

CUBA INDEPENDENT SCHOOL DISTRICT

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CUBA INDEPENDENT SCHOOL STUDENT HANDBOOK 2019-2020
PARENT/GUARDIAN & STUDENT HANDBOOK RECEIPT FORM

This HANDBOOK was issued to me on _____ by _____
Issue Date Teacher/Staff Member Name

The aforementioned CISD teacher/staff member read aloud the HANDBOOK to me as well as all other attending students. There was also time for discussion, clarification and time for questions/answers.

Students are required to read the handbook carefully on their own. Hopefully, this will help you be aware of and understand the procedures, regulations and rules of CISD.

TO ALL STUDENTS: You are required to sign your name below. Your signature shows that you have read the STUDENT HANDBOOK and fully understand its contents. If you choose not to sign your name below as requested, you are still accountable for following all the information contained herein.

Student Print Name: _____
Student Signature: _____ Date: _____

- PARENT/GUARDIAN: Please sign your name below indicating that:
1. Your son/daughter received a copy of the 2019-2020 CISD STUDENT HANDBOOK,
2. You read it in its entirety,
3. You understand its contents,
4. You discussed the HANDBOOK with your son/daughter, and
5. You will agree to and support the guidelines described in this HANDBOOK.

Parent/Guardian Print Name: _____
Parent/Guardian Signature: _____ Date Signed: _____

PLEASE HAVE YOUR SON/DAUGHTER RETURN THIS SIGNED PAGE TO THEIR SITE
ADMINISTRATION NO LATER THAN WITHIN (1) CALENDAR WEEK OF RECEIPT.

NOTE: Failure to sign and return this form does not excuse the student or any parent/guardian from the consequences contained herein.

PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314

Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer, Dr. Karen Sanchez-Griego Ed.D. may be contacted at the address or phone number listed above. For concerns at the school level, contact Ms. Gooris, Elementary - Ext. 403, Mr. Jacques, Middle School - Ext. 302 or Dr. Vallero, High School - Ext. 202

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CUBA SCHOOLS 1-2-1 PROGRAM
LAPTOP CHECKOUT FORM

Student Name: _____

School/Grade: _____

Serial # _____

Cuba Schools Tag # _____

By signing below, both parents and students acknowledge that this laptop, bag, power adapter are part of the Cuba Schools educational resources. Students/Parents will remain responsible for the laptop as long the student is attending Cuba Schools. Students/Parents agree to return the school issued equipment upon withdrawal from school district.

Student Signature

Name

Date

Parent Signature

Name

Date

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Cuba Independent School District

One To One K-12 Laptop Program

Acceptable use Agreement

Introduction

A Dell laptop and bag will be issued to all students in grades k-12 are the property of the Cuba Independent School District. This laptop is to be assigned to the student, and must be used in accordance with the following Policies and Procedures, the CISD's acceptable Use Agreement and any applicable laws. Use of this laptop, as well as access to the computer network, the Internet and e-mail are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the CISD. Using the Laptop at School

- Each laptop is assigned to an individual student. Students should never "swap" or "share" their laptop with another student. Laptops should be in a student's possession, or secured in their locker at all times.
- When being transported, the laptop must be in its back pack, and the student must carry the back pack with both straps over their shoulders. This prevents the laptop bag from being dropped, if the student is distracted or bumped. Students should not swing the laptop by the case or strap and should not carry a laptop that belongs to another student. The ID tag must remain on the laptop at all times.
- If a student is participating in an activity that is not conducive to using their laptop (i.e., field trip, assembly, etc.), they are required to lock their laptop in their locker.
- Students should never share their password with another student. Passwords should always be kept confidential.
- Laptops will be checked occasionally to determine if students have the appropriate laptop.
- Students are responsible for saving their documents and backing them up on a jump drive.
- Laptops are to be used only in the classroom, or designated areas, and at home for homework.
- Students are not allowed to download or install any software or other materials at any time. All software will be installed by the Cuba Schools IT Department.
- If the laptop is lost, stolen, or damaged by another party, parents/guardians should immediately report the loss or theft to the Cuba Police Department, and the CISD administration.
- If the laptop is damaged or not working properly, it must be turned in to the CISD IT staff for repair and/or replacement. Neither students nor parents/guardians are authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Students are responsible for recharging the laptop at home or at school on a daily basis.

Using the Laptop for Internet and e-mail · Students and parents/guardians understand that the CISD does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the laptop while at home. It is the parent/guardian's responsibility to supervise the

information that a student is accessing from the Internet while at home. Unannounced scans will be done and students with inappropriate material will be disciplined accordingly.

- Students should never share personal information about themselves or others while using the Internet or e-mail. This includes a student's name, age, address, phone number or school name.

Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and e-mail access.

- Students should be aware that Internet access, e-mail, and other media that are accessed, created or stored on their laptops are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason. **General Use and Care of the Laptop** · When transporting their laptop to and from school, students should always be sure it is placed in the laptop bag, and the bag is fully closed. The bag has a tag that identifies the laptop as CIS property, and identifies the student that the laptop is on loan to. The tag **MUST** remain on the bag at all times.

- Students are expected to treat their laptop with care and respect. The laptop and backpack are the property of the CIS District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the notebook or laptop bag are not allowed and will result in loss of privileges.

- Commercially designed laptop "skins" are generally allowed, as long as the content of the skin is appropriate as per district guidelines. If you are not sure if the content is appropriate, it probably isn't. Consult a teacher or Administration for guidance. If you are considering purchasing a skin for your laptop, understand that the District is not responsible for how well the skin adheres to the laptop. Also, as you will be turning in the laptop each year, and may not receive the same laptop each year, consider that the skin may not adhere as well on the next laptop you receive.

- Students are encouraged to help each other in learning to operate their laptop. However, such help should be provided verbally without touching the other person's laptop. Students should operate only their own laptop at all times.

- Any inappropriate or careless use of a laptop should be reported to a teacher or other staff member immediately.

- Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.

- Students should protect their laptop from extreme heat or cold. Laptop should never be left in a car, even if the car is locked.

- Laptops should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.

- Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc. · Students should use care when plugging their power cord, internet cable and when plugging in their USB drive.

· Laptops should never be placed in their laptop backpack while they are turned on. The laptop should either be turned off or in "sleep" mode. In addition, laptops should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the laptop to overheat, and will result in damage to the laptop. Consequences of Inappropriate Use The use of any district technology is a privilege and not a right. Students are expected to use their laptop in accordance with these Policies and Procedures, and CISD Acceptable Use Policy and any applicable laws. Failure to use this laptop in an appropriate manner will result in the following consequences, as determined by the staff and administration of the CISD.

- Cancellation of student use or access privileges, including the privilege of taking the laptop home
- Suspension from school.
- Expulsion from school.

Civil or criminal liability under applicable laws.

STUDENT ACCEPTABLE USES OF TECHNOLOGY

I _____ understand the following policies for the use of Laptop computers as a CISD student.

"User" shall mean all persons who are granted access to the Cuba Independent School District computer resources.

"Computer Resources" shall mean all computer hardware, software, communication devices, facilities equipment, networks, Internet use, passwords, licensing and attendant policies, manuals and guides.

No expectation of privacy: The computers and computer accounts given to Users are to assist them in enhancing student academic achievement and job performance. Users do not have an expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to CISD and may be used only for education program purposes.

Waiver of privacy rights: Users expressly waive any right of privacy in anything they create, store, send, or receive on the computer or through the Internet or any other computer network. Users consent to allowing CISD personnel access to review all materials users create, store, send, or receive on the computer or through the Internet or any other computer network. Users understand that CISD may use human or automated means to monitor use of its computer resources.

Access to or Creation of inappropriate or unlawful materials; Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, threatening or potentially violent, defamatory, racially offensively proselytizing inappropriate or otherwise unlawful, or in violation of School Board policy may not be created, accessed or sent by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed on or stored in computers. Users encountering or receiving this kind of material should immediately report the incident to their supervisors.

Prohibited uses: Without prior written permission from the District's Superintendent or designee, computer resources may not be used for dissemination or storage of commercial or personal advertisements, promotions, destructive programs (including but not limited to self-replicating codes or viruses), political or religious material, or any use which is unauthorized or in violation of School Board policy.

Waste of computer resources: Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending or forwarding mass mailings or chain letters, spending excessive amounts of time on the Internet playing games, sending or forwarding jokes, engaging in online chat groups, printing multiple copies of documents, or otherwise creating unnecessary network traffic.

Misuse of Software: Without prior written authorization from the CISD Research, Technology, and Accountability Director, users may not do any of the following: (1) copy software for use on their home computers; (2) provide copies of software to any third person; (3) install software on any School District workstations or servers; (4) download any software or run executable files from the Internet, email, or other online service to any CISD workstations or servers; (5) modify, revise, transform, recast, or adapt any software; or (6) reverse-engineer, disassemble, or decompile any software. Users who become aware of any misuse of software or violation of copyright law must immediately report the incident to their site administrator.

Communication trade secrets: Unless expressly authorized by the CISD Superintendent or designee, sending, transmitting, or otherwise disseminating proprietary data, trade secrets, or other confidential information of CISD is strictly prohibited.

Responsibility for passwords: Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored online, or given to others. Users are responsible for all transactions made using their passwords. No User may access the computer system with another User's password or account.

Passwords do not imply privacy: Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that Users have an expectation of privacy in the material they create or receive on the computer system. CISD has global passwords that permit it access to all material stored on its computer system, regardless of whether or not material has been encoded with a particular User's password.

Accessing other user's files: Users may not alter or copy a file belonging to another User without first obtaining permission from the owner of the file. A users ability to read, alter, or copy a file belonging to another User does not imply permission to read, alter, or copy that file. Users may not use the computer to "snoop" or pry into the affairs of other users or CISD operational systems by unnecessarily reviewing their files and e-mail without authority.

Accessing other computers and networks: A user's ability to connect to other computer systems through the network or by a modem 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.

Computer Security: Each User is responsible for ensuring that use of outside computers and networks, such as the Internet does not compromise the security of CISD Computer Resources. This duty includes taking reasonable precautions to prevent intruders from accessing the CISD network via Internet connections or by leaving systems on and logged into the network without authorization and to prevent the introduction and spread of viruses.

CIPA: All users of the Internet must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C 254. Access by minors to inappropriate matter on the Internet and World Wide Web is prohibited on the CISD network. Using electronic mail, chat rooms, and other forms of direct electronic communication is prohibited on the CISD network. Unauthorized access including "hacking" and other unlawful activities by minors online is prohibited on the CISD network. Unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited by CISD. Measures designed to restrict minors' access to materials harmful to minors are in place at CISD.

Virus detection: Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the CISD network. To that end, all material received on floppy disk or other magnetic or optical medium and all material downloaded from the Internet or from computers or networks that do not belong to CISD **MUST** be scanned for viruses and other destructive programs before being placed onto the computer system or network. Users should understand that their home computers and laptops may contain viruses. All disks transferred from these computers to the CISD network **MUST** be scanned for viruses.

Use of encryption software: Users may not install or use encryption software on any of the CISD computers without first obtaining written permission from the Research, Technology, and Accountability Director. Users may not use passwords or encryption passwords that have not been provided by the District Research, Technology, and Accountability Director.

Export restrictions: The federal government has imposed restrictions on export of programs or files containing encryption technology (such as e-mail programs that permit encryption of messages and electronic commerce software that encodes transactions). Software containing encryption technology is not to be placed on the Internet or transmitted in anyway outside the United States without prior written authorization from the District Research, Technology, and Accountability Director.

Compliance with applicable laws and licenses: In their use of computer resources, Users must comply with all software licenses, copyrights, all other state, federal, and international laws governing intellectual property and online

activities.

Other applicable policies: In their use of Computer Resources, Users must observe and comply with all other policies and guidelines of CISD. **No additional rights:** This policy is not intended to, and does not grant Users any contractual rights. **Violation of Policy:** Violation of this policy will result in loss of access to network resources, and possible legal and disciplinary action. **Cuba Independent School District Student Acceptable Use of**

Information Technology Agreement 2019-2020 School Year Please read this document carefully before signing. Return the signed form to the sit administrator or designee. Cuba Independent School District (CISD) has a network of computers with Internet access. Use of the network is a privilege dependent on agreement to and compliance with the Student Acceptable Use of Information Technology Agreement. The use of any CISD network resource constitutes use whether or not the user has a network account. When the user is a minor both the student and parent/guardian must sign the CISD Acceptable Use of Information Technology Agreement. This agreement will be on file with the building administrator or designee before a student will receive computer resources and network/Internet use privileges. I understand and will abide by the Cuba Independent School District Student Policy regulations. Should I commit any violation, school disciplinary and/or appropriate legal action may be taken.

Student Name (please print): _____ Date: _____

Student ID: _____ Grade: _____ Teacher: _____

Student Signature:

_____ Parent/Guardian

Name (please print): _____ Date: _____

Parent/Guardian Signature:

CISD ONE TO ONE LAPTOP PROGRAM ACCEPTABLE USE AGREEMENT

Student: I have read, understand and agree to abide by the Cuba Independent School District's Technology Acceptable Use Agreement.

Student's Signature: _____ Date: _____

Parent/Guardian: I have read the CISD Technology Acceptable Use Agreement. I understand that damages to the device intentionally or carelessly caused by my son or daughter are our responsibility.

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in this agreement. In addition, I accept full responsibility for my child to transport the device from school to home. (circle) YES NO

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in this agreement. In addition, I accept full responsibility for my child to use the device ONLY at school. (circle) YES NO

I have explained to my child what is expected, and I give my child permission to use the technology resources according to the regulations set forth in this agreement. (circle) YES NO

Parent/Guardian Signature: _____ Date: _____

Please print your student's name: _____ Grade _____