

Autauga County Technology Center



1301 Upper Kingston Road  
Prattville, AL 36067

# Instructor Handbook

**2020-2021**

Andre' Hodges, Administrator

**FOR ALL GUIDELINES  
RELATED TO COVID-19,  
PLEASE REFER TO THE  
AUTAUGA COUNTY SCHOOLS  
ROADMAP TO REOPENING  
SCHOOL AT  
[WWW.ACBOE.NET](http://WWW.ACBOE.NET)**



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To ACTC Faculty and Staff:

This handbook includes basic administrative information on the Autauga County Technology Center's operating procedures. The purpose for policies is to ensure consistency throughout the ACTC in the smooth implementation of procedures. In order to do this, it is necessary that each instructor be thoroughly familiar with all policies and apply them as needed. Revisions will be made to this manual as necessary.

Each ACTC staff member will be expected to adhere to these policies until such time as they are changed. Your suggestions for change will be given due consideration. If you do not understand the policies, or find that you cannot work under these conditions, please discuss this with me before we begin the school year.

Cordially,

Andre' Hodges

## Faculty and Staff

Andre' Hodges.....	Administrator
Amy Tucker .....	Assistant Principal/Counselor
Kate Musgrove .....	Bookkeeper
Victor Torres.....	Custodian
Leah Hedgspeth .....	Career Coach
Sam Warren .....	Automotive Services
Cherea Baker.....	Cosmetology
Teresa Calhoun .....	Business Management and Administration
John Cooper .....	Engineering
Amy Cruise .....	Health Science
Devin Driver .....	Fire Science
Vernessa Emerson.....	Business Management and Administration
Ivy Johnson.....	Business Management and Administration
DaMarcus Kendrick .....	Welding
Shawna Littleton .....	Family Studies and Community Services
Richard Mathis .....	Network Systems and Computer Services
Bob Perkins .....	Electronics
George Pullom .....	AgriConstruction
Courtney Zombek.....	Family Studies & Community Services
Donna Strickland.....	Health Science
Allison Searcy .....	Early Childhood Education

## **Philosophy**

The faculty and administration of the Autauga County Technology Center (ACTC) understand the need for every individual to acquire the skills needed to work in a chosen occupation. We believe that it is our responsibility to join with other county schools to provide instruction, guidance, counseling, and live-work exposure to help students obtain a job and succeed on that job.

We believe it is the responsibility of the school system to provide a program, which will meet the needs of the students it serves. Not only are we aware of the manipulative skills and related knowledge but of attitudes, values, and character needed to function successfully on the job. We foster close coordination between the ACTC and the area high schools in order to coordinate classes to provide the student with the optimum opportunity for accomplishing his or her career objective.

The program of instruction at the ACTC is responsive to the needs of business and industry. Students are provided a comprehensive training program to prepare them for the workforce. When possible, training will be provided in the evening for adults in the community.

## **Mission Statement**

The mission of the Autauga County Technology Center is to provide students with the opportunity to obtain the knowledge and skills that will enable them to become productive members of a changing technological society.

## **Beliefs**

The administration, faculty, and staff of the Autauga County Technology Center believe:

- every student should be provided the opportunity to acquire skills, competencies and attitudes that will empower him or her to become a productive employee in the workforce.
- educators, parents, students, and community members should share the responsibility of preparing students for their future entrances into the workforce.
- programs of instruction should provide innovative instruction that meets or exceeds the demands of today's labor market.
- Career and Technical Education programs should include skill development in critical thinking, problem solving, personal management, and teamwork.
- continuous professional development, based on current educational research, business and industry observations, and seminars, is imperative in order to help students become confident, self-directed lifelong learners.
- every curriculum should address the multicultural characteristics of the workforce and the effects of these characteristics in the global marketplace.
- the integration of Career and Technical Education will enhance each student's credentials, qualifications, and certifications for a successful transition to postsecondary education and/or the job market.

## **Guidance**

Career guidance and counseling at the Technology Center is student-focused. The counselor is here to assist students in making wise career choices based on the abilities, interests, and needs of individual students.

The counselor's office is open daily. Students are encouraged to ask instructors for passes to the counselor at a convenient time.

## **School Operations**

### **Duty Hours**

All staff members will sign in by 7:15 a.m. each day. Upon arriving, each instructor should sign in at the office. Instructors should check their mailboxes and their email each morning and afternoon. Instructors should be in classrooms/shops no later than 7:30 a.m. to prepare for students arriving.

Except on days when faculty meetings, in-service meetings, or parent conferences are scheduled, instructors may leave at 3:15 p.m. after checking and locking their instructional areas.

If it becomes absolutely necessary for an instructor to leave the ACTC for any reason during the school day, the instructor will check with the administrator and sign out before doing so.

### **Instructor Leave**

Instructors earn one sick day for each school month worked. Instructors also earn two personal days, non-accumulative, annually without penalty. A third personal day is available for purchase. Earned personal days may be converted to sick days at the end of the school year.

### **Instructor Absence**

1. Instructor should register their absence through the AESOP service online at [www.aesoponline.com](http://www.aesoponline.com).
2. Instructor should give substitute all necessary instructions and a phone number where he or she may be reached.

3. ***Instructor should call the Technology Center's office staff to inform them that he or she will be absent and that a substitute has been obtained.***
4. A substitute folder should be available for the substitute to include:
  - a. Current roll (updated as needed)
  - b. Specific daily instructions (daily schedule, break duty, arrival times of students, forms, passes, etc.)
  - c. Daily lesson plan including activities and any related materials or handouts. There should be sufficient work for students to complete during the class period.
  - d. Emergency procedures.

### **Liability of Instructors**

Instructors are to stand outside their door to greet students between class changes and to ensure proper social distancing.

Because of the personal liability of instructors during the instructional period, instructors should remain in their shop or class while students are present except in cases of extreme emergency. Instructors should supervise students in the shop or classroom and should not be in their office during the class period. If the instructor must leave, he or she is responsible for asking a close-by teacher to look out for his or her class. If the instructor must leave for an extended period of time, he or she is to contact the office.

### **Break/Restroom Break**

Students at the ACTC must be supervised at all times, including during restroom breaks. Allow instructors are scheduled to assist with

restroom breaks daily. Instructors are responsible for keeping students social distanced during restroom breaks.

### **Planning and Lunch Time**

Planning time is allotted for instructors to make necessary preparations, gather materials, proper forms, equipment, etc. for classroom and shop use. Planning time should be used for **PLANNING**. Students should not be in your classroom during planning time or during lunch.

### **Lesson Plans**

Instructors are expected to teach from prepared lesson plans. Written plans should be available for each day's instruction. Instructors should be prepared to show on request that they are following a planned sequential program of instruction that will prepare his or her student for work and/or additional training. Instructors are responsible for making sure lesson plans contain all components required for Business and Industry Certification (CTE). Submit lesson plans as assigned by the Assistant Principal.

### **Students and Safety**

Safety in our center is of utmost importance. Each student should receive instruction in safety appropriate for their course of study at the ACTC. Each student is required to master a safety test each year as part of his or her program instruction. Safety assessments are to be kept on file in each teacher's department along with a signed safety agreement for each student shop safety in individual equipment operation should be taught at all times as a part of the regular course instruction.

Students in shop classes are required **by state law to wear approved eye protection** when engaged in all shop activities. Instructors are responsible for making sure every student wears eye protection when in

the shops. Students should never be allowed to operate equipment without approved eye protection.

Every effort should be made to ensure the safety of each student, and any equipment that is unsafe or areas where unsafe conditions exist should be brought to the attention of the Administrator.

### **Campus Emergency Procedures (in brief)**

Covered in this section of the faculty handbook are only the more common campus safety events: fire, weather, and lockdown.

Instructors should be thoroughly familiar with the entire School Safety Plan; however, this can serve as a quick reference.

#### **Fire**

1. Students and teachers will be notified by the fire alarm.
2. Students and teachers should evacuate via routes posted in the classroom/shop.
3. Instructors should have a roll book or other list of students in hand.
4. Everyone should stay in place until notified by office staff.

#### **Weather**

1. Office personnel will announce as soon as we are issued a tornado watch or warning.
2. In case of a watch, everyone should have a heightened awareness, but continue class.
3. In case of a warning, students and teachers should take cover under tables or textbooks in their designated safety zones. They should remain quiet and as calm as possible.

#### **Lockdown**

1. Office personnel will announce “We are under lockdown.”
2. Instructors must lock classroom doors.
3. Students and teachers take cover and remain silent.
4. Stay in safe place until notified by ACTC personnel or police.

\*\*If a student is outside the room when lockdown is ordered, do not allow them back into class.

\*\*If something happens in your shop, lab, or classroom that warrants a school lockdown, notify the office if possible.

## **Campus Visitors**

**Due to COVID-19, only essential visitors will be permitted by appointment only. All visitors should be cleared through administration prior to scheduling an appointment.**

Visitors (including students from PHS) should:

1. Park in the front parking lot.
2. Check in through the office.
3. Wear a proper identification badge issued by ACTC office personnel.

Instructors should notify the office prior to the arrival of any invited guests, as well as explaining the proper visitor check-in procedure as outlined above.

**Unauthorized visitors** are people who have no apparent business at the ACTC and fail to check in at the office or refuse to identify themselves when asked to do so. This includes students from other schools who do not bear a name badge issued by the front office. Unauthorized visitors will be considered trespassers until properly identified.

In case of **unauthorized visitors**:

1. Notify the office.

2. Ask for identification.
3. Explain authorized visitor procedure.
4. Direct them to the office.
5. Ask them to leave if they fail to follow procedure.
6. Notify the office to report status or request assistance.

## **Discipline**

Maintaining order is an instructor's responsibility and duty. Instructors should have prepared daily lesson plans as described earlier so that order is easier to preserve. The instructor must set the tone for orderly class sessions on the first day of the school year. Students should be made aware of expectations, routines, and rules so that they will know what is expected of them. Each instructor should have a set of classroom rules approved by the Administrator prior to school opening. These rules must comply with ACTC and Autauga County Board of Education policies. Adherence to the following suggestions will assist instructors in maintaining order, and thereby reduce discipline issues.

- Plan work for each student every day. Make sure every student knows his or her assignment each day.
- Control students going into and out of shops. It is the instructor's responsibility to supervise students and to know where all students are at all times.
- Correct students when necessary and hold private conferences with them.
- Be fair, impartial, and CONSISTENT.
- Reward good behavior and attitudes and make students aware of it.
- Do not argue, use sarcasm, or use profanity with students.
- Do not threaten to throw students out of class or suspend or expel them.

- Do not recommend that a student change classes. All schedule changes must be approved and arranged by the counselor/Assistant Principal.
- Do not allow sleeping in class. Wake the student, assign him or her a job and follow up.
- Be firm, fair, and business-like in running your class.
- Send students to the office when other measures have failed and additional assistance is needed.

In the case of office referrals, instructors must send a discipline form with students to the office. The instructor must contact a parent or guardian before sending the student to the office, except in emergency situations that warrant immediate attention.

## **Student Grades**

Instructors will have much flexibility in designing a grading scale for students. The percentage counted for student work will be determined by each instructor and should be communicated to students in their course syllabi.

With an excused absence, students will be allowed to make up daily lab practice and/or tests. However, it is the student's responsibility to check with the instructor after an absence to arrange a time suitable with the instructor to make up the work. Arrangements should be made within three days of the student's return to class.

Parents should be notified of a student's failure at the midpoint of each grading period in order to ensure the student has time to improve the grade. Parents should also be notified at the end of each grading period of a student's failure.

## **Student Attendance**

During the first five minutes of each class (or county arrival), the instructor will take attendance and post in iNow.

Please refer to our student handbook and the Autauga County Code of Conduct for further information on student attendance.

In cases of excused absence, students have three days to bring an excuse to his or her home school office. The home school will determine the excused or unexcused status of the absence. Instructors should check iNow to see if an absence was excused.

Students who arrive to class tardy should be sent to the office to check in. When a student receives three unexcused tardies, he or she should be referred to the office. He or she should also be referred for every subsequent tardy and disciplined according to the student handbook.

## **Student Check Out**

The following steps should be followed when a student needs to check out of school while in class at the ACTC:

1. Instructor sends student to office with written permission to check out.
2. Office staff calls to verify student can check out.
3. Office staff sends student back to class with pass regarding check out status.
4. Instructor keeps pass in student's file in case there is a problem or question regarding check out.

## **Career Tech Student Organizations (CTSO)**

Each instructor will sponsor a Career and Technical Education student organization. The group's activities should be an integral part of the

instructor's instructional plans. Each organization should have a program of work on file (CTE notebook). Instructors are expected to raise money and take students to district and state competitions (per CTE requirements).

### **Care of ACTC Buildings and Equipment**

The care that the ACTC property and equipment receives reflects the attitudes of instructors and students toward their work. Instructors are to teach proper care of all ACTC property and equipment. Instructors are to stress the importance of personal responsibility in keeping the buildings and grounds clean. Instructors should report any defacing of ACTC property to the Administrator at once. This cannot be over-emphasized. The instructor is responsible for property within his or her work area. Abuse and misuse of ACTC property will not be tolerated. In addition, everyone is asked to turn off lights in classrooms and shops when they are not in use. Instructors are asked to conserve utilities as much as possible.

### **Parent Conferences**

Parents are encouraged to visit the ACTC and set up conferences with teachers, the counselor, or the Administrator. Appointments for conferences must be made in advance. It is advised that parents be contacted before a student is sent to the office. (Virtual parent conferences will be the preferred method for meeting.)

### **Live Work**

Live work will be done to enhance training opportunities for the student and to acquire skills necessary for future employment. No person shall use the ACTC, its materials or resources for personal gain or profit. Students are not allowed to perform live work on their personal vehicles.

All live work done at the ACTC must be accounted for on a work order. Numbered work orders will be issued through the ACTC office and will be paid through the office. All work orders must be signed by the Administrator and the individual requesting the work. Work **will not** be delivered to the individual until payment is received.

All live work materials will be purchased by the instructor completing a local purchase order form stating the work number on it. This purchase order must have the vendor's correct address and the correct totals. The Administrator approves all purchase orders prior to a purchase order number being issued in the office. Do not order anything without a purchase order number. Instructors are required to sign all invoices with the work order number indicated on it. If materials cannot be delivered to the ACTC, instructors will have to pick these up during their planning time or after school hours. Under no circumstances will an instructor give a student permission to leave the ACTC campus to purchase materials for live work or for any other reason. Instructors must plan each day's instruction very carefully so that materials and items for live work are available when needed.

Vehicles for live work shall have a copy of the work order posted on the dash.

## **Inventory**

Instructors are responsible for keeping current an inventory of equipment and supplies housed in their classrooms, labs, shops, and offices. Should an item need to be moved, deleted, or removed from use for any reason during the school year, the appropriate form should be filled out and submitted and the inventory should be updated. A final inventory should be completed in the spring of each year and be turned in to the appropriate person on staff.

Instructors are responsible for each item in their respective rooms or shop areas. Any equipment lost, stolen, or damaged should be reported immediately to the office. When a student checks out equipment, it is mandatory for instructors to record that student's name and the date and time equipment was received. Instructors should also record the item's return.

## **Advisory Committee**

(Virtual meetings should be scheduled for Advisory Committees.) An advisory committee will be maintained for each Career and Technical Education program. Each instructor will be responsible for working with the committee for his or her program. Advisory committees are comprised of at least five business and industry members, as well as faculty members from the program. The Administrator should be contacted for approval before adding members to the committee.

A minimum of two meetings should be held each year, once during the first semester and once during second semester. Meeting must be in person meetings and a quorum must be established. If there is not a quorum, the meeting will need to be rescheduled. Offices for each committee should be chairperson, vice-chairperson, and secretary.

## **Central Office**

Instructors are asked to follow protocol when trying to solve problems or answer questions. Teachers should refer to the Duty List addendum to this handbook when they have an issue, question, or concern.

Administrators and secretaries at the Central Office have asked that all teachers start at the local school level when they have questions and only call the Central Office after obtaining approval from the school Administrator.

## **Bookkeeping**

### **Receipt Procedures**

All teachers should be using the online receipt module. Use the manual provided from bookkeeping to complete this process.

1. Instructors should turn in money daily.
2. DO NOT keep money in your classroom or office.
3. The cut-off time to turn in money is 1:30 p.m. If a student turns in money later than 1:30 p.m., send it to the bookkeeper and it will be locked up to be receipted the next day.
4. ALL monies must be receipted.

### **Requisition for Purchase Order Procedures**

1. Fill in completely from who and where you are getting supplies.
2. Designate from which fund you are spending money.
3. List all items you plan to purchase.
4. Write a brief statement why the items are needed.
5. Check appropriate box how items will be used.
6. Sign the form
7. Submit forms to the bookkeeper. They will be processed and sent to the Administrator for approval.

8. Always get P.O. number before making your purchase.
9. After purchase bring signed receipt or invoice to bookkeeper to attach to P.O. for payment.
10. A P.O. from CTSO money must have minutes of meeting attached. CTSO minutes should be signed by instructor and at least one officer.

## **LA7 Procedures**

1. Instructor should fill in completely each entry line (as indicated below).
  - a. Description
  - b. Check or receipt number
  - c. Amount of receipt or payment
  - d. Balance
2. Instructor will receive an Activity Report at the end of each month. After balancing said report, turn in the balanced notebook to the bookkeeper to be checked and recorded within five working days.

## **Fundraising**

Fundraisers must be approved by the Administrator well in advance of activity. The process is outlined below.

1. Instructor submits fundraiser form (available in the front office) to bookkeeper.
2. After approval, instructor requests a purchase order (LA5) for the vendor.
3. Instructor attaches minutes of CTSO meeting approving fundraiser.

- a. Minutes must be signed and dated by at least one officer.
  - b. Attach list of CTSO members.
  - c. Attach a copy of student permission slip.
  - d. Attach information about the fundraiser (cookie dough, candles, etc.).
4. After completion of the fundraiser, copy all receipt pages and turn in to bookkeeper.
  5. Submit Profit and Loss form (bottom half of original fundraiser form) to bookkeeper.

## **Field Trips**

Field trips should be approved by the Administrator. Field trip days are considered a workday for the instructor. Therefore, instructors should remain on campus until the end of the workday, 3:15 p.m., should they return before the end of the school day. Instructors should follow procedures well in advance. A reasonable ratio of faculty members per student is expected.

Submit the following steps.

1. Instructor should submit Field Trip Request in Trip Direct at least one month in advance of planned field trip.
2. At least one month before the field trip, the following should be submitted to bookkeeper:
  - a. Copy of approved field trip request form
  - b. List of students going on the field trip
  - c. Copy of documentation describing your destination
  - d. Copy of student permission slip sent home (available in the front office)

- e. Copy of Field Trip Data Form (available in the front office)
  - f. All P.O. forms signed by the Administrator (i.e. substitute, transportation, bus driver, tickets or registration, etc.)
3. At least one week before the trip, the following should be submitted to the secretary:
- a. List of students going on the field trip sorted by block. Submit using the approved spreadsheet.
  - b. If a student is not present for the field trip, instructor should let the secretary know immediately so that she can contact the student's home school.

### **Travel and Maintenance Reports**

Travel and maintenance reports are due on the first day of the month. Instructors should make daily and weekly entries so that reports are complete and accurate on the due date. Instructors should document these expenditures on the form provided (in the front office), attach any receipts, and turn in to the Administrator.

## **Other Important Information**

### **Acceptable Use and Internet Safety Policy for the Computer Network of the Autauga County School District**

It is the policy of the Autauga County School District to (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification of minors; and (d) comply with

the *Children's Internet Protection Act* [Pub.L. No. 106-554 and 47 USC 254(h)].

In order for the school district to continue to make its computer network and Internet access available, all students and staff must take responsibility for appropriate and lawful use of this access. Students and employees must understand that one user's issues of the network and Internet access may jeopardize the ability of all users to enjoy such access. While the school district's teachers and other staff will make every effort to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. Students and employees are reminded that computer network and Internet access is a privilege, not a right.

By reviewing, signing, and returning the agreement for acceptable use and Internet safety for the district's computer network, each student and employee agrees to follow the policy. The school system cannot provide access to any student or employee who fails to sign and submit the agreement to the school as directed.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, students should contact their classroom teacher. Employees should direct their questions to the building principal. If any user violates this policy, the student's or employee's access may be denied or withdrawn, and he/she may be subject to additional disciplinary action.

#### I. Personal Responsibility

By signing the agreement, you agree not only to follow the guidelines of this policy, but also to report any misuse of the network to the person designated by the school for such reporting. *Misuse* means any violation of this policy or any other use that is

not included in the policy but has the effect of harming another or his/her property. Unless otherwise directed, students should report misuse of the network to the classroom teacher or principal of his/her school. Employees should report misuse to the building principal.

The provisions of this policy apply to Autauga County School District staff (administrative, certificated, and support) as well as to the students.

## II. Terms of the Permitted Use

Students will be asked to sign a new use agreement each year during the time they are students in the Autauga County School District before they are given an access account. The Board, at its discretion, may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this policy.

Employees will be asked to sign a new use agreement each year during the time they are employed by the Autauga County School District. The Board, at its discretion, may withdraw or revoke Internet access at any time and for any reason, even absent a violation of this policy.

## III. Acceptable Uses

- a. Educational Purposes Only. The Autauga County School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt whether a contemplated activity is educational, students may consult with their classroom teacher, librarian, and/or school principal. Employees may consult with their building principal to help decide if a use is appropriate.

- b. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this policy are as follows:
  - i. Uses that violate the law or encourage others to violate the law. Examples of such use include, but are not limited to: transmission of offensive or harassing messages; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
  - ii. Uses that cause harm to others or damage to their property. Examples of such use include, but are not limited to: defamation (harming another's reputation by lies); the creation and/or uploading of "worms," "viruses," "Trojan horses," "time bombs," or any other harmful form of programming or vandalism; and participation in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
  - iii. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. Do not disclose or share your password with others, and do not use anyone else's password.
- c. Etiquette. All users must abide by rules of network etiquette, which include, but are not limited to the following:

- i. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- ii. Avoid language and other uses such as graphic images, which may be offensive and disturbing to students, faculty, staff, and public. Do not use, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, or religion.
- iii. Do not assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when it is certain that the individual has no objection.
- iv. Be considerate when sending attachments with email. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can use.

#### IV. Internet Safety

- a. General Warning: Individual responsibility of Parents and Users. All users and their parent(s)/guardian(s) are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and Internet and avoid these sites. Parents are the best guide for materials to avoid. If a user finds that other users are visiting offensive or harmful sites, he/she should report such use to the classroom teacher or school principal.
- b. Personal Safety. Be safe. In using the computer network and Internet, users must not reveal personal

information such as their home address or telephone number. Students should not use last names or any other information which might reveal their identity or location without the permission of a supervising teacher. Students must not arrange a face-to-face meeting with someone they “meet” on the computer network or Internet without their parent(s) permission. No user should ever agree to meet a person he/she has only communicated with on the Internet in a secluded place or in a private setting.

- c. “Hacking” and Other Illegal Activities. It is a violation of this policy to use the school’s computer network or the Internet to gain unauthorized access to other computer or computer systems or to attempt to gain such unauthorized access. Any distribution of obscene or pornographic materials, which violates any other applicable law or municipal ordinance, is strictly prohibited.

## V. Privacy

Network and Internet access is provided as a tool for the education and employment-related activities of the district’s students and staff. The Autauga County School District reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer network and Internet access to any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Autauga County School District, and no user shall have any expectation of privacy regarding such materials.

## VI. Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, or any other applicable Board policy, or any Federal or state law, shall, at a minimum, have his/her access to the computer network and Internet terminated. The user may also be subject to other disciplinary action, up to and including termination of employment or enrollment. A user violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he/she permits another to use his/her account or password to access the computer network and Internet. The school system may also take other disciplinary and/or legal action.

## VII. Warranties/Indemnification

The Autauga County School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy users are taking full responsibility for his/her use. The user and the user's parent(s) or guardian(s) are agreeing to indemnify and hold the school, the school district, and all of its administrators, teachers, and staff harmless from any and all loss costs, claims, or damages resulting from the user's access to its computer network and the Internet, including,

but not limited to, any fees or charges incurred through the purchase of goods or services by the user. The user, the user's parent(s) or guardian(s) agree(s) to cooperate with the school in the event of the school's initiating an investigation of the user's use of his/her access to its computer outside the school system's network.

#### VIII. Updates

Users and the user's parent(s) or guardian(s) may be asked from time to time to provide new additional registration and account information or to sign a new policy to reflect developments in the law or technology. Such information must be provided but the user (or his/her parent(s) or guardian(s), or such new policy must be signed if the user wishes to continue to receive service. If, after the user has provided his/her account information, some or all of the information changes, the user must notify the person designated by the school to receive such information.

#### **Prohibition of Drugs and Alcohol**

The possession, sale, and use of tobacco, all illegal drugs, and alcohol are prohibited on school premises.

#### **Asbestos Annual Report to Parents and Employees**

The Federal Environmental Protection Agency (EPA) requires that on an annual basis each school system notify every parent and employee of the status of any asbestos in the schools. This report shall serve as the annual notification by the Autauga County Public Schools.

The Autauga County Public Schools completed the required asbestos inspections in accordance with the requirements of federal law. There are no major changes in the status reports as reflected in management

plans. A copy of the asbestos management plan is on file in the office of the Superintendent of Education and is available for public review during regular working hours.

### **Parental Responsibilities**

The Code of Alabama, Section 16-28-12 as amended, requires all parents, guardians, and persons in charge of a child to ensure that the child(ren) enrolls and attends school and conducts himself or herself properly (as a pupil) in accordance with written policy on school behavior adopted by the local Board of Education.

Failure to exercise this responsibility under this law is a crime and upon conviction, the parent or guardian or person(s) in charge of the child(ren) shall be fined not more than \$100 and may also be sentenced to hard labor for the county for not more than 90 days.

### **Equal Education Opportunity Statement**

It is the policy of the Autauga County Board of Education that no student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity on the basis of sex, age, marital status, race, religion, belief, national origin, ethnic group, disability, immigrant status, non-English speaking ability, homeless status, or migrant status and provide equal access to the Boy Scouts and other designated youth groups. For further information, contact Ms. Nancy Jackson (contact information below).

Autauga County Board of Education  
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