

SCHOOL DISTRICT OF PHILADELPHIA

Bridesburg Elementary School

**2824 JENKS STREET & 4435 ALMOND STREET
PHILADELPHIA, PA 19137**

TELEPHONE (215)-400-7240

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*Student/Parent handbook
2017-2018
School year*

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SCHOOL DISTRICT OF PHILADELPHIA
Bridesburg Elementary School

Main Campus
2824 Jenks Street

Bridesburg Annex
4435 Almond Street

Philadelphia, PA 19137

Philadelphia, PA 19137

Telephone 215-400-7240 / Fax 215 400-7241

Mr. James Serpiello
Principal

Mr. John Reese
Asst. Principal

Dr. Richard Rhodes
Asst. Superintendent

Welcome to Bridesburg School

It is with great excitement that I welcome you and your children back for the 2017-2018 school year. I am sending a special welcome to those families who are new to Bridesburg School. Our main focus as a school family is to educate every student with high quality academically rigorous instruction and to maintain a safe nurturing learning environment.

This handbook has been prepared to acquaint you with the policies and procedures of Bridesburg School and the School District of Philadelphia. It also includes the programs and services available to your children.

It is our hope that each and every parent sits with his or her child and reviews this booklet thoroughly, as it will provide all the information you need to take advantage of all the great things we have to offer your child at Bridesburg.

We believe that all children, if given the opportunity and motivation, will experience success in learning. As the instructional leader at Bridesburg, I take my mission to heart, our fundamental mission is to increase student achievement and prepare our student to become productive members of society.

We know that our success depends very much on you, the first and best teachers of our children. Your support is vital to ensure a great educational experience for your child.

Thank you again for entrusting your children to our care. We are committed to providing an excellent educational experience for all students, and will continue to strive for excellence.

James M. Serpiello
Principal

The School Day

The regular day at Bridesburg School begins at **8:30a.m** and ends at **3:09p.m.** Children should enter through the Gymnasium door on Richmond St. between 8:10 a.m. and 8:30 a.m. **Kindergarten, First and Second Grade students should enter through the Gymnasium doors at the Bridesburg Annex on Almond St.**

For the safety and well being of everyone, **children should not arrive prior to 8:10 a.m. Staff will not be available to monitor students prior to this time.**

Students in grades K & 1 will report to the cafeteria and students in grade 2 will line up according to their room numbers in the gym. Students in grades 3 to 8 will line up according to their room numbers in the gym. Teachers will meet their lines at 8:30 a.m. and escort students to their classrooms.

We ask that parents escort students to the gym door. **Please do not enter the gym**, as we have adults available to monitor students. We need the **cooperation of all parents**, as safety and security is of utmost importance.

At dismissal, teachers will escort their class lines to the schoolyard and courtyard and line up in designated areas. **For safety and security reasons, parents/guardians must wait behind the painted lines or cones in the schoolyard or courtyard during the dismissal of students.**

Parents must wait until your child is dismissed by their teacher. **Please do not take your child out of the line.**

Students **are expected to:**

1. Line-up and remain in line to meet their teacher promptly at 8:30a.m. at their designated spots (room number) in the gym.
2. Sit quietly in your assigned area.
3. Enter through the main doors to report to the **Office** and receive a late pass, if you arrive after 8:30 am.
4. Meet parents and brothers/sisters in the schoolyard at dismissal.
5. Exit the schoolyard via the Richmond Street gate and go directly home at dismissal.
6. **Follow all school rules and procedures.**
7. Walk at all times while in school.

All parents and students are required to exit the schoolyard via the Richmond Street gates.

For the main building do not enter or exit the schoolyard using the parking lot designated for staff. Students and Parents are not permitted to walk through or park in the staff parking lot to enter the school grounds.

Please note: All children who arrive after 8:30 a.m. are late for school and must enter the school through the main doors on Jenks St. or courtyard for the Annex Building to obtain a late pass from the office. The Gym doors are shut at this time. All latenesses are recorded on the School District's computer system. Parents will be notified of frequent latenesses.

Inclement Weather

Teachers will escort students to the exit doors at dismissal. In order to provide a safe

and orderly dismissal during inclement weather, parents/guardians must wait behind the white lines in the schoolyard or cones in the courtyard.

Parents must meet their children outside. Please be patient until children are dismissed. Parents are not permitted to enter the building at this time.

Snow Days- In the event of excessive snow, all students in the main building will be dismissed to the schoolyard via the library hallway doors.

Early Dismissal of Students

Please notify the teacher in writing of any anticipated early dismissals. Only adults, 18 years and older who are listed on the Emergency Form are allowed to pick up a child during school hours. Please have your photo I.D. ready. **No student will be released without proper identification.**

Regular Dismissal Procedures

Please be prompt when picking up children. After 3:09p.m. All students will be escorted to the office.

Please refrain from parking in the teacher's parking lot or on the sidewalk on Jenks or Almond Streets. For safety reasons, exiting the yard to the teacher's parking lot is not permitted.

You are strictly forbidden to park on the sidewalk on Jenks or Almond Streets at any time. Philadelphia Police will be notified and cars will be ticketed.

Lunch Program

We are pleased to announce that breakfast and lunch are free to all students at Bridesburg. All students are eligible and there are no forms or applications to complete. We do ask that you help your child learn their student ID number, as they will have to enter it in order to receive food. This number will follow your child through High School. **Yes, you have homework too!**

Your child may bring his or her lunch if they prefer. Please do not send can sodas or glass bottles in your child's lunch. **Please notify the school office immediately if your child is allergic** to any food and limit extra snacks with sugar. This is **extremely**

important.

Non-Negotiable Rules for students while at lunchroom:

1. Follow directions of the lunch assistants at all times.
2. Obtain a lunch in an orderly line.
3. Sit at your class table and engage in **quiet conversation**.
4. Remain in seats at all times unless directed otherwise.
5. Raise your hand if you need something.
6. Practice good table manners, **no name-calling**, teasing or any form of bullying at anytime.
7. Clean up your area.
8. Leave the lunchroom **calmly** when you are dismissed.
9. **Memorize your student ID#. You will need it to obtain lunch.**

Organized Recess

Responsibilities of the student:

1. Play cooperatively, no name-calling, teasing or any form of bullying.
2. Stay in assigned area (color coded recess passes).
3. Follow direction of assistants in the yard.
4. Take care of all materials and equipment and put them away properly.
5. Line up promptly at the sound of the bell or whistle.
6. Wait for the teacher in line in an orderly manner.

Failure to obey the above rules will result in loss of recess privilege next the following school day.

Success happens when preparation meets opportunity

-Unknown

Mandatory Dress Code

The Philadelphia School District has adopted a policy that requires all schools to implement a uniform policy. We believe this policy will assist in maintaining a positive climate in which students can focus on academic achievement.

The School Uniform is as follows:

-Tan Khaki Pants or Slacks. In warm weather: **Tan Khaki Shorts (knee length)**

-Tan Skirts (knee length)

**** Students may not wear tights or inappropriately short or tight pants or skirts nor white T-shirts / under shirts.**

-School Uniform shirt or Black Collared (golf type) shirt.

(School shirts are available in both buildings)

-Black rubber-soled shoes or Black sneakers (for safety and health reasons open toed shoes are **not permitted**, parents will be called and asked to bring proper shoes).

-On days when students are scheduled for physical education, they are permitted to wear gym attire and sneakers:

Black Sweat Pants

Yellow "T" shirts

Black Shorts

UNIFORMS MUST BE WORN ON ALL CLASS TRIPS

Other Guidelines:

-Hats are not worn in the building. They will be confiscated and returned to the parent.

-**"Hoodies"** are not to be worn in school at all (**this will be enforced daily**). In cooler weather, students can wear a black sweater, black sweatshirt, or black fleece jacket without a hood.

-Large earrings that dangle can become dangerous when playing during recess or participating in physical education classes and are not permitted.

-Students are not permitted to bring purses/handbags to school.

Uniforms: Students who fail to dress as required by the school uniform policy may be subject to corrective measures. Parents will be contacted by phone. If the parent is not reachable or unable to respond within two hours of the school day, the student will be issued a conforming top from the school's uniform bank with directions to return it clean the next school day.

Homework

Homework is given daily Monday through Friday. The homework assignments are follow-up of class lessons and must be completed. Special projects may be assigned over the weekend.

Each pupil is responsible for:

1. Completing the work by him/herself.
2. Completing the work neatly, re-copying if necessary.
3. Taking proper care of books.
4. Properly covering all textbooks.
5. Bringing the work and books back to school each day in a book bag.
6. Understanding how to do the assignments before leaving school that day or asking a teacher for help in school is important for completing the assignment successfully.

7. Reading a book every night (30 minutes minimum).

Each parent is encouraged to take interest by:

1. Providing a definite time and quiet place for study at home.
2. **Encouraging your child to do his/her best work.**
3. Checking and assisting with neatness.
4. **Signing the homework as requested by teachers.**
5. Helping to cover books.
6. Providing a book bag, pencils, crayons, copybooks and other supplies requested by the teacher.

Your child received a comprehensive supply list at the end of the school year. **Check with you child's teacher for clarification.**

A carefully planned program of home assignments is an effective means of increasing student achievement in school. **The home and the school must work together**; one cannot take the place of the other. A well-planned program of homework activities provides an opportunity for the home, school and community to cooperate in the education of their children.

Books/Materials/Equipment

Each child is assigned books in various subjects. **Any damage or loss of books, materials or equipment will be charged to the parent.**

Parent-Teacher Communication

Parents should make every effort to be in contact with your child's teacher on an ongoing basis. Parents may call the school and leave a message requesting a call back from the teacher. Notes attached to homework papers are an easy way to send a message.

Please be sure the school has an emergency contact form for your child. It is the responsibility of the parent/guardian to notify the school in a timely manner of all changes of address or phone numbers.

We make home visits periodically to assure that students live within the boundaries of the school. Providing false information will result in immediate assignment to the appropriate neighborhood school.

Discipline Code

We expect that all students will act as good citizens by following the school rules:

1. **Arrives at school on time every day.**
2. Attends school daily.
3. Brings a note if late or absent.
4. Comes prepared with books, pencils and copybooks carried in a book bag.
5. Pays full attention to the teacher in every class.
6. Carries a hall pass when excused from a room by a teacher.
7. Walks in a quiet orderly manner in the building.
8. Plays cooperatively in the yard **(using appropriate language)**
9. Uses good manners everyday while at school.
10. Solves problems without hurting other children.
11. Speaks and acts respectfully to all adults and students.
12. Keeps our school clean inside and outside.
13. Talks proudly about our school.

All staff members are eager to **help students** solve their problems in appropriate ways. Discipline is a learning process. If students do not follow a rule, they must accept the consequences for their behavior, and we expect that rules to be followed in the future. Daily reports will be used with the agreements of the parent, teacher and the principal. Conflict resolution and peer mediation, under the supervision and direction of the counselor and Dean of Students are conducted to help children realize that they always have positive choices when attempting to solve problems.

"We're here to help children succeed. It's that simple!"

-Collins

Trespassing Ordinance

The Trespassing Ordinance, Philadelphia Code of Ordinances, Chapter 10-824, was passed by City Council to prevent unauthorized entry on school premises.

The provisions of the ordinance are as follows:

- No one may enter any facility of the School District of Philadelphia without the consent of the person in charge of the facility.**
- Failure to obtain consent within ten minutes of entering any facility is considered a violation of the ordinance.**
- Employees and pupils of the School District of Philadelphia may not enter any facility to which they are not regularly assigned without the consent of the administrator.**

School-Parent Conferences

During school hours parents **must call the school** to make an appointment to see the principal or assistant principal. If you must reach a school staff member during school hours, please call the school to make an appointment first. The following is a list of

numbers:

School Office	215-400-7240
Annex Building	Press 5
Dean of Students	Press 3
Counselor	Press 2
Nurse	Press 1

VISITOR'S POLICY

Visitors Policy: MAIN ENTRANCE: Jenks Street or Courtyard at the annex.

Please be advised of the following policy regarding visitors:

-All persons entering a School District facility MUST report to the Main Office and present proper picture identification, before obtaining a visitor's pass to go anywhere in the building. Visitors must report back to the office prior to leaving the building.

-No visitor/parent shall be permitted to interrupt a staff member in the performance of duties whether that interruption is for conversation or observation.

-To minimize interruption to the instructional program and to ensure safety, no visitor may confer with a teacher or student without the approval of the administrator during school hours.

-The administrator has the authority to exclude any visitor who is considered to be disruptive or will cause disruption to the education program, disturbing of students or staff, or intent on committing an illegal act. Wherever possible, the administrator shall specifically indicate the circumstances under which a parent/guardian may return.

-To provide a safe and orderly dismissal of students, parents will not be able to pick up children for early dismissal after 2:30p.m. NO EXCEPTIONS

School Trips

All scheduled trips are approved by the Principal. Students attending a trip must have a permission slip entirely filled out. To assist with supervision, one adult for every ten pupils is required on school trips. Parents and guardians may volunteer to assist school personnel on school trips when needed. Parents and guardians must follow the rules/procedures established by the teacher. **Smoking is strictly forbidden by adults who are volunteers on class trips.**

Parent Chaperones: All children must return to class and complete the school day upon returning from a class trip. SCHOOL UNIFORMS ARE WORN ON ALL CLASS TRIPS unless otherwise specified. Students may be removed from class trips for inappropriate behavior and will be assigned to another class for the day.

Emergency Contact Forms

At the beginning of the school year these forms are distributed to the parents. These

cards are a source of **emergency information** about the pupils and **are extremely important**. For the well being of our pupils, the form must be completed and returned promptly to the school. **Information** on this card **should be current**. **Please note:** Parents/Guardians are responsible for notifying the office of any changes in a timely manner. **It is critical to have updated information in the event of an emergency.**

Residency Affidavits

Parents of students using a residency affidavit must submit new forms annually, your child will not receive a classroom assignment until all paperwork is completed and submitted. At least two unannounced visits by school personnel will be made in the school year.

Parking

For the safety of all our students, **do not park on school sidewalks or in areas designated for the school buses**. **Please note: The Philadelphia Police will be notified and cars will be towed and/or ticketed.**

Prohibited Area

Please be advised of the following school policies on **school grounds**:

1. **Smoking is prohibited.**
2. **Pets are not permitted in the schoolyard or the entrance of the annex building at any time.**
3. **Bicycles and skateboards are not permitted in the schoolyard.**

Emergency Closing of Schools

A. Citywide School Closings for a Full Day

1. When inclement weather makes it necessary to close all Philadelphia Public schools for a full day, every effort will be made to broadcast the information by radio and television by 6:00a.m.
2. Radio and television stations will announce, **“All Philadelphia Public Schools are closed.”** You can also visit the School District Website @ www.philasd.org or (215) 400-INFO (4636).

B. **School Closings During the Day.** Please check the School District’s website (www.philasd.org or tune to 1060 AM for the latest information.

1. If a developing storm leads to a decision to close all schools at noon,

every effort will be made to broadcast the information by radio and television. We will also make every effort to send an automated message to your primary number on file.

2. If the decision is made to close the schools during the afternoon, but before the regular dismissal time, every effort will be made to have the information broadcast as early as possible. **Please refrain from calling the school.**
3. Problems in a school relating to heating, plumbing, vandalism, fire, etc. may also lead to a decision to close the school during the day.

C. School Emergency Plans for Early Closings: Please check the School District's website (www.philasd.org or tune to 1060 AM for the latest information.

1. Our school team has developed an emergency plan to be used when the School is closed for emergencies during the day.
2. An essential part of the plan is the listing of Emergency School Closing & Emergency Contact Forms for every pupil on roll.
3. Every parent must provide the school with the name and phone number of the person to be contacted in the case of emergency school closings, and the place the pupil is to be housed when dismissed before the regular time.

Excused Absences / Attendance

One of the most important things a parent or guardian can do is to make sure his or her child attends school regularly. While some absences for illness are unavoidable, nothing can replace the educational, cultural and social contacts students experience in class.

Students are required by law to attend school. Children are expected to be in school every day unless sick or otherwise excused. Students who have been absent must bring a note from their parent or guardian explaining the absence within (3) days of the absence. If the teacher does not receive such a note, the absence is recorded as unexcused. Excessive absences will be reported to the truancy court and school officials. Students who arrive to school after 10:00 a.m. will be coded (1/2) half day absent. Students who before 1:00 p.m. will be coded (1/2) half day early dismissal.

Remember: **Every able child attends school on time and ready to learn every day. No excuses. Our goal is 95% of attendance for every child.**

*80 Percent of Success is Showing Up.
Attend Today, Achieve Tomorrow.
Be Here! Every Day. All Day. All The Way!
Be Here. Get There.
Being Here Is Half The Battle.
Everyday In School Matters.
Get An Education. Stay In School!*

Grades Go Down When You're Not Around.

I Need To Aim To Attend School 100% Of The Time.

It's Cool To Be In School Everyday.

It's Not In To Be Out.

Missing School = Missing Out!

NBA All Stars. Never Been Absent.

On Time and On Target!

School Attendance Matters.

School Isn't Boring If You're There.

School Keeps You Safe, Educates You, And Prepares You For Your Future. Don't Miss Out!

Show Up. Grow Up!

Show Your Class. Stay In School.

Skipping Class Is Skipping Life.

Stay Cool And Be At School.

Stay In School, Keep Your Freedom.

Stay In School. Don't Be Late. Graduate.

Staying On Target Is The Best Way!

Thanks For "Beeing" Here.

There's No Time Like The Present and No Substitute For Being Present.

Timing Is Everything. Get To School On Time!

Cell Phones

The use of **cell phones** by students on school premises is **prohibited**.

Cell phones will be **confiscated** and **returned to the parent** on the **second** offense.

On the third offense, the cell phone will not be returned, and the student will be subject to disciplinary action.

The school denies any liability for the replacement of lost and damaged items. Please note that parents are responsible for monitoring what items are brought to school.

Transportation:

(Children who take the school bus to and from school)

In order to ensure the safety and well being of our students who ride the school bus to and from school must adhere to the following:

-Please **remind children** of the importance of **proper conduct** when riding on the **school bus**.

-Bus privileges will be removed for students who continue to be disruptive.

Withdrawal of bus riding privileges does not relieve the child or the parents of responsibility under school attendance laws. Children must continue to attend school. The parents are required to provide their own transportation while the bus privileges are withdrawn.

The School District of Philadelphia provides transpasses for students in grades

7th & 8th that live more than one and an half miles away from the school. They are not permitted to take the yellow school bus. Lost transpasses will not be replaced.

In the event of a delay in the pick up and drop off times of students taking school bus transportation due to inclement weather, traffic or an accident, please notify the office immediately at **215-400-7240**. The number for transportation is **215-400-5262**. In addition, all information regarding home phone numbers and emergency contacts should be current. Parents/guardians are responsible for notifying the school immediately of any changes.

Students will be subject to disciplinary action in accordance with the code of conduct when they:

1. Engage in disorderly conduct
2. Engage in conduct on the school bus that is insubordinate
3. Engage in conduct that is violent
4. Engage in conduct that endangers the safety, morals and health of themselves and others.

School Health Services

The school nurse provides service to Bridesburg School on specific days during the school week. If your child has a **special medical need** or health condition, **please notify the school's nurse immediately** so that the health record can be updated and current. The school's nurse and the parent will determine if a school health/emergency plan is indicated.

The policy for medication use in school states that all medications, prescriptions and over the counter, must be approved by the certified school nurse before any medication may be administered. A physician's order is required for all medications. Forms may be obtained from the school nurse. All medication received in school must have the pharmacy label with the child's name, name of medication, dose, instructions for administration and a current date. Please contact the school nurse at 215-400-7240 (option #1) if you have any questions.

Custodial / Non-Custodial Parents

In the case of divorce or separation, the school will act within the parameters of the law and in the best interest of the child at all times. **Any legal orders giving specific direction to the needs of your child must be filed in the school office in order to carry out specific directions.** It is the responsibility of the parent to keep this information current.

Student code of conduct and Act 26

At the beginning of the school year, all students will receive a copy of the School District

of Philadelphia student code of conduct. This document is extremely important. It outlines the appropriate behaviors required of all students and the consequences for violations of the code.

Please spend time to review this document with your child, as they are held accountable for following its guidelines.

Pennsylvania Law Act 26 of 995 prohibits the possession of any weapon on school property. Students may be arrested by Philadelphia Police and expelled for a period of 1(one) year from any public school. The related incident also remains on the student's permanent school record.

"Weapon" shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearm, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury. Remember that **laser pointers are also prohibited**.

Cyber-bullying

Cyber-bullying is a Crime

If you're like most young people, you spend a lot of time on a cell phone or instant messenger chatting with friends and uploading photos, videos and music to websites. You may have online friends whom you've never met in person, with whom you play games and exchange messages. Young peoples' lives exist in a variety of places such as school hallways, part-time jobs and friend's houses. Now many young people also have lives on the Internet and bullying has followed young people online.

Online bullying, called cyber bullying, happens when young people use the Internet, cell phones, or other device to send or post text or images intended to hurt or embarrass another person. Cyber bullying is a problem that affects almost half of all American teens. Whether you've been a victim of cyber bullying, know someone who has been cyber bullied, or have even cyber bullied yourself, there are steps you and your friends can take to stop cyber bullying and stay cyber-safe.

How Are Young People Cyber bullied?

Being a victim of cyber bullying can be a common and painful experience. Some youth who cyber bully:

- Pretend they are other people online to trick others
- Spread lies and rumors about victims
- Trick people into revealing personal information
- Send or forward mean text messages
- Post pictures of victims without their consent

When young people were asked why they think others cyber bully, 81 percent said, that cyber bullies think it's funny. Other teens believe that youth who cyber bully:

- Don't think it's a big deal
- Don't think about the consequences
- Are encouraged by friends
- Think everybody cyber bullies
- Think they won't get caught

How Do Victims React?

Contrary to what cyber bullies may believe, cyber bullying is a big deal, and can cause a variety of reactions in young people. Some young people have reacted in positive ways to try to prevent cyber bullying by:

- Blocking communication with the cyber bully
- Deleting messages without reading them
- Talking to a friend about the bullying
- Reporting the problem to an Internet service provider or website moderator

Many youth experience a variety of emotions when they are cyber bullied. Youth who are cyber bullied report feeling angry, hurt, embarrassed, or scared. These emotions can cause victims to react in ways such as:

- Seeking revenge on the bully
- Avoiding friends and activities
- Cyber bullying back

Some young people feel threatened because they may not know whom is cyber bullying them. Although cyber bullies may think they are anonymous, they can be found. If you are cyber bullied or harassed and need help, save all communication with the cyber bully and talk to a parent, teacher, law enforcement officer, or other adult you trust.

How Can I Prevent Cyber bullying?

Remember that the Internet is accessed by millions of people all over the world, not just your friends and family. While many Internet users are friendly, some may want to hurt you. Below are some ways to stay cyber-safe:

- Never post or share your personal information online (this includes your full name, address, telephone number, school name, parents' names, credit card number, or Social Security number) or your friends' personal information.
- Never share your Internet passwords with anyone, except your parents.
- Never meet anyone face-to-face whom you only know online.

- Talk to your parents about what you do online.

Students may face disciplinary action for cyber bullying.

Computing and Internet Acceptable Use Policy

1. Purpose

1. The School District of Philadelphia is providing its employees and students (“users”) with access to computing equipment, systems and local network functions such as School District e-mail and the Internet.
2. This access has a limited education purpose for students and is to facilitate employees’ work productivity.

2. Access rights and privileges.

1. The School District has the right to place reasonable restrictions on the use of equipment, resources and material students and employee’s access or post through the system. Students and employees are also expected to follow the rules set forth in the District’s rules and regulations governing conduct, disciplinary code, and the law in their use of The District’s equipment and network. This access has not been established as a public access service or a public forum. All access and rights are privileges granted by the District, and users should expect no privacy rights.
2. All District employees and students will have access to the Internet through The District’s private network. Parents may specifically request that their children not be provided such access by notifying the District in writing.
3. No student will be given or have access to District provided Internet e-mail.
4. Students may be permitted to access an external Internet e-mail service or their personal e-mail account for the purpose of legitimate instructional or school-based needs. This is a local decision.
5. Guests/contractors are not automatically eligible for a District e-mail account. E-mail or network access accounts may be granted if directly sponsored by a District administrator.

3. Unacceptable Uses

1. Users may not use the District's private network to access material that is profane or obscene (pornography of any kind), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).
2. Users may not post personal information on the Internet about themselves or other people. Personal contact information includes address, telephone, school address, work address, pictures or video bites, clips, etc.
3. Students may not agree to meet with someone they have met on the Internet without their parent's approval and participation.
4. Users may not attempt to gain unauthorized access to any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing", "snooping", or "electronic discovery".
5. Users may not deliberately disrupt or harm hardware or systems, interfere with computer or network performance, interfere with another's ability to use equipment and systems, or destroy data.
6. Users may not use the District's private network to engage in illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, accessing or sharing unauthorized copyrighted music, movies, and other intellectual property, etc.
7. Users may not utilize peer-to-peer file-sharing applications or execute programs to facilitate the downloading or exchange of copyrighted or unauthorized music, movies, and other materials.
8. Users may not use the District's private network to solicit information with the intent of using such information to cause personal harm or bodily injury to another or others.
9. Users may not post information that could endanger an individual, cause personal damage or a danger of service disruption.
10. Users may not knowingly or recklessly post false or defamatory information about a person or organization.
11. Users may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
12. Users may not indirectly or directly make connections that create "backdoors" to the District, other organizations, community groups, etc. that allow unauthorized access to the District's network.
13. Users may not use obscene, profane, lewd, vulgar, rude, inflammatory, hateful, threatening, or disrespectful language.
14. Users may not engage in personal attacks, including prejudicial or discriminatory attacks.
15. Users may not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
16. Users may not re-post a message that was sent to them privately without permission of the person who sent them the message.

17. Users may not forward or post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. Users will not install or reproduce unauthorized or unlicensed software on District resources.
18. Users may not plagiarize works that they find on the Internet or other resources.
19. Users may not use technology resources and Internet for private business activities or unreasonable personal use.
20. Users may not use the District's private network for political lobbying.
21. Students will not download files unless approved by their teacher.

4. System Security Obligations

1. Users are responsible for the use of their individual access account(s) and should take all reasonable precautions to prevent others from being able to use their account(s), including coworkers, friends, or family. Under no conditions should a user provide his/her password to another person.
2. Attempts to log on to the District's private network or any other network as a system administrator is prohibited.
3. Any user identified as a security risk or having a history of violating this or any other Acceptable Use Policy may be denied access to the District's private network.
4. Users will avoid the inadvertent spread of computer viruses by following the School District virus protection procedures if they download software or share common file directory.
5. Users should immediately notify a teacher or system administrator of any possible security problem.
6. Students will promptly disclose to their teacher or other appropriate school employee of any message received that is inappropriate.

5. Filtering

1. As required by law and in recognition of the need to establish a safe and appropriate computing environment, the District will use filtering technology to prohibit access, to the degree possible, to objectionable or unsuitable content that might otherwise be accessible via the Internet.

6. Due Process

1. The School District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through The District's private network.
2. In the event there is an allegation that a student has violated the District Acceptable Use Policy, the student will be provided with a written notice of the alleged violation and will be provided with notice and opportunity to be

heard in the manner set forth in the Student Hearing Process Policy. Disciplinary actions may be taken.

3. Employee violations of the District Acceptable Use Policy will be handled in accord with law, School Board Policy or collective bargaining agreement(s), as applicable.

7. Administration

1. The Chief Information Officer has the responsibility and authority for the development, publication, implementation and ongoing administration and enforcement of the processes and techniques required to protect the Philadelphia School District's technology systems and services from unauthorized access, loss or misuse.
2. School principals have the responsibility to establish a plan to ensure adequate supervision of students. They are also responsible for interpreting and enforcing this policy at the local level.



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