

**DEER CREEK PRAIRIE VALE ELEMENTARY SCHOOL
KINDERGARTEN ENROLLMENT FORM**

Enrollment Date _____ Date of Birth _____

Name _____

Last	First	Middle Name	Name Used
Address _____			
Street	City	Zip	

Home Phone _____ E-Mail _____ Subdivision _____

Father/Stepfather _____ Place of Employment _____ Work # _____

Mother/Stepmother _____ Place of Employment _____ Work # _____

Legal Custody Concerns _____

HOME AND ACTIVITIES

Other children in Family:

Name _____	Age _____	School _____	Name _____	Age _____	School _____
Name _____	Age _____	School _____	Name _____	Age _____	School _____

Other persons living in home: Relationship _____ Age _____

What school experience has he/she had? Pre-school _____ Home-school _____ Where _____

Child helps at home by: Making Bed ___ Emptying Wastebaskets ___ Helping Clean ___ Setting Table ___
Other _____

Child prefers to play: Alone ___ With One Friend ___ In Groups ___ Other _____

Does he/she have playmates of his/her own age? _____

HEALTH

List any serious illness or accidents _____

Allergies _____

Is he/she easily excited? _____ Does he/she have any nervous habits? _____

List any special fears (dark, storms, animals, insects) _____

How many hours sleep does he/she get at night? _____

Does he/she sleep: soundly _____ lightly _____ restlessly _____

Indicate any eye, ear, or speech difficulties _____

Does he/she have any physical disabilities? _____

State any facts about your child that would help the teacher to have a better understanding of your child. Include facts about sight, hearing, asthma, or allergic conditions. Please list any other information that you think would be of help to the teacher in working with your child.

Has your child received school-sponsored remediation? _____

If so, list type and dates _____

Signature of Parent or Guardian _____

Enrollment

Initial Enrollment Prior Participation Form

Student Information

The following information should be completed by the parent or guardian of the student. This information is collected on a student's initial enrollment into a school district. Please print legibly.

Student Legal Name: _____
First Middle Last

Student Date of Birth: _____
Month Day Year

Student Gender – Please check one: Male Female

Did the student participate in any of the following programs? Please indicate by checking YES or NO for each statement.

PROGRAM	YES	NO
A childcare program that is licensed pursuant to the tiered licensing system established by the Department of Human Services (a DHS licensed childcare program)		
The Sooner Start program operated by the State Department of Education		
The Oklahoma Parents as Teachers (OPAT) program operated by the State Department of Health		
The Children First program operated by the State Department of Health		
Any child abuse prevention program operated by the State Department of Health		
Any federally funded Head Start program		

Deer Creek Public Schools

2010 - 2011

Board Approved 2-2-2010

August 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11-13 - Professional Development
16 - Professional Development
17 - Students Report

3 - Professional Development
4 - Classes Resume
17 - Martin Luther King Day (No School)

January 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 - Labor Day (No School)

15 - Parent/Teacher Conferences (Secondary)
17 - Parent/Teacher Conferences (Secondary)
18 - Inclement Weather Day (No School)
21 - President's Day (No School)

February 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

October 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

21-22 - Fall Break (No School)

8 - Parent/Teacher Conferences (Elementary)
10 - Parent/Teacher Conferences (Elementary)
11 - No School
14-18 - Spring Break (No School)

March 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 - Parent/Teacher Conferences (Elementary)
2 - Parent/Teacher Conferences (Secondary)
4 - Parent/Teacher Conferences (Elementary & Secondary)
5 - No School
24-26 - Thanksgiving Break

7 - Kindergarten Roundup
22 - Inclement Weather Day (No School)





April 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-31 - Winter Break (No School)

24 - Last Day for Students
25 - Record Day **

May 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Legend	
	No School
	Professional Development
	First Day for Students
	Last Day for Students

1st Quarter	- August 17 - October 20	46 Days
2nd Quarter	- October 25 - December 17	37 Days
3rd Quarter	- January 4 - March 11	46 Days
4th Quarter	- March 21 - May 24	46 Days

* Any additional Inclement Weather Days will be made up at the end of the school year.
 ** Teacher work day follows last student school day.

ENROLLMENT QUESTIONNAIRE

Do you have a Foster Child attending Deer Creek Public Schools? _____

*If yes, please fill out a Foster Children Count Form.

Has your child been home schooled? _____

*If yes, please give dates.

Has your child received school-sponsored remediation? _____

*If yes, list type and dates. _____

Has your child been identified as gifted/talented? _____

Last year did your child receive any of the services listed below?

Speech IEP

LD/MR/ED/IEP Category _____

504

Gifted and Talented Program

Title-Math or Reading

Indicate type of service _____

Child's Name _____ Grade _____

(Please Print)

Parent's signature _____

NOTIFICATION OF CHICKEN POX

My child _____ had chicken pox on _____

(Date)

Parent's signature

**Deer Creek Public Schools
Foster Children Count
2010/2011**

The following students attending Deer Creek Schools are living in my home as foster children.

This is a therapeutic foster home and the students listed are therapeutic foster children.

_____YES _____NO

Student Name	Grade	Medicaid Number	Enrollment date

Foster Parent(s)Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Foster Mom's Wk phone: _____ Cell: _____

Foster Dad's Wk phone: _____ Cell: _____

Foster Parent's signature Date

AFFIDAVIT OF RESIDENCY FOR NEW ENROLLEE

STATE OF OKLAHOMA }
COUNTY OF _____ }

_____, of lawful age, being first duly sworn states:
That I am the Parent; Lawful Guardian; or Person having legal custody of _____, student(s) who reside within the boundaries of the Deer Creek School District:

I have received and read a copy of the Deer Creek School Board Policy JCA entitled "Residence of Student" and I have determined that said student is eligible to attend Deer Creek Public Schools because:

My principal residence is located within the legal boundaries of the Deer Creek School District and I am currently living in and occupying said residence, which is located at _____, in the town of _____, County of _____: and I have provided the following original documentation for verification:

- Fully executed closing statement for our house purchase (new enrollees and if address changes after original enrollment) and two utilities listed below or
- A fully executed copy of our rental agreement (provide yearly) and two utilities listed below:
 - Gas Bill Edmond Utility Bill Oklahoma City Utility Bill
 - Electric Bill Telephone Bill Deer Creek Water Corp. Bill

I hereby give the Deer Creek School District's designated representative my permission to verify any and all information contained in this affidavit and its related documents and understand that any false information or misrepresentation contained herein shall automatically terminate this student's enrollment and attendance at Deer Creek Schools, and may be subject (and any other party signing this affidavit), to a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

Date: _____ Signed: _____

Subscribed and sworn to before me this _____ day of _____ 20_____.

(Seal) _____ Notary Public

OFFICE USE ONLY

Date Affidavit Received: _____
Date Information Reviewed & Verified: _____
Approved for Enrollment this Date: _____
Principal or Designated Authority Signature: _____

Required ENROLLMENT RESIDENCY VERIFICATION PROCESS FOR RETURNING STUDENTS

In order to expedite the enrollment process and comply with district enrollment policies each year this form and required documentation must be completed prior to receiving a class schedule. There are two options listed, please select the option that best meets the needs of your family. Questions may be directed to the individual school or administration office.

DC Elementary School 348-9100 DC Rose Union 359-3188 DC Middle School 348-4830
 DC Prairie Vale 359-3170 DC Grove Valley 359-3195 DC High School 348-5720

If the returning enrollee has a change in address they must provide the same documents as listed for a new enrollee.

_____ (Parent/Guardian) of lawful age, being first duly sworn states: That I am the Parent; Lawful Guardian; or Person having legal custody of the following student(s) who reside within the boundaries of the Deer Creek School District:

<u>Student(s) Name(s)</u>	<u>Grade</u>	<u>School Site</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ My principal residence is located within the legal boundaries of the Deer Creek School District and I am currently living in and occupying said residence, which is located at _____, in the town of _____, County of _____ and I have provided the following original documentation for verification:

two utilities dated June, July, or August:

- | | | |
|----------------------------------|----------------------------------|-----------------------------------|
| _____ Gas Bill | _____ Telephone Bill | _____ Electric Bill |
| _____ Oklahoma City Utility Bill | _____ Edmond Utility Bill | _____ Deer Creek Water Corp. Bill |
| _____ Ad Valorem Tax Statement | _____ On-line Billing print-outs | |
- _____ A fully executed copy of rental agreement (**provided yearly**)

Addition or Directions to Residence: _____

Home Phone: _____ Cell: _____ Work: _____ Other: _____ E-mail: _____

I hereby give the Deer Creek School District's designated representative my permission to verify any and all information contained in this enrollment verification form and its related documents and understand that any false information or misrepresentation contained herein shall automatically terminate this student's enrollment and attendance at Deer Creek School District

Date: _____ Signature of Parent or Legal Guardian: _____

Option I:

Complete and mail or hand-deliver this form with required documentation to: 20701 N. MacArthur Blvd., Edmond, OK, 73012 between **Thursday, June 10 through Friday, July 30, 2010.**

Option II:

Follow Option I except **hand-deliver required documentation** to child's school beginning **Monday, August 2, 2010.**

The Deer Creek School Board Policy JCA entitled "Residence of Student" is on the district web site: www.deercreekschools.org

OFFICE USE ONLY

Date Received: _____ Approved for Enrollment this Date: _____

Principal or Designated Authority Signature: _____

**DEER CREEK PUBLIC SCHOOLS
STUDENT CONDUCT ON SCHOOL BUSES**

Guidelines:

- The School Laws of the State of Oklahoma stipulate that transportation by bus may be furnished by a school district, but that the district is not required to do so. Therefore, it is a privilege to ride a school bus.
- Once a child boards the bus, and only at that time, does he or she become the responsibility of the District. Such responsibility ends when the child is delivered to the regular bus stop at the close of the school day.
- Because a school bus is an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior and as specified in this policy.
- When a child does not conduct him or herself properly on the school bus, such instances are to be brought to the attention of the building principal by the bus driver for appropriate disciplinary action.
- Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Principal or Superintendent. In such cases, the parents of children involved may become responsible for transporting their children to and from school.

Rules and Regulations for Bus Riders:**A. Prior to Loading (on the road and at school) -**

- 1) Be on time at the designated school bus stops.
- 2) Stay off the road at all times while waiting for the bus.
- 3) Wait until the bus comes to a complete stop before attempting to enter.
- 4) Be careful in approaching bus stops.
- 5) Do not move toward the bus at the school-loading zone until the bus comes to a complete stop.
- 6) Respect people and property while waiting for the bus.
- 7) Receive proper school official authorization to be discharged at places other than the regular bus stop.

B. While on the Bus -

- 1) Keep all parts of the body inside the bus.
- 2) Assist in keeping the bus safe and clean at all times.
- 3) Refrain from use or possession of any form of tobacco, alcohol, or drugs.
- 4) No loud talking, laughing or unnecessary commotion as it diverts the driver's attention and may result in a serious accident
- 5) No vandalizing or destruction of bus equipment.
- 6) Bus riders should never tamper with the bus or any of its equipment.
- 7) Leave no books, lunches or other articles on the bus.
- 8) Keep books, packages, coats, and all other objects out of the aisles.
- 9) Help look after the safety and comfort of small children.
- 10) Do not throw anything in or out of the bus.
- 11) Bus Riders are not permitted to leave their seats while the bus is in motion.
- 12) Horseplay and fighting are not permitted around or on the school bus.
- 13) Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers or driver's assistants.
- 14) Keep absolutely quiet when approaching a railroad-crossing stop.
- 15) In case of road emergency, children are to remain in seats on the bus except when it may be hazardous to their safety.
- 16) No eating, drinking, or gum chewing on regular routes of a school bus.
- 17) Use emergency exits properly.

C. After Leaving the Bus –

- 1) Before crossing the road, go at least ten (10) feet in front of the bus, stop, check traffic, wait for the bus driver's signal, and stay clear of traffic.
- 2) Students living on right side of the road should immediately leave the bus and stay clear of traffic.
- 3) Help look after the safety and comfort of small children.
- 4) The driver will not discharge riders at places other than the regular bus stop, except by proper authorization from the parent or school official.

Penalties for Student Misconduct:

The driver of a bus, whether on a regular route or on an extracurricular trip, will report all instances of student misconduct to the appropriate principal as soon as possible.

- The **first offense** will carry a warning to the student and parents/guardians and such other action as deemed appropriate by the principal.
- The **second offense** may result in loss of the privilege of riding the bus for up to one week.
- The **third offense** may result in loss of the privilege of riding for up to the remainder of the current semester and all of the succeeding semester.
- **Severe Clause:** Students who become involved in a serious disciplinary problem including, but not limited to bullying, harassment, intimidation, assault, fighting, verbal assault, possession/sale/use of alcohol/drugs, and any action that includes the safety of the school bus as a first or second offense may have their riding privileges suspended by the principal or superintendent.

Responsibilities for Student Transportation:

The **Principal** of the school has the following responsibilities in bus behavior –

- 1) To enforce school discipline on the buses.
- 2) To publish rules and regulations relating to bus behavior that he or she deems necessary for the school in addition to those contained in this policy.
- 3) To make reasonable efforts to ensure that every student who rides the bus is informed of all rules and regulations. The student should be informed that the bus is very similar to a classroom and that violations of bus rules and regulations may result in a suspension.

The **driver** of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Students must obey the driver promptly. The Principal or designee should inform students that:

- 1) The privilege of students to ride the bus is conditioned on their good behavior and observances of all bus rules and regulations. Drivers are authorized to enforce bus rules and regulations. Should a student violate any of these rules or regulations, it shall be the duty of the driver to refer such disobedience to the Principal for the proper disciplinary action.
- 2) A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or the student's regular bus stop. An exception would be an instance of secondary students physically abusing another person on the bus. In that instance, the bus driver will not continue the route until the student is in the custody of appropriate personnel. At no time will younger students be removed from the bus, except at their regular stops.
- 3) A driver may not physically punish a student for disciplinary reasons; punishment and discipline are the responsibility of parents and principals.

The **student bus riders** have an important role in bus behavior. Students will be informed of all rules and regulations pertaining to riding a bus and will seek to obey them and encourage other students to do likewise. Students should be

safety conscious while they are bus riders. Students who obey bus rules and regulations should be commended for their behavior.

The **Superintendent** or designee is responsible for establishing bus routes, hiring drivers, and establishing rules and regulations for transportation, in keeping with policy JFCC/EEAB.

These rules and regulations are for the safety and well-being of all students riding the buses. Parents should actively assist in enforcing them as well as supporting the District as it endeavors to administer the bus program.

Extra Curricular Activities:

The District will only provide a bus for an extracurricular trip when the principal or sponsor of the activity has selected at least one (1) adult chaperone, and he or she has agreed to serve in that role. All rules, regulations, and penalties in this policy apply to students who are participating in extracurricular trips. Only participants, sponsors, bus drivers and chaperones are permitted to ride the bus.

Reimbursement for Damages:

Parents will be required to reimburse the district for damages to transportation equipment resulting from student misconduct. This penalty will be imposed in addition to the disciplinary penalty imposed upon the student.

*AMENDED:
SEPTEMBER 8, 2008
APRIL 23, 2008
MAY 14, 2007
OCTOBER 9, 2006
MARCH 24, 2003
DECEMBER 11, 2000
DEER CREEK SCHOOL DISTRICT*

DEER CREEK PUBLIC SCHOOLS
STUDENT CONDUCT ON SCHOOL BUSES
Transportation Form

Date: _____ **Student Name:** _____ **Grade:** _____

School: High School - Middle School
Deer Creek Elementary - Prairie Vale Elementary - Rose Union Elementary – Grove Valley Elementary

Address: _____ **Housing Addition:** _____

Parent/Guardian: _____ **HomePhone:** _____ **Work/Cell:** _____

Emergency Contacts:

Name: _____ **HomePhone:** _____ **Work/Cell:** _____

Name: _____ **HomePhone:** _____ **Work/Cell:** _____

I have read and received a copy of the rules and safety procedures for bus riders and I understand that my child will be expected to follow those rules to enable the District to transport all students in a safe and timely manner. I agree to go over these rules and safety procedures with my child prior to placing them on a bus, and will help to enforce them as may be necessary. I will have my child at the designated stop 10 minutes before the scheduled time to assure the Districts ability to run the routes in a timely manner. I understand that this is especially important during times of adverse weather. In the event that it necessary to dismiss students early due to severe weather (SNOW, ICE, FLOODING, ETC...) the school will make every effort to have the announcement on television and radio and to notify as many parents as possible. *If school is dismissed early due to the weather, my child is to do the following (please include names & phone number):*

Should my student need to be added to the bus route, I will contact the Deer Creek Transportation Department at 405/348-6100 x109. I agree to provide other means of transportation for my student until such Department confirms the route information.

Parent/Guardian Signature: _____ **Date:** _____

Office Staff: After completion, please return this form to the Transportation Department.

2010-2011 HOME LANGUAGE SURVEY FOR PRE-K-12 SCHOOL DISTRICTS

Name of Student: _____
Last Name First Name Middle Name

Student ID #: _____ Gender: Male Female

School Site: _____ Grade: _____

Date of Birth: _____ Place of Birth (City/State/Country): _____

Is the student of Hispanic or Latino culture or origin? Yes No

Select one or more of the following races: African American/Black American Indian or Alaskan Native Asian
 Native Hawaiian or Other Pacific Islander Caucasian/White

Parent's/Guardian's Name: _____

Parent's/Guardian's Address: _____
Street City Zip Code

Parent's/Guardian's Telephone Number: (____) _____ Cell Phone: _____

1. Is a language **other than English** used in your home? Yes No

If NO, go to numbers 6 and 7. If **YES**, what is that language? _____

2. Is that language spoken in the home **MORE OFTEN** than **English**? **LESS OFTEN** than **English**?

3. What language is spoken by adults in the home? _____

4. What was the first (1st) language your child learned to speak? _____

5. What was the date (**month and year**) your child first enrolled in a school in the United States? _____

6. Parent/Guardian Signature: _____

7. Date: _____

FOR SCHOOL USE ONLY

THIS FORM MUST BE COMPLETED EVERY YEAR WITH CURRENT TEST DATA FOR STATE ACCREDITATION.

If a language other than English is spoken more often (see question #2), the student qualifies as **bilingual** on application for accreditation.

OR

If a language is spoken less often, student qualifies as bilingual on application for accreditation if he or she meets ONE OF THE FOLLOWING:

- 1. Scores 35% or below on norm-referenced test (NRT) on the composite **reading** score.
- 2. Scores limited knowledge or unsatisfactory on **Reading** Oklahoma Core Curriculum Tests (OCCTs).
- 3. Designated Limited English Proficient on an Oklahoma English language proficiency assessment: WIDA ACCESS for English language learners (ELLs) Test (including K WAPT and W-APT) or the Pre-K Language Screening Tool.

Documentation of a test result for students who marked less often:

1. NRT Test Date: _____ Name of the NRT: _____ Reading Total Composite Score: _____

2. Reading OCCT Date: _____ Score on Reading OCCT: Limited Knowledge Unsatisfactory Satisfactory Advanced

3. ACCESS for ELLs Test Date: _____ Score on ACCESS for ELLs: _____

WIDA ACCESS for ELLs Placement (K WAPT or W-APT) Date: _____ Score on K WAPT or W-APT: _____

Pre-K Language Screening Tool Date: _____ Score on Pre-K Language Screening Tool: _____

Services for Bilingual Students: Non-Qualifier _____ Qualifier _____
Date entering services: _____ Staff Initials: _____

Services for English Language Learners: Non-Qualifier _____ Qualifier _____
Date entering services: _____ Staff Initials: _____

AUTHORITY TO TRANSFER EDUCATION RECORDS

DATE: _____

I, _____
Parent/Guardian Name

the parent or legal guardians of

_____	_____
Student Name	DOB
_____	_____
Student Name	DOB
_____	_____
Student Name	DOB

From _____
School Street Address
_____ City State Zip

To: _____

the school at which the above student seeks or intends to enroll or is enrolled; or the following parts of the education record if applicable:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Scholastic Record | <input checked="" type="checkbox"/> Activity Record |
| <input checked="" type="checkbox"/> Census Data | <input checked="" type="checkbox"/> Health Record |
| <input checked="" type="checkbox"/> Attendance Record | <input checked="" type="checkbox"/> Behavioral Record |
| <input checked="" type="checkbox"/> Test Record | <input checked="" type="checkbox"/> Personal Recommendations |

Others _____

I have been given the opportunity to inspect and challenge the above record.

Parent or Guardian Signature

Principal

NETWORK AND INTERNET ACCEPTABLE USE POLICY (AUP)

A. Purpose Statement:

The Deer Creek School District No. 06 of Oklahoma County, Oklahoma (the "District") provides its students and employees with access to the District's computer network system, including Internet access, in an effort to expand the informational and communication resources in furtherance of the District's goal of promoting educational excellence. It is hoped that the expanded use of these resources will enhance students' research capabilities, increase faculty and staff productivity and result in better communication between the District and its patrons.

The District will take available precautions to restrict access to inappropriate material on the Internet. However, on a global network, it is impossible to control all material and the science of content filtering is not perfect. The District firmly believes that the value of the information and interaction available on the Internet far outweighs the possibility that students may procure material, which is not consistent with our educational goals.

B. Scope:

Internet access is coordinated through a complex association of government agencies, regional and state networks. The smooth operation of these networks relies upon the proper conduct of the end users and the users' adherence to generally accepted guidelines. The guidelines provided in this policy are designed to promote the efficient, ethical and legal utilization of network resources. If a District user violates any of these provisions, his or her account will be terminated and future access could be denied. The user's signature on the Internet and Network Use Guidelines and Contract is a legally binding obligation, affirming that the user has read the terms and conditions of the Network and Internet Acceptable Use Policy and is solely responsible for all actions performed under the granted Network Account.

C. Network and Internet Access - Terms and Conditions:

1. **Acceptable Use**: The use of the District system, whether by students, faculty or staff, must be in support of education and consistent with the educational objectives of the District. The transmission of any material in violation of any United States or state law or regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. Use of the District system for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

2. **Parental Consent for Students**: In order for a student to gain access to the District system, the student's parent or guardian must be provided a copy of the Network and Internet Acceptable Use Policy and *sign* the ***Internet and Network Use Guidelines and Contract*** requesting that their child be given Internet access under the terms and conditions described in this policy. Parents may withdraw their consent at any time. The District believes that

parents bear primary responsibility for communicating acceptable behavior and family values to their children. The District encourages parents to discuss with their children what material is and is not acceptable for their children to access through the District system.

3. **Privilege of Use**: The District Network and Internet access is a privilege afforded to students, staff and employees of the District. Use of these resources is not a right and inappropriate use will result in a cancellation of those privileges. Inappropriate use is any use prohibited by the terms of this agreement, School Board policy, or use determined by the District's administrators to be inappropriate under particular facts and circumstances. Prior to receiving District Network and Internet access, all users will be required to successfully complete New Users training program administered by the District.

4. **Inappropriate Use**: Each system user is expected to comply with all District policies governing Network and Internet access and to abide by generally accepted rules of network etiquette. These general rules include, but are not limited to, the following:

- (a) Appropriate language - Do not use abusive language in messages to others. Be polite. Do not use obscene or profane language, vulgarities, and rude or disrespectful language. Do not engage in personal attacks or activities intended to distress or annoy another user.
- (b) Student Safety Usage - Do not reveal personal contact information about yourself or any other person. This information includes telephone numbers and addresses. Do not use the Internet access to arrange meetings with persons you have met on line. Users will promptly disclose to the teacher, District system administrator or to some other member of the faculty or staff any message they consider to be inappropriate or which makes them feel uncomfortable.
- (c) Electronic mail - Users should be aware that electronic mail (e-mail) is not assumed to be a private communication. The District and system administrators do have access to e-mail. Accessing personal home e-mail accounts and use of Instant Messaging is prohibited. Messages relating to or in support of illegal activities will be reported to authorities.
- (d) Network resources - System users should not use the network in a way that will disrupt the use of the network by other users. The network should be used for educational, professional and career development activities only. Staff members should refrain from downloading large files unless absolutely necessary and then only when the system is not being heavily used. Such files should be removed from the system computer to the user's personal computer as soon as possible. Students should not download anything.
- (e) Intellectual property - Do not plagiarize works obtained from the Network and/or Internet. Users must respect the rights of copyright owners and comply with all limitations imposed upon use of copyrighted material.
- (f) Students are prohibited from downloading software, games, and music (MP3 files) to the school server or any PC workstation. The downloading of software programs known as "sniffers" or other software products that are used for data capturing will result in the immediate loss of District network and Internet access.

5. **Limitation of Liability**: The District makes no warranties of any kind, whether express or implied, for the services provided and will not be responsible for any damages the user may suffer through use of the District system or the Internet, including but not limited to, the loss of information or files or the interruption of service. The District is not responsible for the accuracy or quality of information obtained through use of the District system or the Internet. The District is not responsible for any financial obligations which may be incurred through use of the District system.

- (a) Student E-Mail – Deer Creek Public Schools does not provide or support e-mail accounts for students. Accessing personal home e-mail accounts from school is prohibited. School e-mail accounts are for school use. Excessive use of the e-mail system slows the system down for everyone. Sending or receiving personal e-mail should be kept to a minimum.

6. **Security**: Security on any computer system is a high priority, especially when the system involves multiple users. Users are responsible for their individual account and should take precautions to prevent others from accessing that account. Under no conditions should a user provide their personal password to another person.

- (a) Students who share their password or attempt to violate the District's network security will lose their network privileges.
- (b) If a user identifies a potential security problem on the District system or the Internet, students must notify their building principal immediately. Students should not demonstrate the problem to others, nor should they intentionally attempt to identify potential security problems. In either instance, disciplinary action may be taken.
- (c) Any user identified as a security risk or having a history of problems with the District system or any other computer system may be denied further access.

7. **Vandalism**: Vandalism of District hardware or software will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the property or data of the District, of another user, or of any other network connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

8. **Inappropriate Material**: Access to information shall not be restricted or denied solely because of the political, religious or philosophical content of the material. However, system users must realize that rights go hand-in-hand with responsibilities and agree not to use the District system to access information or to distribute information or material that is:

- (a) Obscene to minors, meaning
 - (i) material which, taken as a whole, lacks serious literary, artistic, political or scientific value for minors and,
 - (ii) when an average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to an obsessive interest in sex by minors.

- (b) Libelous, meaning a false and unprivileged statement about a specific individual which tends to harm the individual's reputation.
- (c) Vulgar, lewd or indecent, meaning material which, taken as a whole, an average person would deem improper for access by or distribution to minors because of sexual connotations or profane language.
- (d) Display or promotion of unlawful products of services, meaning material which advertises or advocates the use of products or services prohibited by law from being sold or provided to minors.
- (e) Group defamation or hate literature, meaning material which disparages a group or a member of a group on the basis of race, religious affiliation, ethnic or national origin, gender identity or preference, or disability or, advocates illegal conduct or violence or discrimination toward any particular group of people. This includes racial and religious epithets, "slurs", insults and abuse
- (f) Disruptive school operations, meaning material which, on the basis of past experience or based upon specific instances of actual or threatened disruptions relating to the information or material in question, is likely to cause a material and substantial disruption of the proper and orderly operation of school activities or school discipline.

9. **Cyber Bullying:** Oklahoma HB 1804 provides that it is unlawful for a person to: Make a telecommunication or other electronic communication with the intent to terrify, intimidate, or harass, or threaten to inflict injury or physical harm to any person or property; through telecommunication or other electronic communication device. For the purposes of this bill "telecommunication" and "electronic communication" are any type of telephonic, electronic or radio communications, or transmission of signs, signals, data, writings, images and sounds or intelligence of any nature by telephone, including cellular telephones, wire, cable, radio, electromagnetic, photo electronic or photo-optical system or the creation, display, management, storage, processing, transmission or distribution of images, text, voice, video or data by wire, cable or wireless means, including the Internet.

The term includes By: A communication initiated by electronic mail, instant message, network call, or facsimile machine; and a communication made to a pager. This bill passed the House of Representatives the 19th day of May, 2005 and passed the Senate the 20th day of May, 2005. Governor Brad Henry approved by signing this bill on May 26, 2005.

10. **Application and Enforceability:** The terms and conditions set forth in this agreement shall be deemed to be incorporated in their entirety in the Internet and Network Use Guidelines and Contract executed by each system user. BY EXECUTING THE INTERNET AND NETWORK USE GUIDELINES AND CONTRACT, THE SYSTEM USER AGREES TO ABIDE BY THE TERMS AND CONDITIONS CONTAINED IN THE DEER CREEK PUBLIC SCHOOLS ACCEPTABLE USE POLICY. THE SYSTEM USER

