

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact the school principal. For a complaint regarding sexual harassment, see the section on Sexual Harassment.

A complaint or concern regarding the placement of a student with disabilities who is eligible for special education services should be directed to the Executive Director of Special Education at (972) 237-4019. For additional information about the District's Special Education services, please visit the website at [www.gpisd.org/specialeducation](http://www.gpisd.org/specialeducation).

Complaints or concerns regarding 504 programs and services should be directed to the Director of Counseling Services.

### **COMPUTERS AND NETWORKS**

To prepare students for an increasingly technological society, the District has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources. Violation of this agreement may result in withdrawal of privileges and other disciplinary action.

All hardware, peripheral equipment, cabling, and software are the property of Grand Prairie ISD. While this equipment is for the use of students in an instructional setting, we reserve the right to bar any student from using the equipment if that person has violated any of the rules as expressed below. Grand Prairie ISD staff members shall report to the building administrator or the Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use. Computer use will be monitored at all times by the Grand Prairie ISD staff.

### **GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT STUDENT ACCEPTABLE COMPUTER AND NETWORK USE PROCEDURES**

#### **PURPOSE STATEMENT:**

The purpose of the Acceptable Computer and Network Use Procedures is to provide the procedures and the code of conduct for the use of technology and the Internet.

#### **Student Responsibility**

1. Use of the computer should be primarily for academic purposes as directed by a teacher and/or administrator. Limited personal use of the system shall be permitted if the use imposes no tangible cost to the District, does not unduly burden the District's computer or network resources, and has no adverse effect on a student's academic performance. See GPISD Board Policy CQ(LOCAL).
2. Students will abide by the general rules of network etiquette as instructed by Board Policy and the teacher. See GPISD Procedure CQ. Students shall not deliberately use the computer to annoy or harass others with unacceptable language, images, or threats. Students shall not deliberately access any unacceptable, obscene, or objectionable information, Internet sites, language, or images. If such information is accessed accidentally, students must notify a GPISD staff member immediately.
3. Use of the Internet should be primarily for academic purposes as directed by a teacher and/or administrator. Students shall not reveal personal information over the Internet about themselves or anyone else without authorization from a GPISD staff member. Students shall not arrange a meeting with anyone met online. Any inappropriate use of the Internet should be reported to a GPISD staff member.
4. Students shall not violate copyright laws or plagiarize the work of another. Students shall not electronically transmit any material that violates federal or state regulations.

5. Students' computer files may not be kept confidential from parents or legal guardians. In addition, appropriate staff members may have access to students' computer files at any time.
6. Student access to e-mail will only be available through District approved student email systems.
7. Students shall not encrypt any electronic communications.
8. Students shall not use the network for commercial, religious, or political purposes.
9. Students shall not enter any Internet "chat rooms," unless authorized by a GPISD staff member.
10. Students shall retain all rights to work they create using the District's computer system, except for any contribution made to a GPISD-sponsored computer web page.
11. Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated District staff to ensure appropriate use. See GPISD Board Policy CQ(LOCAL).
12. Forgery or attempted forgery of electronic messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
13. All hardware, peripheral equipment, stored text, data files, cabling, and software are the property of Grand Prairie ISD. Grand Prairie ISD staff members shall report to the building administrator or the Instructional Delivery Department the names of those responsible for any incidents of unauthorized or unacceptable access or use.
14. A student cannot install, remove, alter, or copy freeware or shareware programs from the network or hard drive from any District computer. While installing or copying this type of software is not illegal, this is not appropriate behavior for students.
15. A student shall not, for any reason, alter, damage, or destroy any computer, network, Internet connection, peripheral equipment, cabling, associated technology, or any data of another user. Vandalism will be reported to the police. The user will be held monetarily responsible for the damage or destruction of any computer, network, associated equipment, or data. In addition, the student will be subject to disciplinary actions in accordance with the Student Code of Conduct.
16. A student shall not break into or attempt to break into the District's computer network under any circumstances. Any student caught in this endeavor will be reported to the police and will be subject to discipline.
17. All files and programs on the computers or file servers created by a student are for that student's benefit only. Students shall not erase, rename or make unusable anyone else's files or programs. Students shall not attempt to discover or use another user's password, either at Grand Prairie ISD locally or at a remote location.
18. Students shall not intentionally write, produce, generate, copy, propagate, or attempt to introduce any computer code (often called a "virus") designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, software, hardware, network, or any other computer system.
19. Any program, document, site, or information obtained on a GPISD computer is the property of Grand Prairie ISD.
20. Access to the District's electronic computer system is a privilege, not right. All users shall be required to acknowledge receipt and understanding of these guidelines.
21. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting", will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior; and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you and your child to visit this <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

### Consequences

Violation of Grand Prairie ISD policies and procedures involving the use of computers and networks will result in disciplinary actions as specified in the Student Code of Conduct Handbook, including, but not limited to, cancellation of user privileges. In addition, violators may also be reported to the appropriate criminal authorities. School personnel will determine when a policy or procedure has been violated, and their decision is final.

### Disclaimer

While the Internet is an invaluable tool in our educational setting, it does have some disadvantages. For example, materials may contain items that are inaccurate, illegal, pornographic, profane, defamatory, or potentially offensive to some people. Grand Prairie ISD firmly believes that the valuable information and interaction available on the Internet far exceeds any disadvantages. In order to limit the access of inappropriate items, Grand Prairie ISD will install filters to block access to certain visual depictions, in accordance with the Children's Internet Protection Act (CHIPA). In addition, the online activities of minors will be monitored. However, Grand Prairie ISD cannot completely protect students from accessing inappropriate materials and specifically denies any responsibility for a student accessing any inappropriate, offensive, illegal, or obscene sites.

Grand Prairie ISD makes no warranties of any kind, whether expressed or implied, for the computer service it is providing. Grand Prairie ISD specifically denies any responsibility for the accuracy or quality of information obtained through its computer services.

Grand Prairie ISD will not be responsible for any damages suffered as a result of an individual's use of the District's computer system including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the District's negligence or any errors or omissions.

Grand Prairie ISD shall not be liable for users' inappropriate use of electronic communications, resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. These procedures are subject to modification at any time.

If you have any questions concerning the Acceptable Computer and Network Use Procedures, please contact the campus administrator.

### **CONFERENCES AND COMMUNICATION**

Students and parents may expect teachers to request a conference 1) if the student is not maintaining passing grades or achieving the expected level of performance, 2) if the student presents any other problem to the teacher, or 3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

Under normal circumstances teachers and administrators are expected to respond to parent requests for communication via written notice, telephone or e-mail within a 24-hour period and certainly no more than two workdays.

### **COUNSELING SERVICES**

**Academic Counseling** - Students are encouraged to talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements, and differences between

### **DRIVER LICENSE ATTENDANCE VERIFICATION**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license.

### **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices, including cell phones, for instructional or motivational purposes while on campus. Students must obtain prior approval before using personal telecommunications, including cell phones, or other personal electronic devices for instructional or motivational use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional or motivational purposes, all devices must be turned off, including during all testing, or silenced during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Campuses and/or District personnel will not be responsible for lost, damaged, incurred service costs, data charges, or stolen items.

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

### **ELECTRONIC MEDIA USE WITH STUDENTS**

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. However, instant or text messages sent to an individual are only allowed if a District employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

Should weather conditions be such that you suspect school might be closed, please visit the GPISD website [www.gpisd.org](http://www.gpisd.org) or listen to one of the following local stations which will carry announcements of closings as soon as a decision is reached:

**RADIO STATIONS: *KRLD, WBAP,***

**TELEVISION STATIONS: *FOX (4), KXAS (5), WFAA (8), CBS (11)***

#### **Weather:**

##### **To and From School**

Students with clothing appropriate for cold weather shall be sent outside to wait for transportation home for 10 minutes. After 10 minutes they shall be allowed back into the building. **Students without appropriate clothing for cold weather shall remain inside the building. During inclement weather of rain, snow, lightning, or an approaching storm, students will remain inside.**

##### **Ozone**

In an interest to protect student health, faculty and staff during hot weather and high ozone days, the daily anticipated ozone level will be announced in morning during hot weather months. GPISD follows the recommendations of the Texas Commission on Environmental Quality protocols on ozone action and heat

American College Testing (ACT) - Test Dates & Registration Deadlines

Testing and Registration Dates - to be determined

[www.actstudent.org](http://www.actstudent.org)

Advanced Placement Exams - Test Dates & Registration Deadlines

Testing and Registration Dates – to be determined

<http://apcentral.collegeboard.com>

**Student Appraisal and Instructional Evaluation**

Standardized tests are invaluable aids in facilitating better understanding of the individual student. Objective test data is a vital aid in the continuous appraisal and evaluation of curriculum and teaching effectiveness.

A comprehensive system of pupil appraisal for the school District includes various kinds and types of testing. Our professional staff utilizes all test results in an appropriate and meaningful manner to develop suitable learning opportunities for each student. Each student has a confidential test profile that is a part of his/her cumulative record.

The school maintains a cumulative record folder for each student that contains such information as grades, attendance records, and standardized test scores.

Parents, legal guardians, and authorized school officials have the right to review these files.

Upon request, standardized test results are interpreted to parents and students by the classroom teacher, counselor, Assistant Principal or the Principal.

**TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

The student will be expected to pay for any book, electronic textbook, technological equipment, or other instructional materials that are not returned at the end of the course of study, and may not be permitted to attend the Prom, or walk at graduation until the debt is paid. A fine may be assessed for damage to any school book/equipment.

**TOBACCO POLICY**

Students are prohibited from possessing or using tobacco products, including electronic cigarettes or any other electronic vaporizing device, while on school property or at school-sponsored activities.

The District and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. Students in violation will be referred for discipline measures. All GPISD campuses are tobacco free.

**TRANSFER**

Students in Grand Prairie ISD may apply to transfer to a school outside of his/her attendance zone. The transfer of a student from one attendance area to another within the District will be based on specific factors