

School Year 2011-2012

Dear Parent/Guardian/Student:

It is the desire of the Marion County Board of Education members and the Marion County Technical Education Center staff that parents/guardians/students have information pertaining to the use of metal detectors, the use of a drug detection dog, the student Code of Conduct, the acceptable use of technology/Internet resources, the use of paging devices and cellular telephones, and the release of directory information contained in student records. Please read this information. If you have questions, you may contact the Center at 843-423-1941.

USE OF METAL DETECTORS

The Board has authorized the periodic use of metal detectors to prevent the possession of weapons and dangerous objects at the Center. Procedures for use of these detectors are outlined in regulation JCAC-R, copies of which are available upon request.

USE OF A DRUG DETECTION DOG

Law enforcement officials use a drug detection dog in the schools of Marion County to deter the bringing of controlled substances on school property. The use of the dog is in accordance with strict guidelines and procedures. These procedures are outlined in regulation JCAD, copies of which are available upon request.

STUDENT CODE OF CONDUCT (STUDENT- PARENT HANDBOOK)

The Student Code of Conduct is arranged by degrees of seriousness which are identified as disorderly conduct, disruptive conduct and criminal conduct. Handbooks have been issued to all students and contain detailed information about the rules of conduct in force at the Center. Read this information carefully. Parents/Guardians and students must acknowledge receipt of the Code of Conduct and the consequences to students who violate disciplinary policies.

INTERNET ACCEPTABLE USE POLICY AND ADMINISTRATIVE RULE

Because technology is a vital part of the educational process and the curriculum of the Center, students and staff will be provided access to the Internet. By providing this access, the Center intends to promote educational excellence and access to resources unavailable through traditional means. With access to computers and people all over the world also comes the availability of material that may not be of educational value. On a global network, it is impossible to control all materials and limit all access to information which has no educational value. The Center firmly believes that the valuable information and the interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the Center. The smooth operation of the Internet network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities when using the Internet. Any violations of these guidelines will subject the user to appropriate disciplinary action and possible denial of access to the Internet. Prior to accessing the Internet, students and staff must receive instruction on the appropriate use of the Internet. In addition, parents will be required to sign a permission form at the beginning of the school year before students will be allowed access. Students also must sign a form annually acknowledging that they have read and understand this Administrative Rule, that they will comply with the guidelines set forth herein, and that they understand the consequences for violating these guidelines.

TERMS AND CONDITIONS OF INTERNET USE

The purpose of the Center's decision to provide Internet access is to allow an expanded opportunity for research and education by providing access to unique resources and the expanded opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational objectives of the Center. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Administrators and teachers may access the Internet for educational or work-related purposes at any time which is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Students will be allowed to access the Internet only through their teachers. No students may access the Internet without permission. Student use must be supervised at all times by a staff member. The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges. All staff and students must abide by the generally accepted rules of network etiquette, including the following:

- Be polite. Do not be abusive in messages to others. Always use appropriate language. Profanity, vulgarities, or other inappropriate language is prohibited. Illegal activities are strictly forbidden. Do not disrupt, harass, or annoy other users.

- Never reveal personal information, addresses or phone numbers of yourself or others.
- Note that electronic mail is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal or inappropriate activities will be reported to the appropriate authorities.
- All communications and information accessible via the network should be assumed to be private property. Always cite all quotes, references, and sources. Never access inappropriate or restricted information, such as pornography or other obscene materials, or other information not directly related to the educational purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials, advertisements for products or services not permitted to minors by law, insulting, fighting, and harassing words, and other materials that may cause a substantial disruption of the academic environment. Vandalism also is prohibited and will result in cancellation of privileges. Vandalism includes any malicious attempt to harm or destroy data of another user, and includes, but is not limited to, the uploading or creation of computer viruses.
- All users should remain on the system only as long as necessary to complete their work, so that other individuals will have equal opportunities to access the Internet.
- All users should use the Internet only for research and academic reasons; non-academic users are prohibited. Do not use the system for financial or commercial gain.
- Always follow the instructions of the supervising staff members.

Students who violate the terms of this Administrative Rule or who otherwise misuse their access to the Internet will be subject to disciplinary action in accordance with the Center's Code of Conduct. Internet access privileges also may be canceled for up to one year. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If the user incurs unauthorized costs, the user, as well as the user's parents, if the user is a student, will be responsible for all such costs.

USE OF PAGING DEVICES AND CELLULAR TELEPHONES

South Carolina law prohibits students possessing paging devices or cellular telephones while on school property or while attending school-sponsored activities on or off school property. Pagers and telephones will be held and released only to parents/guardians the first time they are confiscated. If such devices are confiscated a second time, they will be held for the remainder of the school year by the MCTEC administration. Parents may arrange to retrieve such devices within 30 days after the completion of the school year.

DIRECTORY INFORMATION

Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. This law gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Parents or eligible students have the right to inspect and review all of the student's records maintained by the Center. They have the right to request that the Center correct records believed to be inaccurate or misleading. Certain personally identifiable information about students is considered directory information and is not considered an invasion of privacy if released to the public. Directory information includes, but is not limited to, the following:

Name	Address	Telephone listing
Photograph	Date/place of birth	Field of study
Dates of attendance	Degrees/awards received	Participation in official activities

Unless a parent/guardian objects to the release of any or all of this information, the Center may release directory information for use in local publications (newsletters, website), other media and for such other purposes as deemed appropriate by the administration. Please write in the appropriate space on the following signature page any item(s) from the above list that you do not wish the Center to release. Parents/guardians objecting to the release of directory information on their student should notify the Center in writing within 15 days of receipt of this letter.

Parents and students must acknowledge receipt of the Student Code of Conduct, the Internet Acceptable Use Policy and Administrative Rule and the consequences to students who violate policies/procedures/rules/conditions. We solicit your cooperation in these areas and in all of our school activities as we work to provide a quality education for the students who attend the Marion County Technical Education Center.

Sincerely,

Paul C. Crandall, Director