



## Bernalillo Public Schools Secondary Cyber Academy 2021-2022 Handbook

### Statement of Expectations Acknowledgement Form Bernalillo Public Schools Secondary Cyber Academy

Whether the school be in-person instruction or virtual, student rights and responsibilities are an essential part of the life of every school. Rights provide individuals with the basic framework for making sustained progress toward worthy goals. Individual responsibilities make those rights possible. Therefore, all those who are part of the BPSCA community must adhere to certain guidelines.

Educational success for all students cannot be complete without an effective partnership with all stakeholders. The policies and standards outlined in this handbook have been developed to protect the rights of everyone.

Please read this document carefully. Your signature at the bottom of this page acknowledges that you have read and understand your responsibilities as a student and a parent, and agree to follow all of the guidelines listed within this handbook.

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Student Name (Print)

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Student Signature

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Date

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Parent/Guardian Name (Print)

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Parent/Guardian Signature

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Date

### **Computer Privacy (for BPS computers only)**

Computer storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and ensure that students are using the system responsibly.

### **Storage Capacity**

Users are expected to delete material that takes up excessive space. Clearing the computer's cache may be necessary at times to improve computer performance.

### **Illegal Copying and Plagiarism**

Students should never download or copy other people's work or intrude on other people's files.

## **Attendance**

### **Login Policy**

For attendance purposes students must log in to Edgenuity for at least 4 hours per day, between 7:30 a.m. and 4:30 p.m. They must maintain a minimum performance standard and maintain an identified pace. The Learning Management System (LMS) provides teachers, parents, and students with consistent and current updates of student performance. **All student activity is recorded.** This includes: log-in and log-out time, lessons completed, time spent on assignments, grades and information about work completed and current status in each course. Students have a beginning and ending date for each course which requires them to prepare a weekly work schedule to keep pace with the semester (middle school), or trimester (high school) timeline.

### **Unexcused Absences**

An unexcused absence is defined as an absence for which no contact has been made by the parent to the school that explains the student's absence or in which no appropriate excuse is given by the student's parent/legal guardian. A student with excessive unexcused absences will be subject to disciplinary action. Unexcused absences include, but are not limited to: sleeping in, student employment, car problems, and vacations or family trips.

## **Grades/Edgenuity**

### **Course structure, Mastery, and Progress**

Core courses are two semester courses for middle school students, intended to be completed over the period of a standard academic year. Core courses are a one trimester course for high school students, intended to be completed over a period of a standard trimester academic year.

### **Plagiarism**

Plagiarism is a serious offense that can result in a student receiving a zero grade on any assignment or assessment. Plagiarism includes, but is not limited to: gaining access to online accounts for the purpose of copying other student's online assignments or assessments,

students who knowingly give a hardcopy or picture of their assignments or assessments, or invite other students to have access to their online accounts for the purpose of sharing their assignments or assessments are also guilty of plagiarism. Going to other websites to cut and paste information into an assignment or assessment without properly citing the material used is another form of plagiarism.

### **Probation**

All students entering BPSCA are on a three week probationary status. Students who do not manage to maintain sufficient pace and mastery grade (70%) will be placed on a two week Action Plan. A conference will be held after the two week Action Plan has been in place to determine the BPSCA is the appropriate placement for the student.

### **Transferring Back to Your Home School for In-Person Learning**

If you decide the Cyber Academy and Edgenuity platform is not the best fit, with administrative and counseling guidance, you can return to in-person instruction. Contact the administrator at your school to schedule an appointment.

### **Midterm and Final Exams**

All midterm and final examinations must be taken at the computer lab of the student's home school. *For high school students only, this would take place after school between the hours of 3:00 p.m. and 4:30 p.m.* The student must tell their cyber teachers, or the Cyber Academy Coordinator, when they are ready to take a final examination. If the student meets the course completion requirements the teacher will release the midterm or final.

### **Standardized Testing**

All students in the BPSCA are required to participate **in person** for all standardized testing as required by the New Mexico Public Education Department (NMPED). The testing window for the standardized testing will be announced to students as soon as the testing information becomes available to the school by NMPED. Please do not schedule any appointments or trips during the testing period.

## **Bernalillo Public Schools Acceptable Use Policy (Student)**

### **1. Appropriate Online Interaction**

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, or other identifying information as determined by the district.
- b. Users will not agree to meet with someone they have met online as this activity can and has been proven to be dangerous.
- c. Users will promptly disclose to the Education Technology Department or your Supervisor any message they receive that is inappropriate or makes them feel uncomfortable.

### **2. Illegal Activities**

- a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the District System, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files without expressed written permission.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data.
- c. Users will not use the District system to engage in any other illegal act. d. Users will be aware of copyright laws especially in regards to downloading and using music and video files. All copyright laws will be obeyed.

### **3. System Security**

- a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should users provide their password to another person.
- b. Users will immediately notify the building principal or the Education Technology Department if they have identified a possible security problem.
- c. Users will not install any software without prior authorization from the Education Technology Department. Any unauthorized software will be removed from district equipment.
- d. Users are not allowed to bring personal technology hardware and software into the district. Flash drives are acceptable.

### **4. Unacceptable Uses & Network Etiquette**

- a. Restrictions against Inappropriate Language apply to public messages, private messages, and material Bernalillo Education Technology Department Created 07-14-06 2 posted on Web pages.
- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not (purposefully access or) post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks:
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending those messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

- g. Users will not post private information about another person.
- h. Users shall not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal;
- i. Any misuse of network resources could result in having your district network account disabled or terminated. Misuse includes personal use of resources such as chain letters, on-line chats, shopping, downloading graphics, music, and or video.

**5. Plagiarism and Copyright Infringement**

- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright.
- c. Filtering - Filtering may be used in conjunction with other strategies to selectively restrict access to objectionable and educationally inappropriate content; e.g. pornographic sites, non-educational chat rooms.

**Student Form**

I have read, understand and will abide by both the “Bernalillo Public School District Acceptable Use Policy” and the “Student Acceptable Use Procedures”. I further understand that any violation of the Policy or Procedures may enact school disciplinary procedures or constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary actions may be taken, and/or appropriate legal action may be initiated. AUP can be found at <http://www.bernalillo-schools.org/EducationTechnology>

Student’s Name (please print): \_\_\_\_\_

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

School Site: \_\_\_\_\_ Grade Level: \_\_\_\_\_

PARENT OR GUARDIAN As the parent or guardian of this student, I have read the “Bernalillo Public School District Acceptable Use Policy” and the “Student Acceptable Use Procedures”. I understand that this access is designed for educational purposes. The Bernalillo Public School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network.

NOTE: Please check the box below only if you DO NOT want your child to have access.

I DO NOT give my child permission to use the district network (which includes the Internet).

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: After a 14 day grace period, your child’s access to the school network and/or Internet may be restricted unless this form is returned.

## **Student Performance Expectations**

The BPSCA meets New Mexico accountability standards, and maintains high academic expectations. Regular weekly progress is essential to maintain adequate pace for success.

### **Student Responsibilities:**

By enrolling in the Bernalillo Public School's Cyber Academy, the student and parent/guardian understand and agree to abide by the requirements listed below:

1. The parent/guardian must report absences to their home school attendance clerk. Calls must be made before 8:00 a.m. on the day of absence and please specify your student is a Cyber Academy student.
  - Bernalillo High School call the Attendance Office at 867-2388.
  - Bernalillo Middle School call the Attendance Office at 867-3309
  - Santo Domingo Middle School call the Attendance Office at 867-4441
  - Cochiti Middle School call the Attendance Office at 867-5547
2. ALL students are expected to be working on their courses everyday.
3. Students are required by law to participate in standards based assessments.
4. Edgenuity is a mastery program, and students are expected to pass assignments and assessments with 70% mastery. Students must complete the planned number of quizzes per day/week to stay on pace as determined by their individualized course schedules.
5. Students are expected to follow their Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and they are expected to stay on target (in the blue or green) in their assignments. This may require a student to work a minimum of 4 hours per day. However, it is encouraged students work 5-7 hours daily for recommended success. Students who will not take initiative to stay on target may be asked to leave BPSCA.
6. Students will need high speed internet service.
7. Establish and maintain a study center at home and a regular schedule of studies.
8. Make a conscientious effort to communicate promptly and effectively with their teacher by e-mail, telephone, or in person.
9. Ask for help whenever they have an assignment they do not understand or cannot complete without assistance.
10. Monitor the grade level expectations and daily course progress (or in the case of high school students) the graduation requirements.
11. Students are expected to do their own work. Plagiarism is not tolerated.

**Parent/Guardian Commitment:**

I understand that it takes a considerable amount of motivation and commitment on the part of my child as well as myself. I agree to check my child's progress weekly and I will encourage my child to stay on target.

**Student Commitment:**

I agree to follow the Edgenuity online assignment calendar (or a teacher-provided calendar) in each course and I agree to stay on target (in the blue or green) in my assignments. I understand this may require me working online 5-7 hours daily.