

First day of class 100%

Full Time Class (900 clock hours and above)

If student withdraws:

School Retains:

Before Class (or class is cancelled)	0%
First Week of Class	0%
Second and Third Week of Class	20%
Fourth and Fifth Week of Class	50%
After the beginning of week six	100%

NOTE: A week is defined as a seven calendar day period commencing on the first scheduled day of class.

All policies of SCCC are subject to change without prior notification to its students. If a policy is changed, students will be notified of the change, in writing, as soon as is practicable.

ADDENDUMS

Policy Agreement

I, _____, have read, understand and agree to the policies
(Student Name – please print)

contained in the South Central Career Center Adult Education Handbook. Furthermore, I specifically read, understand, and agree to the following Adult Education Handbook sections:

1. Insurance (Page 19)
2. Attendance (Page 19)
3. Safety (Page 20)
4. FERPA (Page 24)
5. Student Computer/Internet Usage Agreement (Page 32)

Student Signature

Date



District Electronic Communications Guidelines

Purpose and Scope

The purpose of these regulations is to ensure the proper use of West Plains R-VII School District's (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited. Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

SYSTEM ACCESS

The following guidelines will determine access to the District's system:

1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of District and/or campus computer use guidelines may be denied access to the District's system.

Individual User's Responsibility

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.

3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.
7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
Users are responsible for all transactions made using their passwords.
8. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
9. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
10. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
11. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
12. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
13. System users must not write to directories other than their own, as identified by the District.
14. Students may not use real-time conference features, such as talk/chat/Internet relay chat.
15. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
16. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Updating Member Account Information

The District may periodically require new registration and account information from system users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

Information Content/Third Party Supplied Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student or employee knowingly bringing prohibited materials into the System may be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

Termination/Revocation Of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her an opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on, the system will be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not of the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

In order to protect the technology assets of West Plains R-VII, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

1. Computer Access

- A. User passwords are to be kept secure and not shared between users.
- B. Staff members are not to allow student access to any portion of the district network through a staff user's account.
- C. Student use of an administrative or office workstation is not allowed.
- D. Students are not to perform administrator level activities on any computer system.

2. Software

- A. Software can be loaded or removed only by Office of Technology Staff.

- B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.
- C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
- D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
- E. Use of computer games for any purpose is not allowed.

3. *Hardware*

- A. Setup and connection of new computers is to be done only by Office of Technology Staff.
- B. Computer hardware must not be moved without prior approval from the Office of Technology.
- C. Repairs to technology equipment are to be performed only by Office of Technology Staff.

District Communications Guidelines Acknowledgment Sheet

Please sign and date, then return this sheet to the main office in your building.

District System User Agreement

I agree to abide by the West Plains R-VII District electronic communications system guidelines, and I understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary and/or appropriate legal action may be taken.

Student Name(printed): _____

Student Signature: _____

Date: _____



2018-2019 SCCC Adult 900-Hour Programs Calendar

Aug. 13, 14, 15	Teacher Workshops
Aug. 14	Adult Orientation (4:00-5:30PM)
Aug. 14	SCCC Open House (5:00-7:00PM)
Aug. 16	Fall Classes Begin
Aug. 24	Last Day to Register (900-hour programs)
Sept. 3	Labor Day (No School)
Sept. 17	Teacher In-Service (No School-Daytime Programs)
Oct. 19	Teacher In-Service (No School)
Oct. 31	Application Deadline for LPN/CST
Oct. 31	Teacher In-Service (No School-Daytime Programs)
Nov. 16	Teacher Work Day (No School-Daytime Programs)
Nov. 19-23	Fall Break (No School)
Dec. 6	Practical Nursing Orientation
Dec. 7	Surgical Technology Orientation
Dec. 13	SCCC Fall Commencement (7:00)
Dec. 24-Jan. 4	Christmas Vacation (No School)
Jan. 7	Spring Classes Begin (New LPN/CST)
Jan. 18	Teacher In-Service (No School)
Jan. 21	Dr. Martin Luther King Holiday (No School-Daytime Programs)
Feb. 15	Teacher In-Service (No School)
Feb. 18	Presidents' Day (No School-Daytime Programs)
Mar. 18-22	Spring Break (No School)
Apr. 19	Spring Break (No School)
May 1	Registration Begins for 2019-2020 Adult Programs
May 14	Last Day for 900-Hour Programs
May 14	SCCC Spring Commencement (7:00)
May 16	Last Day for Makeup Time

900 Hour Program Minimum Attendance Policy

Students may request up to 10% of the program hours per half be designated as excused hours. To be classified as an excused absence, students must follow the procedure outlined in the Adult Education Handbook. All excused absences must be submitted with appropriate documentation.

Any absence in excess of the 10% must be made up. All unexcused absences must be made up.

All excused absences may be utilized for inclement weather at the sole discretion of South Central Career Center. Students in Practical Nursing or Surgical Technology should refer to their program handbook for the minimum attendance policy.