

Altoona Area School District

Elementary

Volunteer Handbook

<http://www.aasdcad.com/aasd/volunteer>

Volunteer: it's as easy as 1, 2, 3...

- 1. Return completed Volunteer Application to the school office.*
- 2. See the school nurse regarding your need to implement the TB test.*
- 3. Sign and return a Confidentiality Agreement.*

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**A WORD FROM DR. MELOY, ASSISTANT SUPERINTENDENT IN CHARGE OF
ELEMENTARY EDUCATION**

The Altoona Area School District welcomes volunteer participation in our school programs. There are many opportunities in our elementary schools to volunteer and to actively participate in their child’s educational program. Research indicates many positive outcomes for children when parents volunteer and actively participate in their child’s school. We welcome you to our schools and thank you for your willingness to partner with us in providing an excellent educational program to your child.

Altoona Area School District Mission Statement

The primary mission of the Altoona Area School District is to deliver the written curriculum in a thorough and efficient manner to every school age student, and measure said delivery to its purported effect. The secondary missions are to instruct students on standards of behavior which should include, but not be limited to, manners, responsibility, reliability, dependability, self-discipline, self-esteem and perseverance; and to become partners with our Community in economic revitalization and development.

Altoona Area School District Motto

Superior Service
Superior Quality
Active Participation by All
Constant Innovation

Welcome to all Volunteers!

Your service as a volunteer will add significantly to the excellent programs offered in the Altoona Area School District's elementary schools. Your involvement helps build a school community that emphasizes academic excellence, community responsibility, basic skills, individual strengths, technology integration, and a life-long love of learning. As a volunteer, you provide enrichment opportunities that enhance the educational experience for students while supporting teachers and staff. You also help build a strong foundation for students as they select a career path or post-secondary education. Your participation helps us to fulfill our mission of creating a safe, positive, innovative educational environment for all children.

As you enhance and support school programs, it is important to help students be excited about learning. By modeling for students the kinds of behaviors and attitudes they need in order to succeed, you help them to develop into productive citizens of school and community.

OVERVIEW OF THE VOLUNTEER HANDBOOK

This handbook will give you an overview of the school volunteer program and the variety of opportunities that you may choose to pursue. It is our hope that you will find personal satisfaction in what you do. Some of the options are listed below:

- PTO Officers
- PTO Committees
- Volunteering in your child's classroom
- Volunteering in a classroom setting other than your child's
- Volunteering outside of the classroom setting (e.g. making copies only)

For a sample list of volunteer activities, please visit the volunteer website:
<http://www.aasdcats.com/aasd/volunteer>

Please use this list to identify areas in which you are interested. In the forms section of the site, you can print and check areas of interest. This important step will help school personnel to match your interest with the needs of students and teachers.

This manual contains a few general guidelines that all volunteers should follow when working at an elementary school. They will help you have a successful experience at your child's school. *Please note that individual schools may modify these guidelines; if you need clarification, please check the policies of each school.*

HOW TO BECOME A VOLUNTEER

In order to volunteer in any school, three documents must be submitted to the school. These are available in the office as well as on the website.

Step One: Volunteer Application

At the beginning of the school year, every family is asked to fill out a volunteer questionnaire. In addition to being available at individual schools, this form can be downloaded from the volunteer website (<http://www.aasdcats.com/aasd/volunteer>) under "forms." After identifying your volunteer interests, simply return the completed form to the office.

Step Two: TB Test

Beginning in the 2008-2009 school year, if you are a volunteer in the school district for ten hours or more per week and will be in direct contact with school children, you will be required to have a current TB test. This will not be necessary for those who work less than 10 hours per week. The Altoona Area School District will no longer be providing this testing. Therefore, volunteers may contact the Blair County Respiratory Society, Mainline Medical, or their own private physicians for testing. Proof of this test must be submitted to the school nurse before volunteering. If you have any questions, please contact your child's school nurse.

ONLY ONE negative test result must be on file throughout your child's elementary years. Please check the web site (<http://www.aasdcats.com/aasd/volunteer>) for more information.

Step Three: Confidentiality Agreement

Pennsylvania laws protect students against invasion of privacy. For this reason we require volunteers to sign a Confidentiality Agreement. The Confidentiality Agreement can be found under forms on the volunteer website (<http://www.aasdcats.com/aasd/volunteer>). This must be signed and returned to the principal's office before you begin to volunteer.

BEFORE YOU BEGIN

Before you begin, be sure you have completed a Volunteer Questionnaire. This is different from the required form described in the three steps above. The questionnaire helps the school to match your areas of interest to areas of need within the school. A copy of this form is available on the volunteer website under "Forms" (<http://www.aasdcats.com/aasd/volunteer>); you can also pick one up in the main office. This must be signed and returned to the principal's office before you begin to volunteer.

Your Role as a Volunteer

"Volunteer, don't interfere." If you volunteer in a classroom, you should make prior arrangements with the teacher with whom you will work. When working with students individually or in small groups, be sure to follow instructions from teachers very carefully. While parents' involvement in their children's education is very beneficial, students and teachers need to focus on their work. We ask that volunteers come and go quietly in order to avoid interrupting instruction.

Obligations of Confidentiality

Volunteers need to have a positive attitude about the school. Problems and/or confidential information concerning students, parents or the school staff should not be discussed with anyone. However, it is your responsibility to notify the teacher or administrator in charge if you have concerns about a student or if you are unsure as to what should be done; trained staff members will help you handle the problem.

Please note that, at the discretion of the building principal, failure to follow this procedure could result in removal as a school volunteer.

Orientation

An orientation/DVD training session is available to new volunteers at individual schools. The AASD Elementary Schools Volunteer website (<http://www.aasdcad.com/aasd/volunteer>) offers additional information about each school's specific committees, forms that need to be filled out, activities, answers to frequently asked questions, and directions for signing up as a volunteer.

Bringing Preschoolers and Toddlers to School

Elementary schools work very hard to ensure that all children have a safe and educational school environment. Please follow these general guidelines when bringing younger children into school during your volunteer time:

- Parents must supervise their children at all times.
- Disruptions like loud noises or running will affect student learning.
- If you plan to volunteer in the classroom during instructional time, please check with the classroom teacher before bringing children to the setting.
- *Check with the building principal for specifics related to this topic.*

WHEN YOU VOLUNTEER

Each school follows similar policies. However, some issues vary by building. The information in this handbook is a guide; please get details from the school principal or secretary when you have questions about specific items.

Technology Use

As a volunteer, you may be working in the computer lab, with a laptop, PDA or using the Internet. District Policy 6012R2 details the acceptable use policy. This link can be found on the volunteer website for specifics (<http://www.aasdcad.com/aasd/volunteer>).

Parking at the School /Checking in at the Office

Volunteers should check with building principals about parking arrangements. In order to enter the building, you must be let in by our security system. Push the outside button near the door. Sign in at the office every time you arrive to volunteer. You must place your name, date, time of arrival, and destination on the building sign-in log. To ensure the safety of our students and staff, you also need to wear the volunteer identification tag provided at each school. Upon leaving the building, you must remember to sign out.

General Guidelines

- Since nearly every moment of the school day is carefully planned, being on time is very important. If an unexpected emergency or a change of schedule prevents you from meeting your commitment, you should contact the school office or teacher as soon as possible so that other arrangements can be made. Your thoughtfulness will be appreciated.
- Please do not open any entry portals/doors for others unless directed by the building office staff.
- Volunteers should not be left alone with students – please alert the teacher if this situation arises.
- As a volunteer, it is necessary to stay on task. Volunteer time in the school is not a time to conference with your child's teacher or to solicit any products or services.

- Your appearance should be neat and consistent with the dress code of the school district. This would apply to field trips or outside activities. (See the AASD Elementary Parent Handbook). In the case of inappropriate dress, t-shirt slogans, etc., the building principal may ask a volunteer to leave the school.
- To be prepared for emergencies, learn the correct procedures for responding to emergencies and for following the rules for fire and disaster drills. Please see the classroom teacher or secretary for instructions.
- It is not always in the best interest of a child to have parents, grandparents, guardians, etc, volunteer in their children's classrooms. Therefore, volunteers may be utilized in classrooms other than those in which their children are enrolled.

Guidelines when Working with Students

- Whether you are working in the classroom or another part of the school, you should maintain close contact with the supervising teacher(s) about lessons being covered, activities being planned, and the needs of individual students.
- Know what is expected of you. If you are not sure of something, please ask. Be aware of the limits of your duties. You should expect the teacher to provide you with specific ways in which you can be most helpful. Remember, when something comes up you are not to intervene, but report it to the teacher or office.
- Some students need to be guided toward acceptable behaviors. You can help by being a good role model who is kind, fair and courteous. Inappropriate behavior is often a way to gain attention. If you observe this kind of behavior please bring it to the teacher's attention.
- Information that students tell you about their personal lives is private and confidential. If you hear something that may be a threat to students, report the matter to the teacher. Such information should never be repeated to other individuals. (See Confidentiality Agreement under "Forms" on the volunteer web site).
- Students may want to share many interesting things about school, peers, and family. While this shows the student is comfortable with you, please remember that the task at hand is most important. Explain that the discussion can be revisited after the work is complete.
- Smile! Be happy, encouraging, and interested. When working with students, try to maintain eye contact and face them as directly as possible. When working with individuals or with a group, explain the work to the group. Work with each student to check for understanding of the lesson. Give praise whenever a small part of the total work is complete. Share time with students equally.
- You will gain students' confidence as you and the students get to know each other. Don't be afraid to show true feelings. If you feel nervous, tell the students. With their help, you will become more at ease in your role as a volunteer.
- Having you in the school is a great treat for your own children and for all students. Let students know your name; you might even write it for them. Ask students their names and make notes in order to remember them.

- After meeting the students, you may start your tasks right away. As you get to know each student better, you will learn more about their interests and needs. You will get positive results by using a friendly and calm manner with the students.

VOLUNTEERS AS COACHES

Any person interested in volunteering for coaching should contact the appropriate agency (Central Blair Recreation Commission, Altoona Football League). Coaches must adhere to district policies while in or on school property as well as to all rules and policies of the recreation agency (Central Blair Recreation Commission, Altoona Football League).

A FINAL WORD: HOW TO BE SUCCESSFUL WITH CHILDREN IN SCHOOL

Students are most likely to respond positively when volunteers:

- learn their names.
- work *with* the students instead of directing or supervising them.
- treat each student equally and fairly.
- show understanding when dealing with challenging students.
- listen closely when students share important information.
- are sensitive and positive.

Volunteer Questionnaire / Interest Form

Name: _____ Phone: _____

Address: _____ City: _____

E-Mail Address: _____

Do you have a child in this school? Yes No

Child's Name/Grade _____

Child's Name/Grade _____

Child's Name/Grade _____

Child's Name/Grade _____

Times Available to Volunteer (please specify days, hours or other considerations):


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Please check the activities where you would like to volunteer. (Note: we will make every effort to match you to the activity you choose. Volunteers will be placed where and as needed.)

\_\_\_\_\_ Assemblies

\_\_\_\_\_ Book Fair

\_\_\_\_\_ Box Tops / Labels

\_\_\_\_\_ Charities

\_\_\_\_\_ Classroom Helper

\_\_\_\_\_ Community Donations

\_\_\_\_\_ Community Resources

\_\_\_\_\_ Field Trips

\_\_\_\_\_ Fundraisers

\_\_\_\_\_ Hospitality

\_\_\_\_\_ Library

\_\_\_\_\_ Membership

\_\_\_\_\_ Office Assistance

\_\_\_\_\_ Scrapbook / Archives

\_\_\_\_\_ Sixth Grade

\_\_\_\_\_ Socials

\_\_\_\_\_ Special Days

\_\_\_\_\_ Sports - Basketball - Boys

\_\_\_\_\_ Sports - Basketball - Girls

\_\_\_\_\_ Sports - Cheerleading

\_\_\_\_\_ Sports - Flag Football

\_\_\_\_\_ Sports - Football

\_\_\_\_\_ Sports - Instructional Basketball

\_\_\_\_\_ Other: \_\_\_\_\_

## CERTIFICATION FORM

This is to certify that I have received a copy, read, and will abide by the following School District policies/guidelines:

#3003R7 Unlawful Harassment

#5018R3 Child Abuse and/or Neglect

#5035R4 Student Unlawful Harassment

#6012R3 Internet/Intranet Acceptable Use Policy

ELE-F008 Volunteer Confidentiality Agreement (Elementary Education)

ELE-F003 School Volunteer Application (w/TB Tine Test Inquiry)

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SIGNATURE

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DATE



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VOLUNTEER CONFIDENTIALITY AGREEMENT  
**ELEMENTARY EDUCATION**  
ALTOONA AREA SCHOOL DISTRICT

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There are federal and state laws that protect the privacy rights of students and families. In a school situation, there are many instances in which confidential information is discussed in order to better understand students and how we can help them. When working in the schools as a volunteer there may be times when this information is overheard. Our staff will make every effort to prevent this from happening; however, as a volunteer you must agree that if you do hear information, about a student or family you will not repeat this outside of the school. This will ensure the protection of our students' interest and their families, thus creating a better environment for all.

Additionally, three laws govern special education confidentiality. FERPA (Family Educational Rights and Privacy Act), IDEIA (Individuals with Disabilities Education Improvement Act), and Chapter 14 (Pennsylvania Special Education Guidelines). All three bodies of regulations indicate that confidentiality must be maintained relative to special education students. Therefore, any written or verbal communication with anyone who does not have a right to know is in violation of these laws. A volunteer should not discuss a child's disability with any individual outside of the classroom instructor, building principal, or staff member. The volunteer should not carry any written or verbal statements outside of the school that would divulge the child's disability. In essence, only those who work directly with the student are considered as those with a "need to know." If at any time these terms of confidentiality are violated by a volunteer, termination of volunteer services may occur.

**As a volunteer:**

- **I realize that I am subject to a code of ethics similar to that which binds the professionals in the field in which I work.**
- **I will keep confidential matters private.**
- **I also understand that volunteering in the AASD elementary program is a privilege and not a right. The school's principal reserves the right to deny or remove any volunteer violating confidentiality or any district policy.**

By signing this agreement I am stating that I will not divulge information about any student or family to any person outside the school setting.

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**Volunteer Signature**

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**Date**

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Student Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

# ALTOONA AREA SCHOOL DISTRICT



**ISO 9001**  
Certificate Number: 36855

**TITLE:** INTERNET/INTRANET  
ACCEPTABLE USE  
POLICY

**SECTION:** 6000 CURRICULUM  
AND INSTRUCTION

**FIRST  
READING:** April 11, 2005

**FINAL  
ADOPTION:** April 11, 2005

**PLACEMENT:** 6012R3

**REMOVE:** 6012R2

|                   |                                                         |
|-------------------|---------------------------------------------------------|
| <b>Title:</b>     | <b>6012R3 – INTERNET/INTRANET ACCEPTABLE USE POLICY</b> |
| <b>Authority:</b> |                                                         |
| <b>Policy:</b>    |                                                         |

## **I. Internet/Intranet Acceptable Use Policy**

- A. Internet Access is available to students and staff in the Altoona Area School District. The Access is being offered through the ASD Center for Advanced Technologies. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.
- B. The Internet is an "electronic highway" connecting millions of computers all over the world with millions of individual users. Access to the Internet is coordinated through a complex association of government agencies and regional and State networks. With such wide scale access to computers and people also comes the availability of material that may not be of educational value in the context of the school setting.

All use of the Internet/Intranet must be in support of education and research and be consistent with the purposes of the Altoona Area School District and The Center for Advanced Technologies. All use of the Internet/Intranet is and shall be deemed to be part of the educational program of the Altoona Area School District. Furthermore, the Altoona Area School District's computer network system operators, or other school official, may, at any time review the subject, content and appropriateness of electronic communications or other computer files and remove them, if warranted, reporting any violation of rules to the school administration or law enforcement officials.

The efficient operation of the network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines include:

1. Any use of the network for commercial or for-profit purposes is prohibited.
2. Extensive use of the network for personal and private business is prohibited.
3. Any use of the network for gambling or games of chance is prohibited.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Network access/use applies not only to access/use from within the school district facilities using school district equipment, but also access to any AASD servers or other devices using personal/third party equipment locally or remotely.
7. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
8. All communications and information accessible via the network should be assumed to be private property.
9. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
11. Harassment, threats, intimidation and other behavior contrary to the educational goals of the Altoona Area School District are prohibited on the network.
12. The illegal installation or download of copyrighted software for use on District computers is prohibited. Furthermore, downloading or uploading of copyrighted images or text is illegal without written consent obtained from the owner prior to copying the material.
13. Use of the network to access or process pornographic material (including, but not limited to male or female nudity), inappropriate or sexually explicit text files, or files dangerous to the integrity of the local area network (LAN) is prohibited. In accordance with the federal Children's Internet Protection Act (CIPA), the Altoona Area School District will

employ the use of filtering/blocking technology throughout the entire school district as a technology protection measure. Requests to allow or deny access to websites will be reviewed by the school district CIPA Review Committee to determine validity of the requests and the action to be taken. It should be noted that filtering is a protection measure. Although the school district will make every attempt to block sites that are deemed inappropriate, no filter is a guarantee against access to objectionable material. The school district reserves the right to track and monitor the online activities of all individuals using the Altoona Area School District networks.

14. Subscriptions to Listservs will be made available on a limited basis. Mail Listservs must be monitored daily and deleted from the personal mail directory to avoid excessive use of file server hard-disk space.
15. When sending electronic messages or transmitting on-line registrations, staff members will make every effort to prevent students from including information that could identify themselves or other students and staff without written consent from the parent or guardian and the instructor's express permission. Examples of identifying information include last names, addresses, phone numbers, individual pictures, student ID's, and passwords. ID's and passwords (if supplied) are provided for the individual's personal use. Do not share ID's or passwords with anyone and do not use anyone else's ID or password, regardless of how it was obtained. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
16. The Altoona Area School District reserves the right to monitor usage to determine if specific uses of the network are consistent with the District goals.
17. Vandalism is strictly prohibited and may result in legal action in addition to the cancellation of computer and network access privileges. Vandalism as defined for this policy is any attempt to change or destroy data of another user, Internet/Intranet, or any other network that is connected to the Altoona Area School District networks or the Bell Atlantic backbone. This includes, but is not limited to the uploading or creation of computer viruses. Staff members and/or students committing such vandalism will be subject to discipline consistent with Board Policy and the Student Code of Conduct.
18. Violation of the terms and conditions of this Agreement will result in revocation or suspension of computer and network access privileges, and possible legal action.

C. The Altoona Area School District provides access to the Internet/Intranet for students and staff because we believe that the valuable information and

interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the District. It is the policy of the Altoona Area School District that educationally unsuitable material received or used by any student or staff member shall not be imputed to the Altoona Area School District in any way, nor shall the Altoona Area School District be responsible or liable for the reception or use of such material. Any person having knowledge of the reception or use of such material shall immediately report this to Administration.

- D. The Altoona Area School District considers the use of the Internet/Intranet to be a privilege, not a right. Inappropriate use will result in cancellation of this privilege and may result in further legal action. All users are expected to abide by the generally accepted rules of the network etiquette. These include, but are not limited to:
1. Be polite, do not get abrasive in your response to others.
  2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language. Illegal activities are strictly prohibited.
  3. Do not reveal your last name, personal address or phone numbers of other students, staff or colleagues.
  4. Note that electronic mail (e-mail) is not guaranteed to be private. Staff who operate the system for the district will report all illegal and/or inappropriate use to the district's administration.
  5. Do not use the network in any way that you would disrupt the use of the network by other users.
  6. Respect the intellectual property of other users and information providers.
- E. All students and their parents or guardians must annually sign acceptance of the *Internet/Intranet Acceptable Use Policy* prior to their being provided access to the Internet/Intranet by the Altoona Area School District. This signed agreement will be kept on file in the building where the student attends school.
- F. All students and their parents or guardians must annually sign an *Internet/Intranet Publishing Release Form* if that student's work, picture and/or opinions are to be included on any of the Altoona Area School District's Web Sites or Altoona Area School District sponsored Internet/Intranet projects. This signed release form will be kept on file in the building where the student attends school.

## II. Definitions.

- A. **User** – An individual, group of individuals, entity, or digital representation thereof, that utilizes any digital device(s) belonging to the Altoona Area School District. Digital device includes, but is not limited to, computers, servers,

switches, WIFI access points, hubs, bridges, and all peripherals connected to these items.

- B. **Internet** – An electronic highway that connects millions of computers world-wide. Access is coordinated through a complex infrastructure of government, private and corporate networks.
- C. **Intranet** - A private network inside the school district that is for internal use only. It is not accessible outside of the school district facilities.
- D. **Email** - Short for electronic mail, the transmission of messages over a network or the Internet. The messages can be text entered from the keyboard, html code, graphics and/or electronic files stored on disk. These messages these messages are processed through a sending mail server and a receiving mail server.
- E. **Network** – Two or more computers/computerized devices that are interconnected for sharing communications, hardware peripherals, software applications and/or data files.
- F. **LAN (Local Area Network)** – A smaller network that is physically confined to one facility or a portion of one facility.
- G. **WAN (Wide Area Network)** – A larger network that includes users and devices in separate physical locations. For instance, the AASD WAN includes the inter-connection of users and devices across all of our school buildings and other facilities.
- H. **Hardware** – The physical pieces of a computer system. All the electronics used for input, output, processing and transporting of digital content.
- I. **Software** – A computer program, which provides the instructions that enable the computer hardware to work. System software, such as Windows, Novell, Unix or MacOS, operate the machine or network, and applications software, such as spreadsheet or word processing programs, provide specific functionality.
- J. **Download** – Digitally transferring files or other information from another computer or network to the local computer or network.
- K. **Upload** - Digitally transferring files or other information from the local computer or network to another computer or network.
- L. **Login** - The account name and password used to gain access to a computer system/network. The account name (or User ID) is a unique identifier for the individual account. The Password is a private/secret code used to maintain privacy of the account and insure system integrity.
- M. **CIPA (Child Information Protection Act)** - Signed into law in December 2000. CIPA is designed to safeguard children against objectionable or harmful material on the Internet. CIPA amends the Elementary and Secondary Education Act of 1965 and the Communications Act of 1934. The amendments direct schools to have in place a policy of Internet safety and a technology-based method of blocking access to visual depictions on the Internet that are objectionable or harmful to minors.

|                                             |                                                                                                                                                                                 |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cross Reference/<br/>Board Policies:</b> | <b>Accompanying Documents</b> <ol style="list-style-type: none"> <li>1. Student Internet/Intranet Acceptable Use Policy</li> <li>2. Internet/Intranet Signature Page</li> </ol> |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Revision History:**

| <b><u>Date:</u></b> | <b><u>Rev.:</u></b> | <b><u>Description of Revision:</u></b>                                                                                             |
|---------------------|---------------------|------------------------------------------------------------------------------------------------------------------------------------|
| 8/20/01             | 6012R2              | Scope of policy broadened to include WAN connections.                                                                              |
| 4/5/05              | 6012R3              | Additional language added for securing access to District Servers from remote locations; ISO Format; Clarification of Terminology. |