*In the Hilldale Learning Academy, discipline will follow the Hilldale High School and Middle School handbook, unless the director determines the safety of other HLA students are in jeopardy.

*Students at any time can be placed off campus if the director feels the safety of other learners is at-risk.

*The director has the option to assign detentions, Saturday school, or change of placements for HLA students.

COMMUNICABLE DISEASE INFORMATION

F.43. BOE Policy July 2020

Any child who is determined to be afflicted with a contagious disease or head lice shall be prohibited from attending school until a health officer has determined that the child is free of head lice or the disease is no longer contagious.

Listed below are some of the more common diseases or conditions which require isolation or medical treatment. If these occur at home, the school should be notified as soon as possible of the disease or condition so that an outbreak can be avoided and treated. We are required to report certain communicable diseases to the State Department of Health.

Disease/Condition

Isolation Period or Required Treatment

Chicken Pox

7 days if well and all lesions have dried.

Diphtheria

Exclude until 2 negative throat cultures 24 hours apart

Have been checked and approved by a physician.

Fever

Fever free for 72 hours – 3 days

Vomiting

12 hours free of vomiting.

Hepatitis

Released for school by physician only.

Scarlet Fever & Strep Throat

When released by physician after medication therapy has been initiated.

Mononucleosis

Physician's release.

Mumps

Swelling all gone and released by physician.

Influenza

Return when symptom-free.

Pink Eye

Symptoms ruled out or diagnosed by physician and treatment initiated.

Amebiasis

Until symptoms respond to specific treatment.

Impetigo

Ruled out or diagnosed by physician and may return when specific treatment is initiated and pustules are healing.

Must be covered.

Ring Worm

Ruled out or diagnosed by physician and may return when specific treatment is initiated.

Scabies

Ruled out or diagnosed by physician and may return when specific treatment is initiated.

Head Lice

Periodic head checks are made throughout the school year.

The parents of the students found to be infested will be notified and the student must be removed from school at that time. Students will not be permitted to ride the school bus home that day. According to State Law, any child afflicted with a contagious disease of head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 5601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice. Students must be free of all lice and eggs (nits) prior to returning to school. The Muskogee County Health Department will conduct free head checks Monday – Friday from 8:00 a.m. – 11:30 a.m. and 1:00 p.m. – 4:30 p.m.

In 7 to 10 days after the initial infestation has been discovered, your child will be re-checked at school and, if necessary, you will be notified to re-treat the hair at that time.

COVID 19

Students will follow the protocols for students and staff out of school for suspected COVID-19 illness and quarantine.

COVID-19 STATEMENT

Students attending Hilddale Public School on campus have the opportunity to participate in all education activities, including classroom instruction, recess, breakfast and lunch, various school-related activities, transportation to and from school, fine arts, band, choir and all athletic activities of Hilddale Public School (HPS).

Hilddale Public School students' participation in activities on campus is voluntary, as parents/guardians have the option of distance and/or virtual learning. IF distance learning is your choice you must contact your site principal and set a meeting to begin that process. HPS has enacted several precautions for the protection of students to reduce the risk of contracting COVID-19. However, parents need to understand that participation on

campus in academics as well as other extra-curricular activities **does** involve the risk of exposure and contracting COVID-19 which could cause serious illness or even death. In consideration of medical officials information, the likelihood of wide spread COVID-19 in school is high and participation in all education activities both academic and extra-curricular, there is an increased risk of students and other family members of contracting COVID-19. In addition, participation in HPS extra-curricular activities may involve strenuous, prolonged physical activity and close contact with others which adds to the risk of possible spread.

Parents/Guardians responsibility in the assistance of controlling the spread of COVID-19 is:

- To notify the school of any students existing health conditions
- To report to the school any student who has been in CLOSE contact with someone who has tested positive for COVID-19
- To report if their student tested positive
- To keep students home if they are running a fever of 100 degrees or higher
- To keep the school updated on changes in phone numbers
- To return phone calls as quickly as possible

HPS staff or its representatives may request health information concerning students on campus. If HPS determines that a student has symptoms of COVID-19 or has been in CLOSE contact with another person testing positive for COVID-19, the school may determine that the student cannot be permitted to attend school or participate in extra-curricular activities. If this happens the student will be placed on distance learning until healthy to return to traditional school and participate in activities. HPS desires that **all** children be able to attend traditional school and participate in extra-curricular activities, but understand decisions on attendance and participation will be made in the best interests and safety of all students/participants.

MEDICAL TREATMENT

In the event a student becomes ill at school, the parent or guardian of the student will be contacted. If they cannot be reached, the school will make medical decisions to arrange for and consent to emergency medical assistance. Parents need to be sure medical information and emergency contacts are updated and accurate in our student information system.

GENERAL MEDICAL/SCHOOL POLICIES

- Parents will be notified and expected to pick up students who have a temperature of 100 degrees or above, are vomiting, or have diarrhea. Students with any of these symptoms before school in the morning need to stay at home for 72 (3 days) hours.
- Parents have notified the school of any medical conditions of the students.
- Parents must notify the school of any CLOSE contact with COVID-19 and/or and confirmed positive COVID-19 test of the student.
- All medicine must be brought to the office. Students who need to have an asthma in-haler with them must bring an annual doctor's note to have on file in the office. Failure to label medication correctly makes it impossible to know what should be given and when. Any medication sent in should be in the original container, clearly labeled with all of the following information, or it WILL NOT be given:

Name

Today's date and start/end dates for the medicine

Name of medication

Amount of medication to give, time of last dose and the time for the dose at school

INTERNET/COMPUTER ACCEPTABLE USE POLICY

Hilldale Public Schools Board

Applicability

These policies shall apply to all users, students, teachers and administrators, of computer/ telecommunications systems which are entered via equipment and access lines located at Hilldale Public Schools or who obtain their access privileges through association with this school. A complete copy of the district technology policies may be found on the website at <http://hilldale.k12.ok.us> or a paper copy can be found at each site in the office. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Hilldale Public Schools has taken precautions to restrict access to controversial materials. However, on a worldwide network it is impossible to control all materials, and an industrious user may discover controversial information. We (Hilldale Public Schools) firmly believe that the valuable information and interaction available on this international network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the computer/network resources.

The signature (s) on the “**User Agreement**” document is (are) legally binding and indicated the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Purpose

The purpose of this policy is to ensure school-level compliance with policies and guidelines concerning the use of computers and the Internet which may be generated at state, national and international levels, and to help assure the school’s opportunity to access the Internet, other existing computer sites, and those telecommunications and networking programs which may be developed in the future.

Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Hilldale Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network.

Consequences of Inappropriate Network Behavior

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Hilldale Public Schools administrators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of Hilldale Public Schools may request the system administrator to deny, revoke, or suspend specific user privileges. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to steal, harm or destroy computer hardware, system software, data of another user, Internet, or any of the above listed agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Any user who does not comply with Policies and Guidelines will lose computer/network privileges. Student infractions may result in appropriate disciplinary action in addition to suspension or termination of access privileges. Unauthorized use of the network, intentional deletion or damage to files and data belonging to Hilldale Public Schools or to other users and/or copyright violations may be termed theft, as defined under Oklahoma State Department of Education.

A. District Acceptable Use Policy

The following uses of the District Internet system are considered unacceptable:

1. Personal Safety (Restrictions are for students only)

- a. All student Internet activity is to be planned, approved and supervised by the teacher.
- b. Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
- c. Students users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the District Internet system or to any other computer system within the District or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Users will not use the District Internet system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security and Student Safety

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
- b. Users will immediately notify the Director of Technology if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Users will not download software of any kind using the schools network. Such an act will be viewed as a potential attack and will result in suspension or revocation of access to Hilldale's network.
- d. Oklahoma Law 1996 H.C.R. 1097 which directs all state agencies and educational institutions to keep computer systems free from obscene materials. Any student purposely attempting to gain access to such material will be suspended from network access or have their network privileges revoked.
- e. In compliance with the Protecting Children in the 21st Century Act Section 254(h)(5), we are educating minors about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

4. Inappropriate Language

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on sites found on the Internet.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.

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

5. Respect for Privacy

a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

b. Users will not post private information about another person.

6. Respecting Resource Limits.

a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, self-discovery activities.

b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer.

c. Users will not post chain letters or engage in “spamming”. Spamming is sending an annoying or unnecessary message to a large number of people.

d. Users will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

e. Users will subscribe only to high-quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

a. Users will not use the District Internet system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). For students, a special exception may be made for hate literature if

the purpose of such access is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in the manner specified by the school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

INTERNET SAFETY AND CYBER BULLYING

As young people embrace the Internet and other mobile communication technologies, bullying has manifested itself in a new and potentially more dangerous way – through cyber bullying. Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing educators, since it has a direct impact on students but often occurs away from school property.

Examples of cyber bullying include, but are not limited to:

- Sending cruel, vicious and sometimes threatening messages;
- Creating websites that contain stories, cartoons, pictures and jokes ridiculing others;
- Posting pictures of classmates on-line with intent to embarrass them;
- Breaking into an e-mail account and sending vicious or embarrassing material to others;
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others; and
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent.

Social Networking Sites

Most teenagers visit websites to communicate with friends and meet new people. The danger lies in that the Internet is vast, public, and constantly expanding. And, if students have not developed critical thinking skills, are unsupervised, or create websites that are not monitored, they can be at risk of unknowingly communicating with predators, spammers or pornographers. As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And, parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

Internet Safety

No action is foolproof, but there are steps students can take to protect themselves on-line and lessen the chance of becoming the victim of unsolicited messages:

- Never give out personal information, passwords, PIN numbers, etc.

- Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name.
- Choose a user name that your friends will recognize but strangers will not recognize (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you.
- Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website.
- Passwords are secret. Never tell anyone your password except your parents or guardians.
- Do not respond to “spam” or unsolicited e-mail.
- Set up e-mail and instant messenger accounts with your parents.
- Do not respond to, or engage in, cyber abuse.

If you are the victim of a cyber bully:

- Do not reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use “call display” to identify the phone number. Instant messages are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address.
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You do not have to read them; but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one (1) person at a time.

Suggestions for Parents:

- Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world.
- Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying.
- Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving.
- Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms.

INTERNET ACCESS AGREEMENT (STUDENTS)

STUDENT SECTION:

Student Full Name: _____

School Site: _____ Grade: _____

Home Address: _____ Home Phone #: _____

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and agree to abide by their provisions. I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

Student Signature Date

SPONSORING PARENT OR GUARDIAN SECTION (Required):

I have received a copy of the policy titled *Acceptable Use of Internet and Electronic and Digital Communications Devices*, including the attachment regarding cyber bullying, and a copy of the *Student Handbook*. I have read and discussed these provisions with my child. My child and I understand that any violation of the policy or handbook provisions may result in disciplinary action including, but not limited to, suspension and/or revocation of network privileges and suspension from school.

I understand that the school district has taken reasonable precautions to ensure that access to controversial material is limited to the extent possible, but I realize that it is not possible to guarantee that my child will never encounter objectionable material. I hereby release the school district from liability in the event that my child acquires inappropriate material through use of the district's technology resources, including the Internet.

I request that the district issue an account for my child and certify that the information contained on this form is correct.

Parent Signature Date

Student Access Agreement must be renewed each academic year.

Acknowledgements / Permissions

Please read the statements below with your student and circle yes or no on each statement indicating your understanding and permission to participate. Then both parent and student must sign and return this page to school.

I have read, completed and returned the Internet Access Agreement and agree to abide by the guidelines set forth in the policy and realize that noncompliance with these guidelines will result in disciplinary action Internet/Computer usage is a privilege and can be revoked at the discretion of a Hilldale faculty member and/or administrator if problems arise.	YES	NO
I have read and/or had explained to me the Hilldale Internet/Computer Acceptable Use Policy. I agree to abide by the Acceptable Use Policy. (Handbook pg. 24-28).	YES	NO
We have read, understand and agree to comply with the policies, procedures, rules, regulations and expectations in the Student Handbook.	YES	NO
I agree, pursuant to the Hilldale Internet/Computer Acceptable Use Policy, to authorize my child's photo to be released for use on the authorized school website(s). This includes use in the classroom, published in the school yearbook and used on our school broadcasts.	YES	NO
I agree, pursuant to the Hilldale Internet/Computer Acceptable Use Policy, to authorize my child's work to be released for use on the authorized school website(s), in the classroom, in school publications (school newspaper, flyer, or program) and published through our broadcasts.	YES	NO

Student Signature

Date

Student's name (printed)

Grade

Parent/Guardian Signature

Date