

## 501.3R1- District Attendance Guidelines

**E= Excused Absence-** Absences with an OFFICIAL SLIP produced such as a medically documented illness, medically documented appointment, funeral of a family member, court appearances, school-sponsored activities, or other absences approved by the building principal. There is no limit to the number of excused absences a student may in a school year.

**V= Verified Absence-** Parent provides written or verbal information to the school of students absence. Students are allowed 6 verified absences per school year.

**U= Unexcused absence-** any student, who after 6 verified absences, does not have an excused absence, any student who skips a portion of the school day without a parent providing information (not excused; not verified), any student who sleeps in or is late to school

The parent may verify their student from school for a total of 6 days. Beyond 6 days, the student must have an excused absence with appropriate documentation or steps toward mediation for excessive absenteeism will take place.

Steps toward mediation for excessive absenteeism begins when:

Three (3) unexcused or a combination of six (6) unexcused and verified absences will start this process and a referral to the County Attorney can be made at any time.

### Level 1

When the absences experienced by a student are determined to be excessive (3 unexcused or a combination of 6 unexcused and verified absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of "Excessive Absence" shall be sent to the parent/guardian.

### Level 2

If the actions taken in level 1 do not resolve the student's excessive absences and the student has 3 unexcused or a combination of 9 unexcused and verified absences, an additional notice of "Excessive Absence" shall be sent to the parent/guardian. Students in grades 6-12 will write a corrective plan of action, including goals, timeframes and strategies.

### Level 3

If the actions taken in level 2 do not resolve the student's excessive absences and the student has 6 unexcused or a combination of 12 verified and unexcused absences, the

parent/guardian will be notified and a meeting will be scheduled with the parent/guardian and school personnel (principal, counselor, and/or teachers) to discuss absenteeism. The meeting will include the student's academic progress, attendance history and procedures (agreed to by the participants) to improve attendance.

**Level 4**

If the actions taken in level 3 does not resolve the student's excessive absences and the student has 9 unexcused or a combination of 15 verified and unexcused absences, the school will make a referral to the County Attorney for mediation.

## **Policy 501.9 STUDENT ABSENCES - EXCUSED**

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Student absences approved by the principal are excused absences. Excused absences will count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, recognized religious observances, appointments that cannot be scheduled outside the school day and school-sponsored or approved activities.

Students whose absences are approved will make up the work missed and receive full credit for the missed school work. It is the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school, the full day, the day of the activity unless permission has been given by the principal for the student to be absent.

It is the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

### **Legal Reference:**

Iowa Code §§ 294.4; 299 (2013).  
281 I.A.C. 12.3(4).

### **Cross Reference:**

501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

## **Policy 501.10 TRUANCY - UNEXCUSED ABSENCES**

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. The administrative regulations will indicate the disciplinary action to be taken for truancy.

### **Legal Reference:**

Iowa Code §§ 294.4; 299 (2013).  
281 I.A.C. 12.3(4).

### **Cross Reference:**

206.3 Secretary  
410.3 Truancy Officer  
501 Student Attendance  
503 Student Discipline  
504 Student Activities  
506 Student Records

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

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## **Regulation 501.10R1 TRUANCY - VERIFIED AND UNEXCUSED ABSENCES**

### **I. Philosophy:**

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking student attendance records. They are aware that good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. In order to maintain interest and understanding in the instructional program, students should not expect to be absent any more than is absolutely necessary. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

### **II. General Attendance Policy**

#### **A. Absences**

1. Parents are expected to notify the school prior to 9:00 a.m. regarding a student's absence on the day of the absence. All absences must be reported within one day of the absence to be considered excused.

Students absent from school for any reason may be required by the school to submit a written explanation or specific reason for their absence, the specific days of times they were absent, verification by the doctor or dentist where appropriate, and a signature of the parent.

2. Acceptable reasons for a student's absence from school are limited to the following:
  - a. religious observances;
  - b. extended illness, hospitalization or doctor's care (medically documented appointments);
  - c. death in the family or family emergency; and
  - d. court appearance or other legal situation beyond the control of the family.
3. Classes missed because of attendance at a school-sponsored trip or activity will not be considered an absence. However, the student will be required to make up work missed.

4. Suspensions from class, either in-school suspensions or out-of-school suspensions, will be treated as school-initiated student absences and will not count toward the days absent. However, the student will be required to make up work missed.
5. School work missed because of absences must be made up within two times the number of days absent, not to exceed 5 school days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

## **B. Tardiness**

1. A student is tardy when the student initially appears in the assigned area any time after the designated starting time.

Bus students who are late because the bus was late will need to report to the school office to get a pass and/or office personnel will inform the teachers of the late bus arrival.

2. K-5th Grade Tardiness will follow these levels:

**Level 1-** Parent/guardian and the student are notified after 3 tardies.

**Level 2-** Parent/guardian and the student are notified after 6 tardies.

**Level 3-** Parent/guardian and the student are notified after 9 tardies. Parent/guardian will be required to conference with school personnel to discuss tardies and ways the school can help. (Note: A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.)

**Level 4-** Parents/guardians and students are notified after 12 tardies. (Note: Additional resources may be needed, such as a referral to the County Attorney.)

6th-12th Grade Tardiness will follow these levels:

**Level 1-** Parent/guardian and the student are notified after 3 tardies.

**Level 2-** Parent/guardian and the student are notified after 6 tardies. The student will serve a 30 minute detention where he/she is required to write a corrective plan of action, including goals, timeframes and strategies. (Note: Positive reinforcement will be an important part of the plan.)

**Level 3-** Parent/guardian and the student are notified after 9 tardies. The student will serve 60 minutes of detention. Parent/guardian and the student will be required to conference with school personnel to discuss tardies and ways the school can help. (Note: A family intervention plan would be important at this level including strategies for improvement attendance, possible community resources and monitoring for progress.)

**Level 4-** Parents/guardians and students are notified after 12 tardies. The student will serve 90 minutes of detention. (Note: Additional resources may be needed, such as a referral to the County Attorney.)

## **C. Truancy**

1. A student is truant when the student is absent from school or an assigned class or classes without school permission.
2. Work missed because of truancy must be made up the same as work for all other absences.
3. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the absences per semester. The principal will also determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension or administrative referral.

## **II. Excessive Absenteeism**

When a student is excessively absent, the following levels will be followed as shown, or as modified to accommodate individual situations as determined by and/or at the discretion of the building principal.

Three (3) unexcused or a combination of six (6) unexcused and verified absences will start this process and a referral to the County Attorney can be made at any time.

### **Level 1**

When the absences experienced by a student are determined to be excessive (3 unexcused or a combination of 6 unexcused and verified absences), or of such frequency, that school staff is concerned that the success of the student is truly in jeopardy, a notice of "Excessive Absence" shall be sent to the parent/guardian.

### **Level 2**

If the actions taken in level 1 do not resolve the student's excessive absences and the student has 3 unexcused or a combination of 9 unexcused and verified absences, an additional additional notice of "Excessive Absence" shall be sent to the parent/guardian. Students in grades 6-12 will write a corrective plan of action, including goals, timeframes and strategies.

### **Level 3**

If the actions taken in level 2 do not resolve the student's excessive absences and the student has 6 unexcused or a combination of 12 verified and unexcused absences, the parent/guardian will be notified and a meeting will be scheduled with the parent/guardian and school personnel (principal, counselor, and/or teachers) to discuss absenteeism. The meeting will include the student's academic progress, attendance history and procedures (agreed to by the participants) to improve attendance.

### **Level 4**

If the actions taken in level 3 does not resolve the student's excessive absences and the student has 9 unexcused or a combination of 15 verified and unexcused absences, the school will make a referral to the County Attorney for mediation.

#### IV. Appeals

1. Any time students or parents/guardians are concerned about the disposition of an attendance violation, they are encouraged to contact the teacher or building administration for clarification.
2. **Teacher's decision-** Students and parents/guardians wishing to have a review of a teacher's decision regarding tardiness and make up work rendered under this absence rule may do so by filing a written request for review with the principal within five days after the teacher's decision was rendered. The principal will determine a mutually agreeable time, place and a date for the review and notify the student, parents/guardians, and the teacher accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the principal shall affirm, reverse or modify the teacher's decision.
3. **Principal's decision-** Students, parents/guardians and teachers may obtain a review of a principal's decision under this absence rule by filing a written request for review within five days with the superintendent. The superintendent will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the superintendent shall affirm, reverse or modify the principal's decision.
4. **Superintendent's decision-** Students, parents/guardians and teachers may appeal the superintendent's decision in a given case by filing a written request for review within five days with the Secretary of the Board of Education. The Board of Education will determine a mutually agreeable time, place and date for the review and notify the interested persons accordingly. At the conclusion of the review, the Board of Education shall affirm, reverse or modify the superintendent's decision.

Approved: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_

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Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet ~~through their teachers~~. Individual student accounts and electronic mail addresses will be issued to students. ~~If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.~~

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantee as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyber-bullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- Student safety with regard to: safety on the Internet, appropriate behavior while online, on social networking Web sites, and in chat rooms, and cyber-bullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, and that they understand the consequences for violation of the policy or regulation.

INTERNET- APPROPRIATE USE

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Legal References: Iowa Code § 279.8 (2011).

Cross References: 104 Anti-Bullying/ Harassment  
502 Student Rights and Responsibilities  
506 Student Records  
605.5 School Library

Approved: September 16, 2013 Reviewed: July 18, 2016 Revised: \_\_\_\_\_

RICEVILLE COMMUNITY SCHOOL DISTRICT

LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Riceville Community School District ("District"), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials ("Computer") for use while a student at Riceville Community School District, hereby agree as follows:

**1. Equipment**

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers, ample RAM and hard-disk space, a protective laptop, software, and other miscellaneous items. The district will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

4.1 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on either Google Drive, iCloud, Dropbox or any combination of these three services. Although the District provides these services for the storage of Student data along with directions, the District does not accept responsibility for any such software.

## **2. Damage or Loss of Equipment /Software**

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Insurance and Deductible: The District has insurance coverage for losses. The Laptop Insurance Coverage offered by the District is subject to the District's deductible under its insurance coverage per loss.

2.3 District Laptop Maintenance Insurance Coverage: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District's Laptop Maintenance Insurance Coverage must pay a non-refundable, annual fee of \$50.00 per family at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage for any repairs to the Computer that are outside the normal scope of the AppleCare Warranty which typically include, but are not limited to, physical damage to the Computer (i.e. broken screen, damaged case, spilled liquid and/or food.) It is recommended that families who do not purchase the District's laptop maintenance insurance coverage will be responsible for all charges for damages and maintenance of the Computer not covered by the AppleCare Warranty up to the cost of replacement of computer (\$1189.99).

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the District from Apple, Inc. If payment has not been made to the building principal or technology coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the building principal or technology coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.



**3. Acceptable Use Policies**

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-Sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols including may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The Student is permitted to download content from iTunes and through the Mac App Store. The Parent and Student shall be financially responsible for any charges associated with downloaded content and will be responsible for complying with the licensing associated with any downloaded content.

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

Anticipated Graduation Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RICEVILLE COMMUNITY SCHOOL DISTRICT**

**STANDARDS FOR LAPTOP COMPUTER USE**

**1. Student Use in Classroom**

- Students will be required to take their computer to each class each day, unless told different by the teacher for that specific day.
- When the computer is not being used in class it is to be closed or at a 45 degree angle.

**2. Bringing the Computer to School**

- It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a limited amount of computers that are available in the Media Center. Students will be able to "sign-in" to their account on the server, but would not be able to take this computer home with them. Students will be allowed one time/semester to use a computer from the Media Center (if one is available) if they forget their computer at home.

**3. Charging of Computers**

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day a typical computer fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. If a student comes to class with a computer that is not charged, specific consequences may occur for the student.
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damages chargers. It is recommended that students not use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.

**4. Loss or Theft of Computers**

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized, the parent shall file a police report.

- Student should never bring computers to the District's locker rooms. It is safest to keep them locked in the locked locker assigned to you.

#### **5. Downloading Programs & Personalizing the Computer**

- All students will be able to personalize their computer through the legal downloading of music from iTunes and other similar methods, although files having sites will not be accessible to students. In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate school policies.
- Students will not be allowed to stream videos or download audio files during the school day unless directed by a teacher to do so. Live streaming impacts the limited bandwidth that the District has available.
- Stickers and other markings on the outside of the computer will not be allowed. Each computer is easily identified by a specific numbering system ("Asset tag" that is placed on the computer by the District.
- Protective coverings or cases may be purchased if students wish to place them on the computer.

#### **6. Computers from Home**

- Students are not allowed to bring their own computers from home to use. The District's computers are all formatted with the same basic programs and structures and many of these are not possible on other computers.

#### **7. Ear Buds**

- The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.
- Ear buds will not be provided by the District.

#### **8. Students Printer Use**

- Students will have access to the printers in the building. Students are encouraged to keep printing to a minimum. It is hoped that less material will need to be printed as a result of the opportunities to communicate with the teacher by sending assignments and other materials to them through their computer.

#### **9. Read all Safety Warnings and Information**

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

RICEVILLE COMMUNITY SCHOOL DISTRICT

STANDARDS FOR LAPTOP COMPUTER CARE

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect the computer assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

**1. General Care**

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, do not eat or drink while using the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored only on one device.
- Do not put stickers or use any type of markers on the computer.
- Do not charge the computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive to backup information.

**2. Keep the Computer in a Safe Place**

- The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked is considered a safe place. Do not leave the computer on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.

- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen-including at school-will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the computer in a car other than in a locked trunk. The locked truck of a car would be an acceptable storage place as long as it is not excessively hot or cold.

### **3. Computer Bags**

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the computer. Static electricity may develop in the bag during cold, dry winter months, and a simple solution to reduce this problem and to keep the computer bag smelling fresher is to put a dryer sheet in the bag.

### **4. Keep the Computer Away from ALL Liquid**

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Keep all food and liquid away from the laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with the laptop-even if it is sealed.

### **5. Computer Problems**

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the district help desk. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.

- It is recommended that you carry the laptop bag to and from school inside your normal school pack. The “vertical sleeve” style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack-extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on the laptop.

#### **11. Personal Health and Safety**

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier-such as a book or devices made specifically for this purpose-when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate at eye-level and the keyboard at lap-level.

Approved September 16, 2013

Reviewed July 18, 2016

Revised \_\_\_\_\_

OLD  
POLICY

# **Riceville Community School District Student Laptop Computer Handbook**

**2018-2019**

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# RICEVILLE COMMUNITY SCHOOL DISTRICT

## LAPTOP COMPUTER USE AGREEMENT

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### 1. Equipment

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. ~~All Computers include ample RAM and hard disk space, a protective laptop bag, software, and other miscellaneous items.~~ The District will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on either Google Drive, iCloud, Dropbox or any combination of storage services or devices. Although the District provides these services for the storage of Student data along with directions, the District does not accept responsibility for any such software.

### 2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Insurance and Deductible: The District has insurance coverage for losses. The Laptop Insurance Coverage offered by the District is subject to the District's deductible under its insurance coverage per loss.

2.3 District Laptop Maintenance Insurance Coverage: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the ~~District's Laptop Maintenance Insurance Coverage~~ must pay a non-refundable, annual fee of \$50.00 per family to be paid at the time of student registration for the school year. The coverage will be for the entirety of the student school year. ~~This provides coverage for any repairs to the Computer that are outside the normal scope of the AppleCare Warranty which typically include, but are not limited to, physical damage to the Computer (i.e. broken screen, damaged case,~~



~~spilled liquid and/or food). It is recommended that families who do not purchase the District's laptop maintenance insurance coverage obtain insurance coverage on their own. Families who do not purchase the District's laptop maintenance insurance coverage will be responsible for all charges for damages and maintenance of the Computer not covered by the AppleCare Warranty up to the cost of replacement of the Computer (not to exceed \$1,249.00).~~

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the District from Apple, Inc. If payment has not been made to the Building Principal or Technology Coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the Building Principal or Technology Coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

### 3. Acceptable Use Policies

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols including may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). ~~The Student is permitted to download content from iTunes and through the Mac App Store.~~ The Parent and Student shall be financially responsible for any charges associated with downloaded content and will be responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Student Laptop Computer Handbook

Student Name \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR LAPTOP COMPUTER USE

### 1. Student Use in Classrooms

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.
- When the computer is not being used in class it is to be closed.

### 2. Bringing the Computer to School

- It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidentally leave their computers at home may have access to a <sup>loaner computer</sup> ~~limited number of computers that are available from the Technology Coordinator. Students will be able to use this computer for the day, but would not be able to take this computer home with them.~~
- Loaner Computers may not always be available and the district cannot guarantee a loaner computer will be available to students at all times.

### 3. Charging of Computers

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day, a typical computer fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school. ~~If a student comes to class with a computer that is not charged, specific consequences may occur for the student.~~
- Establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. ~~It is recommended that students not use the prongs on the charger to wrap the chord, as over time, this has proven to damage the chord.~~

### 4. Loss or Theft of Computers

- Computers that are lost or stolen need to be reported to the school office immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized, the parent shall file a police report.
- <sup>new</sup> Student should never bring computers to the District's locker rooms. It is safest to keep them locked in the locked locker assigned to you.

### 5. Downloading Programs & Personalizing the Computer

<sup>Remove Apple logo</sup> All students will be able to personalize their computer through the legal downloading of music from ~~iTunes and other similar methods, although files sharing sites will not be accessible to students.~~ In addition, screen savers, wallpaper and other pictures may be placed on the computer. All items must be appropriate and not violate any school policies.

- Streaming videos or audio during the school day is permissible unless the student is directed by the school to not utilize streaming for any reason. Live streaming impacts bandwidth that the District has available.

- Stickers and other markings on the outside of the computer will not be allowed. Each computer is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by the District.
- Protective coverings or cases may be purchased if students wish to place them on the computer.

#### **6. Computers from Home**

- Students are not allowed to bring their own computers from home to use. The District's computers are all formatted with the same basic programs and structures and many of these are not possible on other computers.

#### **~~7. Ear Buds~~**

- ~~• The uses of ear buds in class and/or during study times are at the teacher/supervisor's discretion.~~
- ~~• Ear buds or headphones will not be provided by the District.~~

#### **8. Student Printer Use**

- Students will have access to the printers throughout the building. Any other locations that are needed will need to be accessed by the teacher, and the student will need to send the material to the teacher in order to have it printed.
- It is hoped that less material will need to be printed as a result of the opportunities to communicate with the teacher by sending assignments and other materials to them through their computer.

#### **9. Read all Safety Warnings and Information**

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.

# **RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR LAPTOP COMPUTER CARE**

Students are expected to follow all the specific guidelines listed in this document and take any additional common-sense precautions to protect the computer assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

## **1. General Care**

- Treat this equipment with as much care as if it were your own property.
- Do not attempt to remove or change the physical structure of the computer, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.
- Do not remove or interfere with the serial number or any identification placed on the computer.
- Keep the equipment clean. For example, do not eat or drink while using the computer.
- Do not do anything to the computer that will permanently alter it in any way.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Do not put stickers or use any type of markers on the computer.
- Do not charge the computer while it is in the bag. Ensure the computer has air circulation while charging.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- Do not walk from one location to another with an open computer. This is applicable at school and at home.
- Anything on the desktop will not be saved or be retrieved if there are system issues. It is recommended to use a Flash Drive to backup information.

## **2. Keep the Computer in a Safe Place**

- The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the computer on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it is not excessively hot or cold.

### **3. Computer Bags**

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the computer. Static electricity may develop in the bag during the cold, dry winter months, and a simple solution to reduce this problem and to keep the computer bag smelling fresher is to put a dryer sheet in the bag.

### **4. Keep the Computer Away from All Liquids.**

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Keep all food and liquid away from the laptop. Open cans of pop and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your backpack with the laptop--even if it is sealed.

### **5. Computer Problems**

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the District help desk. If the computer cannot be fixed immediately, the student will be issued a different computer to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for the costs of repair or replacement.

### **6. Only One User**

- Do not allow anyone else to use your computer you have been assigned. Loss or damage that occurs when anyone else is using it will be your responsibility.

### **7. Cleaning the computer**

- Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Computer screens show fingerprints and smudges easily. Be sure to follow proper cleaning procedures to keep the screen looking new.

### **8. Shutting Down the Computer.**

- Shut down the computer when it will not be used for an extended duration.
- Putting the computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

### **9. Closing the Computer**

- When you put the computer "to sleep" by closing the display screen the drive continues to spin briefly while saving data. Moving the computer abruptly before the computer is shut down may damage the hard drive and cause data loss.
- The laptop lid/screen needs to be completely closed when moving it from one point to another.

## 10. Carrying the Computer

~~• Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient.~~

- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.

*o Note: Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer other than the computer itself.*

• It is recommended that you carry the laptop bag to and from school inside your normal school pack. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school pack. Do not overstuff your pack -extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on the laptop.

## 11. Personal Health and Safety

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier-such as a book or devices made specifically for this purpose-when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

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## RICEVILLE COMMUNITY SCHOOL DISTRICT

### LAPTOP COMPUTER USE AGREEMENT

Please read this entire section carefully. Please sign and turn in at registration time or time of enrollment

This agreement is made effective upon receipt of computer, between the Riceville Community School District ("District"), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials ("Computer") for use while a student at Riceville Community School District, hereby agree as follows:

#### 1. Equipment

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. All Computers include ample RAM and hard-disk space, a protective laptop bag, software, and other miscellaneous items. The District will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on either Google Drive, iCloud, Dropbox or any combination of storage services or devices. Although the District provides these services for the storage of Student data along with directions, the District does not accept responsibility for any such software.

#### 2. Damage or Loss of Equipment/Software

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Insurance and Deductible: The District has insurance coverage for losses. The Laptop Insurance Coverage offered by the District is subject to the District's deductible under its insurance coverage per loss.

2.3 District Laptop Maintenance Insurance Coverage: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District's Laptop Maintenance Insurance Coverage must pay a non-refundable, annual fee of \$50.00 per family to be paid at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage

School copy, page 1 of 2, please return

Student Chrombook Loan Agreement<sup>9</sup>



for any repairs to the Computer that are outside the normal scope of the AppleCare Warranty which typically include, but are not limited to, physical damage to the Computer (i.e. broken screen, damaged case, spilled liquid and/or food). It is recommended that families who do not purchase the District's laptop maintenance insurance coverage obtain insurance coverage on their own. Families who do not purchase the District's laptop maintenance insurance coverage will be responsible for all charges for damages and maintenance of the Computer not covered by the AppleCare Warranty up to the cost of replacement of the Computer (not to exceed \$1,249.00).

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of the Computer being returned to the District from Apple, Inc. If payment has not been made to the Building Principal or Technology Coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent may be billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: An event of damage or loss must be reported immediately to the Building Principal or Technology Coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

### 3. Acceptable Use Policies

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols including may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The Student is permitted to download content from iTunes and through the Mac App Store. The Parent and Student shall be financially responsible for any charges associated with downloaded content and will be responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Student Laptop Computer Handbook

Student Name \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School copy, page 2 of 2, please return

Student / Parent

Acknowledgment  
Form



NEW  
POLICY

# **Riceville Community School District Student Laptop Computer Handbook**

**2019-2020**

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## **RICEVILLE COMMUNITY SCHOOL DISTRICT**

### **LAPTOP COMPUTER USER AGREEMENT**

Please read this entire section carefully.

This agreement is made effective upon receipt of computer, between the Riceville Community School District ("District"), the student receiving a laptop ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop computer, software, and related materials ("Computer") for use while a student at Riceville Community School District, hereby agree as follows:

#### **1. Equipment**

1.1 Ownership: The District retains sole right of possession of the Computer and grants permission to the Student to use the Computer according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the Computer at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

1.2 Equipment Provided: Efforts are made to keep all laptop configurations the same. The District will retain records of the serial numbers of provided equipment. Parents and/or Students may purchase protective cases for a Computer as long as the case is easily removable.

1.3 Substitution of Equipment: In the event the Computer is inoperable, the District has a limited number of spare laptops for use while the Computer is being repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may not opt to keep a broken Computer or to avoid using the Computer due to loss or damage. Please note that if the Student forgets to bring the Computer or power adapter to school, in most cases, a substitute will not be provided.

1.4 Responsibility for Electronic Data: The Student is solely responsible for any non-District installed software and for any data stored on the Computer. It is the sole responsibility of the Student to backup such data as necessary. All Student data shall be stored on Google Drive. Although the District provides this service for the storage of Student data, the District does not accept responsibility for any such software.

#### **2. Damage or Loss of Equipment/Software**

2.1 Responsibility for Damage: The Student is responsible for maintaining a fully functional Computer at all times. The Student shall use reasonable care to ensure that the Computer is not damaged. Refer to the Standards for Laptop Computer Care document for a description of expected care.

2.2 Repair Program: The District has a program for losses. The Laptop Maintenance Program offered by the District is provided to help with repair costs from negligence.

2.3 District Laptop Maintenance Program: The District will offer coverage for all non-warranty covered damages. Families who wish to enroll in the District's Laptop Maintenance Program must pay a non-refundable, annual fee of \$50.00 per family to be paid at the time of student registration for the school year. The coverage will be for the entirety of the student school year. This provides coverage for any repairs to the Computer, up to \$200 for the 2019-2020 school year, that are due to neglect (ex. broken screen, water damage, dropped laptop, cut cord, or any other obvious signs of neglect).

It is recommended that families who do not purchase the District's laptop maintenance program obtain insurance coverage on their own. Families who do not purchase the District's laptop maintenance program will be subject to all damages out of neglect.

2.4 Payment for Damages: Payment for damages and maintenance of the Computer in all instances must be made within two (2) weeks of notice to the parents. If payment has not been made to the Building Principal or Technology Coordinator, substitute equipment may be reclaimed.

2.5 Responsibility for Loss: In the event the Computer is lost or stolen, the Student and Parent will billed the full cost of replacement.

2.6 Actions Required in the Event of Damage or Loss: In the event the computer if damaged or lost it must be reported immediately to the Building Principal or Technology Coordinator. If the Computer is stolen or vandalized, the Parent and/or Student will file a police report.

2.7 Technical Support and Repair: The District does not guarantee the Computer will be operable, but will make technical support, maintenance, and repair available during school hours. The District is not responsible for off-site internet connections or technical support related to off-site internet connections.

### **3. Acceptable Use Policies**

3.1 Monitoring: The District may monitor computer use using a variety of methods, including but not limited to electronic remote access, to assure compliance with the District's Acceptable Use Policies.

3.2 Acceptable Use: All aspects of the District's Acceptable Use Policy remain in effect, except as mentioned in this section.

3.3 File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools is explicitly prohibited. File sharing programs and protocols may not be used to facilitate the sharing of copyrighted material (music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the District.

3.4 Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Computer to their own working styles (i.e., background screens, default fonts, and other system enhancements). The Parent and Student shall be financially responsible for any charges associated with downloaded content and responsible for complying with the licensing associated with any downloaded content.

By signing below, I agree to the terms & services detailed in the Riceville CSD Laptop Computer User Agreement

Student Name \_\_\_\_\_ Anticipated Graduation Year: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR CHROMEBOOK COMPUTER USE**

### **1. Student Use in Classrooms**

- Students will be required to take their computer to each class each day, unless told differently by the teacher for that specific day.
- When the computer is not being used in class it is to be closed.

### **2. Bringing the Computer to School**

- It is imperative that students bring their computers to school charged and ready to use each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their computer.
- The computer must be kept in the carrying bag or case at all times when it is not being used.
- Students who accidentally leave their computers at home may not have access to a loaner computer.

### **3. Charging of Computers**

- It is the student's responsibility to have their computers charged each day when they come to school. During a normal school day, a typical computer fully charged through a normal electrical outlet can be used the entire day for classes with no additional charging required. Students must be responsible and charge their computers before coming to school.
- It may be helpful to establish a routine at home for the charging of the computer so that it can charge overnight. The charging time of the computer and responsibility is very similar to the charging of a cell phone.
- It is the student's responsibility to maintain the charger. Therefore the student/parent will be required to replace lost or damaged chargers.

### **4. Loss or Theft of Computers**

- Computers that are lost or stolen need to be reported to the Principal/Technology Coordinator immediately.
- If a computer is lost the student will be financially responsible for its replacement.
- If a computer is stolen or vandalized, the parent shall file a police report.

### **5. Downloading Programs & Personalizing the Computer**

- All students will be able to personalize their computer screen savers and wallpaper. All other pictures unrelated to school work is discouraged. All items must be appropriate and not violate any school policies.
- Writing, drawing, stickers, labels, or any other item or marking that defaces the laptop is strictly prohibited.
- Protective coverings or cases may be purchased on your own if students wish to place them on the computer.

### **6. Computers from Home**

- Students are not allowed to bring their own computers from home to use. The District's computers are all formatted with the same basic programs. Also, personal computers aren't protected with the same software as school issued computers, making it a security risk to the school. If a computer is in need of repair, the district will do its best to provide a loaner computer. However, the district cannot guarantee loaner computers will always be available.

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## **RICEVILLE COMMUNITY SCHOOL DISTRICT STANDARDS FOR CHROMEBOOK COMPUTER CARE**

Students are expected to follow all the specific guidelines listed in this document and take any additional precautions to protect the computer assigned to you. Loss or damage resulting from failure to abide by the details below may result in full-financial responsibility.

### **1. General Care**

- **Treat this equipment as if it were your own property.**
- **Do not attempt to remove or change the physical structure of the computer, including but not limited to the keys, screen cover or plastic casing. If these actions are taken, families will be responsible for the cost of repair or replacement.**
- **Do not remove or interfere with the serial number or any identification placed on the computer.**
- **Keep the equipment clean. For example, do not eat or drink while using the computer.**
- **Do not do anything to the computer that will permanently alter it in any way.**
- **Back up your data. Never consider any electronic information safe when stored on only one device.**
- **Do not put stickers or any type of markings on the computer.**
- **To ensure the computer has air circulation while charging, do not charge the computer while it is in the bag.**
- **In order to save battery life and protect the screen, close the lid of the computer when it is not in use.**
- **Do not walk from one location to another with an open computer. This is applicable at school and at home.**
- **Do not throw, slide, or drop laptops while inside or outside of their protective sleeves. This can cause damage and parents can be billed for repairs.**

### **2. Keep the Computer in a Safe Place**

- The computer bag, with the computer and other equipment, must be stored in a safe place. A locker, when locked, is considered a safe place. Do not leave the computer on the floor where it might be stepped on or within reach of small children or pets. Do not leave it in a car or anywhere it might be exposed to extreme temperatures.
- Laptops left in bags in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility.
- If on an athletic team, never leave computers in school vans, in the gym, in a locker room, on the playing field, or in other areas where it could be damaged or stolen.
- Avoid storing the computer in a car other than in a locked trunk. The locked trunk of a car would be an acceptable storage place as long as it is not excessively hot or cold.

### **3. Computer Bags**

- Each student will be given a computer bag that they are required to use to carry their computer in during the school day and outside of school. This is the only bag that is approved for the computer to be placed in. It is specially designed for the computer that students are using. It is important to keep the bag clean, and take time to remove any items like paper clips that can scratch the exterior of the computer. Static electricity may develop in the bag during the cold, dry winter months. A simple solution to reduce this problem and to keep the computer bag smelling fresher is to put a dryer sheet in the bag.

### **4. Keep the Computer Away from All Liquids.**

- Exposure to liquids will severely damage a laptop and will result in large repair costs. Keep all food and liquid away from the laptop. Do not put liquids in your backpack with the laptop--even if it is sealed.

### **5. Computer Problems**

- It is a student's responsibility to maintain a 100% working computer at all times.
- If the student's computer is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the IT.. If the computer cannot be fixed immediately, the the district will do its best to issue the student a different computer to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the computer, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for the costs of repair or replacement.

### **6. Only One User**

- Do not allow anyone else to use the computer you have been assigned. Loss or damage that occurs when anyone else is using the computer will be your responsibility.

### **7. Cleaning the computer**

- Computer screens show fingerprints and smudges easily. Use a soft, dry, lint-free cloth in most cases when cleaning the computer. If necessary, the cloth may be dampened slightly to assist in the cleaning areas that do not appear to be coming clean with the dry cloth. Be sure to follow proper cleaning procedures to keep the screen looking new.

### **8. Shutting Down the Computer.**

- If the computer will not be used for an extended duration, please shut down the computer as putting the computer to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.

### **9. Closing the Computer**

- The laptop lid/screen needs to be completely closed when moving it from one point to another.

## 10. Carrying the Computer

- Always store the computer in the laptop bag.
- Bring the provided laptop bag to classes and use the laptop bag whenever transporting.
- Note: Do not store anything (e.g., cords, papers or disks) in the area within the case designed for the computer, other than the computer itself.
- It is recommended that you carry the laptop bag to and from school inside your normal school bag. The "vertical sleeve" style laptop case was chosen expressly for this purpose. Simply slide the computer in and out while leaving the case within the school bag. Do not overstuff your bag -extreme pressure on the laptop can cause permanent damage to the screen and other components. No books should be placed on the laptop.

## 11. Privacy and Safety

- Avoid any Online chat rooms.
- Only work with files and programs that belong to you.
- Do not release any information regarding passwords, user names, logins, credit cards, bank accounts, and social security numbers.
- Any data stored on a school issued computer is not private or confidential.
- If you accidentally come across a malicious website, ex. pornographic, obscene, racial, or offensive, notify a school employee so it can be dealt with. This is the responsibility of the student.

## 12. Personal Health

- Avoid extended use of the computer resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier-such as a book or devices made specifically for this purpose-when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and the keyboard at lap-level.

## 13. Student Printer Use

14. Students will have access to the Wildcat Den (Library) printer. Any other locations that are needed will need to be accessed by the teacher, so the student will need to send the material to the teacher in order to have it printed.

## 14. Read all Safety Warnings and Information

- The computer comes with some general information for its user. Reading this will allow you to understand more about the computer and its capabilities, along with general hints and reminders for the care of the computer.



# Student Chromebook Loan Agreement

## Parent Responsibilities

Your son/daughter has been loaned a Acer Chromebook. By signing below you agree to follow these guidelines to create a safe, efficient, and ethical learning environment for your child.

- I will monitor and discuss my student's use of the Chromebook at home.
- I will talk about our family values regarding the use of electronic devices.
- I will report or have my child report any issues to the school with the Chromebook.
- I will ensure my student brings the Chromebook to school charged.
- I will ensure my student returns the Chromebook upon request, completion of an academic year, or withdrawal from Riceville Community School District.
- I agree to pay for any fines my student creates through loss or damage to the Chromebook.
- I will NOT attempt to repair the Chromebook issued to my child.
- I will not load or delete any software from the Chromebook.
- I will not clean the Chromebook with anything other than a soft dry cloth.

Parent's  
Signature: \_\_\_\_\_

## Student Responsibilities

The Chromebook issued to you is a tool for learning and issued for the single purpose of Education. You must agree to the following responsibilities before you can take it home.

- When using the Chromebook, regardless of location, I will follow the Riceville Student Laptop Computer Handbook policies.
- I will treat the Chromebook as if it were my own.
- The Chromebook is my responsibility and I won't let other students use it.
- I will be conscious of my family values when I use the Chromebook.
- I will bring the Chromebook to school fully charged each day.
- The use of e-mail is for academics and will be used with appropriate, legitimate, and responsible communication.
- The Chromebook will be returned upon request, completion of an academic year, or withdrawal from Riceville Community School District.

Student's  
Signature: \_\_\_\_\_



## Student/Parent Acknowledgment Form

The following items reiterate the key points for computer use. Please read and Initial for each item stated below.

- A. I understand that files saved on Chromebooks are the student/parents responsibility to backup.
- B. I will not leave my Chromebook unattended. If I do and it becomes lost or damaged, my family can be billed for the full cost of the Chromebook.
- C. I can be billed for the full cost of the Chromebook if it sustains substantial damage.
- D. I will not install or download programs on the Chromebook.
- E. I will close the Chromebook when it is in transition from one location to another.
- F. I have read the Computer User Agreement.
- G. I will report any issues with the Chromebook to technology staff.
- H. I understand that using the Chromebook or any other technology for malicious acts is forbidden and can result in consequences.

Student Initials	Parent Initials

I have read the *Riceville Community School District Standards for Chromebook Computer Use, Standards for Chromebook Computer Care, and Chromebook Loan Agreement*. Any questions or accommodations regarding Chromebooks will be directed at the Riceville Principal, IT Coordinator, or Superintendent.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Name(Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**CONTRACT BETWEEN  
NORTHEAST IOWA COMMUNITY COLLEGE  
AND  
RICEVILLE COMMUNITY SCHOOL DISTRICT  
FOR  
2019-2020 ACADEMIC YEAR**

This Contract is made and entered into by and between RICEVILLE COMMUNITY SCHOOL DISTRICT (hereafter called the "School District") and NORTHEAST IOWA COMMUNITY COLLEGE (hereafter called the "College"):

WHEREAS, the School District and the College desire to enter into this Contract for the purpose of providing accessibility of the College courses to School District students pursuant to 261E Code of Iowa, Senior Year Plus Program;

THEREFORE, IT IS AGREED by the School District and the College:

**ARTICLE I**

The School District and the College do hereby enter into this Contract and agree as follows:

1. The duration of this Contract is the school year commencing July 1, 2019 and ending June 20, 2020.
2. There shall be no separate legal entity. The Vice President of Learning and Student Success "VPLSS" of the College and the Superintendent of the School District shall be responsible for the administration of this Contract.
3. The purposes of this Contract are to make available courses for School District students, which would not otherwise be offered without the assignment of additional weighting to such students who attend a community college-offered class or attend a class taught by a community college-employed teacher and which will allow the School District to seek weighting for such students pursuant to Section 257.11 (3) of the Code of Iowa.
4. The manner of financing the fulfillment of this Contract and charges related thereto are set forth in Articles VII and VIII of this Contract.
5. This Contract shall terminate June 30, 2020. It is not necessary to acquire or hold real or personal property to fulfill this Contract. Accordingly, there are no provisions herein relating to the disposition of property upon termination of this Contract.

**ARTICLE II  
CLASS REQUIREMENTS**

The following requirements shall be met in order for the School District to be eligible to claim supplemental weighting for the courses being offered pursuant to this Contract:

1. Courses are supplementing, not supplanting, School District courses.

2. All courses must be included in the College catalog or an amendment or addendum to the catalog.
3. Courses must be open to all College students, not only School District students.
4. Courses must be for college credit and the credit must apply toward an associate of arts, associate of science, associate of applied science; or toward completion of a college diploma program.
5. Courses must be taught by a College-employed instructor or a teacher meeting college-licensing requirements.
6. Courses must be taught utilizing the College course guide, syllabus template and the College Learning Management system for roster verification, assessment reporting, final grading and end-of-course evaluations.
7. Services for School District students with special needs will be provided and funded by the School District. Accommodations must meet the ADA/Section 504 (Subpart E) Civil Rights Statutes. The reasonable accommodations that are written for students taking college-level classes are determined by the Coordinator of Disability Services after they have reviewed the appropriate documents. There will be no modification of curriculum; all students must complete essential course requirements.

### **ARTICLE III INSTRUCTORS**

Instructors teaching a course for credit pursuant to this Contract will be employed under one of the following provisions:

1. For instructors under contract to the School District, the instructor's teaching contract for any of the classes offered pursuant to this Contract shall be governed by the contract currently in effect between the instructor and the School District. Each instructor shall be entitled to receive the benefits arising out of such contract in effect with the School District. Additionally, for purposes of Chapter 279, Code of Iowa, the School District retains all responsibilities for each instructor.

Notwithstanding the foregoing, the School District shall assign to the College the responsibility for teaching the courses embraced under this Contract, and the College will consider the instructors who teach these courses as adjunct faculty; who, as such, must meet the requirements outlined in the College High School Instructor Handbook including, but not limited to use of the College Learning Management System, college email, end of course evaluations and annual professional development. The School District further assigns to the College the responsibility for evaluation of consistent curriculum by instructors with respect to the College courses taught by said instructor. As part of the evaluation process, the appropriate College administrative representative will visit each class site, complete a written evaluation of the curriculum application and provide copies to the high school instructor, and the Associate Dean of High School Partnerships. Failure of an instructor to meet above requirements will result in a conference with the Associate Dean to discuss continued and/or future assignment.

2. In the absence of a qualified instructor; the college may choose to provide an instructor or make a decision made to cancel the course.

## **ARTICLE IV PARTICIPANT REQUIREMENTS**

School District students who desire to enroll in courses pursuant to this Contract must have been referred by the School District and must meet eligibility requirements set forth in this Contract.

To be eligible to enroll in a course pursuant to this contract, a School District student shall demonstrate proficiency in reading, mathematics, and science for an arts and science course, as well as be required to meet course prerequisites and/or achieve a satisfactory score on the College approved placement instrument (Accuplacer, ACT, ALEKS.)

These requirements may be waived at the request of the student or the School District with the approval of the College's VPLSS. Students who are recommended for such a class should have sufficient background to indicate probable success in the College class.

## **ARTICLE V APPLICATION**

Each student who desires to take a course pursuant to this Contract must complete a College application form prior to acceptance.

## **ARTICLE VI CONCURRENT ENROLLMENT**

Each student enrolled for credit in a course conducted pursuant to this Contract and who satisfactorily completes the course will receive high school credit from the School District and college credit from the College.

## **ARTICLE VII MATERIALS, SUPPLIES, AND TRAVEL**

The School District will provide or require students to provide the approved College textbooks for each student enrolled in a course pursuant to this Contract. Classroom materials, supplies, and equipment will be provided by School District unless a separate contract is established prior to the beginning of the course. Travel costs incurred by instructors employed under subparagraph 2 of Article III from the normal teaching site to the place of instruction will be paid by the College at the College approved rate and the School District will reimburse the College for such costs. The College and School District will agree as to what constitutes travel costs and approved rates for same by separate written document prior to reimbursement.

## **ARTICLE VIII FINANCE**

The School District will submit the names of students enrolled for the portion of the day that they are enrolled in credit courses in accordance with the College 10-day count each semester pursuant to this Contract. Instructors (employed by either the College or the School District) are responsible for reporting class enrollment via the College's portal: MyCampus. Billing will be processed on 10-day count.

The following pricing structure will apply for any college credit course offered pursuant to this Contract, with multiple sections of each course being considered a course under this Contract.

In acknowledgement of the control and responsibilities of the College for an instructor employed by the School District pursuant to subparagraph 1 of Article III, the School District will pay the College a fee of \$150.00 per student per course taught by an instructor employed pursuant to subparagraph 1 of Article III. The School District will pay the College a \$150.00 fee per student per course plus direct salary and benefit costs of the instructor for a class taught by an instructor employed by the College pursuant to subparagraph 2 of Article III. The School District may establish the minimum number of students. The maximum number of students per class will be determined by the College course load cap. Any deviation from this cap requires approval of the VPLSS.

School Districts enrolling individual students into PICC, Placement in College Credit will pay the College a fee of 60% of full tuition per credit plus course sections fees if applicable. Please refer to the 2019-2020 rate table below:

<b>Number of Credits</b>	<b>60% of Tuition Rate of \$174 = \$104.40/credit</b>
1	<b>\$104.40</b>
2	<b>\$208.80</b>
3	<b>\$313.20</b>
4	<b>\$417.60</b>
5	<b>\$522.00</b>
6	<b>\$626.40</b>

#### **ARTICLE IX COURSES OFFERED TO MULTIPLE DISTRICTS**

If two or more school districts, with Contracts with the College, combine students in a single class, the fee structure will follow that set forth in Article VIII with all costs divided, where appropriate, based upon the number of students from each district unless a separate Contract is established prior to the beginning of the course.

Additional agreements may be developed with partnering school districts listing one district as fiscal agent. The College will invoice all costs to the fiscal agent. The fiscal agent will be responsible for dividing costs per the agreement and invoicing participating districts.

#### **ARTICLE X WITHDRAWAL**

Any student wishing to withdraw from a course offered pursuant to this Contract must follow the process and dates outlined for all college students in the College catalog.

**ARTICLE XI  
SIGNATURES**

IN WITNESS WHEREOF, the School District and the College have caused this Contract to be executed by their respective representatives on the date set forth below.

By: \_\_\_\_\_

Board President or Superintendent

NORTHEAST IOWA COMMUNITY COLLEGE

By: \_\_\_\_\_

Dr. Kathleen Nacos-Burds, VPLSS

\_\_\_\_\_  
Type or Print Name of Board President / Superintendent

Date of Execution: \_\_\_\_\_

Date of Execution: 7-10-19

NORTHEAST IOWA HEALTH OCCUPATIONS ACADEMY  
CONTRACT BETWEEN MEMBER SCHOOLS  
2019-2020

It is hereby established that the following five school districts: Howard Winneshiek Community School, Postville Community School, Riceville Community School, South Winneshiek Community School, and Turkey Valley Community School enter into a Academy agreement to provide a Career and Technical Health Occupations Program for the 2019-2020 school year.

As a member school of the Northeast Iowa Health Occupations Academy each school agrees to the following membership requirements:

1. Each school will share in the cost of the instructor for this program on a per student percentage basis. (See attached projected costs spreadsheet). If a member school wishes to exceed five seats; they may purchase extra seats from another member school not using all of their seats. Purchasing of extra seats will be done through the lottery system as indicated in section 15c of this document;
2. Each school agrees to a minimum number of students per course between 6 and 8 students in order to run a class. Seat numbers will be communicated at the beginning of the term and decision to run a course must be made within two weeks prior to course start date;
3. Each member school accepts responsibility for the cost of video conference equipment and/or computers and headsets, administration fees of \$150/student/course/semester, room monitor, and clinical supervisor (if necessary) for their district;
4. Periodically the Health Occupation's teacher may travel to member schools to deliver classes and develop a more personal relationship with the students at member schools. On these occasions, the member school being visited will be billed round-trip mileage by NICC;
5. Member schools are responsible for providing the textbooks, supplies, and equipment required for the Health Occupations courses;
6. Each school has rights and responsibility to five seats of the Hybrid, Web-Enhanced or Online academy classes offered. Please always refer to the most current NICC course load spreadsheet in your NICC High School Partnerships Handbook or google drive;
7. Health Occupations Academy classes will begin first semester on August 22, 2019. It is the responsibility of each member school to notify students that they are expected to be in class on August 22, 2019;
8. Health Occupations Academy classes will break for first semester holidays according to the established schedule at NICC which is: September 2; October 21; November 27-29, 2019;
9. The final class date for the first semester is December 18, 2019. This date is subject to change based on weather or school conflicts. Because of inconsistency in school

calendars, individual districts are expected to negotiate the transition period between the end of the first semester and the beginning of the second semester;

10. Health Occupations Academy classes will begin for the second semester on January 13, 2020;
11. Health Occupations Academy classes will break for second semester holidays according to the established schedule at NICC which is: March 9-13; April 9 (NICC Mandatory in-service day,) April 10, April 13, 2020;
12. The final class date for the second semester is May 13, 2020;
13. The cancellation of Health Occupations Academy classes due to weather or extenuating circumstances will be based upon decisions made by Turkey Valley Community School;
14. Academy member schools accept the grading system and practices of the Health Occupations instructor;
15. Available seats will be offered to member schools according to the following system:
  - a. Open seats will be determined two weeks prior to the beginning of the first semester and run until the end of the first week of the first semester.
  - b. Academy member schools are responsible for keeping waiting lists for students in excess for each Academy class.
  - c. A lottery system will be used for the awarding of open seats. Through this system, if there are three or more schools needing seats, each school's name will be placed in a hat for drawing. The first school drawn gets the first seat, the second school the next seat, and so on. If a second round is necessary, all schools will be placed back in the hat and the process is repeated. Drawing will exceed the number of seats available in anticipation of openings that may occur up through the end of the first week of the semester.
16. Any decision and arrangement to allow a Academy class to exceed twenty-five students will be requested by Academy members with approval from NICC.
17. Member schools are agreed to the delivery of the following classes at the scheduled times:

	12:57-1:41 P.M.	1:44-2:28 P.M.	2:31-3:15 P.M.
1 <sup>st</sup> Semester	HSC:110 Intro to Health Occupations 3 College Credits 48 Hours (Online Synchronous: Zoom MTRF)	HSC:114 Medical Terminology 3 College Credits 48 hours (Online Synchronous: Zoom MTRF)	HSC:172 Certified Nurse Aide 3 College Credits 80 hours (Online Synchronous: Zoom MTRF)
1 <sup>st</sup> Semester			MAP:401 Medical Law and Ethics



			(Online Asynchronous)
2 <sup>nd</sup> Semester	PNN:200 Dosage Calculations 1 College Credit 16 hours <b>1-13-20 to 2-21-20</b> (Online Synchronous: Zoom MTRF)	HSC:172 Certified Nurse Aide 3 College Credits 75 hours (Online Synchronous: Zoom MTRF)	HSC:200 Healthcare Compliance HSC:200 (Online Synchronous: Zoom MTRF)  MAP:523 Human Body Health and Disease (Online Asynchronous)
	PNN:270 Into to Nutrition <b>WebE</b> 2 College Credits 32 hours <b>2-24-19 to 5-15-19</b> (Online Synchronous: Zoom MTRF)		

18. If NICC is unable to find an instructor for the above courses a course may have to be cancelled or another course which fulfills the career and technical strand will replace the existing course with an available/qualified instructor by August 2019 and November 2019.

All member schools are expected to sign a concurrent enrollment contract with NICC. The final copy signed by all members will be given to each school by August of 2019.

This contract to enter into this Academy is a one-year agreement only for 2019-2020.

\_\_\_\_\_  
Board President  
Postville C.S.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
Riceville C.S.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
South Winneshiek C.S.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
Turkey Valley C.S.D.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President  
Howard Winneshiek C.S.D.

\_\_\_\_\_  
Date

  
Vice President of Academic Affairs  
Northeast Iowa Community College

\_\_\_\_\_  
Date