

**ARTICLE 4 STUDENT SERVICES (Series 4.000)**

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**AISL EDUCATIONAL TEAM**

The educational team of AISL is responsible for the development and implementation of the instructional program. The certified staff consists of the administration, librarian, teachers and other positions as may be needed and identified by the Superintendent and approved by the Board. The team's purpose is to meet the developmental needs of each student as they relate to the school's educational goals.

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REVISED JANUARY 25, 2000  
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## HEALTH SERVICES

Optimal health is essential for maximum utilization of educational opportunities. Therefore, the health status of the child bears a direct relationship to the quality of his/her educational achievement.

The parents are responsible for the general health and welfare of their own child. No services or diagnosis or treatment shall be provided in the school setting except first aid and recognized screening, observation and health counseling procedures. The source of evaluation and/or care which has been chosen by parents is the source from which reports shall be accepted and used.

In instances in which the parents of a child have medical supervision for that child, the family medical advisor should be included in plans for any medical evaluation.

The school reserves the right to send a child home, if, in the opinion of the school nurse and the administrator, he/she is not well enough to be in school and/or constitutes a health hazard to other children.

## **SCHOOL NURSE RESPONSIBILITIES**

The responsibilities of the school nurse are:

1. Appraising the health status of pupils and personnel
2. Counseling pupils, parents, and others regarding health problems
3. Helping to prevent and control disease
4. Providing emergency services for injury or sudden illness
5. Providing a well-planned health instruction program for AISL.

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## ACCIDENTS

All accident in which there is an injury should be reported to the nurse and to the superintendent. If medical aid is required, the nurse shall complete an accident report form and enter it in the student's records. Parental contact is also made by the nurse in case of emergencies.

## HEALTH FORM

A health form shall be sent home with each student to be filled out and returned by parents. This form shall include immunization history, medical history, permission for participation in physical activities and permission to administer medicine if needed or required. It shall also include an emergency information section providing emergency contact numbers and addresses as well as a signed permission statement giving the school authority to seek proper care in the event parents cannot be reached.

**VISUAL/AUDIO TESTING**

The school nurse will conduct yearly eye and hearing tests on all children in school. Should suspected eye or hearing deficiencies be evident, the nurse will inform the parents in writing of her findings. The nurse will also consult with the administration and teaching staff whenever visual or hearing deficiencies are observed.

ADOPTED FEBRUARY 6, 1980

## PHYSICAL EXAMINATIONS

All children will be required to have a physical examination within one year prior to entry at AISL. Subsequent to this initial enrollment in the school, all children will be required to undergo a physical examination prior to the fourth year of enrollment and prior to the eighth year of enrollment.

All students prior to their attendance at school must submit proof of a physical examination. The physical examination must include at a minimum the following examinations:

Height	Skin	Heart
Weight	Throat	Abdomen
Blood Pressure	Lungs	Back
Hearing	Eyes	Nose
Vision	Ears	Neurological
Pulse		

Written proof of examination shall be submitted to the Director of Admissions prior to the student's attendance at AISL. The document must contain the examining physician's signature.

## IMMUNIZATIONS

Every student entering AISL must submit satisfactory proof of required immunizations.

Prior to attendance at AISL, a student must submit written proof of having current immunizations for the following diseases:

1. Hepatitis B (*Hep B*)
2. Diphtheria, Tetanus, Pertussis (*DtaP*)
3. H. influenza type b (*Hib*)
4. Polio (*Polio*)
5. Measles, Mumps, Rubella (*MMR*)
6. Yellow Fever
7. Typhoid

Annual tuberculosis (TB) skin tests - current TB immunizations are required for all students and adult school employees. For those testing positive – medical follow-up is required. Failure to show proper documentation is cause for dismissal.

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## **INFORMATION TECHNOLOGY POLICY**

The use of all AISL digital resources, as defined below, is covered by this policy.

All AISL digital resources are the property of AISL. Digital resources are maintained for the purpose of supporting the education of students and the goals of AISL.

All AISL users have responsibility for properly using digital resources. All students, staff and other users must adhere to all applicable laws regulating the use of digital resources.

All copyright laws and publisher license agreement terms and conditions between the vendors and AISL shall be observed. The unauthorized installation, use, storage or distribution of copyrighted software or materials on AISL digital resources is prohibited.

Software that offers control and limits access to inappropriate Internet sites shall be installed on all computers being used by AISL students.

All students, staff and other users are cautioned to carefully evaluate the information stored or transmitted on digital resources, because this information is not regulated for accuracy or content.

The superintendent or designee reserves the right at all times to make the sole and final decision as to what is deemed inappropriate, unethical, obscene and/or unacceptable use of any digital resources.

Use of digital resources that does not directly support classroom learning, administrative functions and/or personal use for the flat residents may be considered to be inappropriate use. Inappropriate use of digital resources may be the cause of disciplinary action(s) consistent with AISL policies and regulations and may result in revoking access privileges to digital resources and/or taking any action(s) deemed necessary for the inappropriate activity.

Regulations that support this Information Technology Policy include:

- User Awareness and Appropriate Use Guidelines
- I.T. Security
- Critical Data Back-Up
- User Feedback and Program Updates

## Scope

The term “**digital resources**” refers to all technology resources, digital data, telecommunications, networking equipment and software, including desk top and portable computers, networking hardware, peripheral computer equipment, terminals or workstations, handheld devices, PDAs, wireless computing devices, local area

Networks, wide area networks, purchased and licensed software, employee or vendor/supplier written applications, computer operating systems, firmware, and any other software residing on AISL-owned equipment, all intellectual property and other mail, Internet access, and other on-line services, web site visits, intranet, remote access, telecommunications, mobile and office telephones, answering machines, voice mail, fax machines, pagers, radio communicators, audio and video resources, digital cameras and video recorders, DVD players, close-circuit TV, video network, intercom and other devices.

All digital resources are covered by this policy whether they are owned or leased by AISL or are under AISL’s possession, custody, or control. This policy also applies to all users, whether on AISL property, that are connected remotely via any networked connection, using any AISL digital resources.

ADOPTED JANUARY 18, 2005  
REVISED JUNE, 2009

## **INFORMATION TECHNOLOGY**

### **User Awareness and Appropriate Use Guidelines**

Students and parents of students shall sign the “Appropriate Use Guidelines” form before gaining access to AISL digital resources. This form shall be kept in the student’s permanent record folder.

If a parent does not want their student to participate in the use of Internet access, the parent must sign the appropriate section on the “Appropriate Use Guidelines” form.

All staff members requiring access to AISL digital resources shall complete the “Appropriate Use Guidelines” form. The form must have the staff member’s signature and approval of the superintendent or designee. This form shall be kept on record in the personnel office.

Individuals other than staff and students requesting access to AISL digital resources shall complete an “Appropriate Use Guidelines” form. The form must have the individual’s signature and approval of the superintendent or designee. This form shall be kept on record.

### **I.T. Security**

Employees recognize that AISL digital resources are vital assets. Staff members have the responsibility to understand the importance of these concerns. Staff members also have to understand the risks associated with the possible compromise of the availability, integrity and confidentiality of these resources. Staff members are responsible for taking appropriate actions to ensure that AISL digital resources are protected.

It is every staff member’s responsibility to report security problems. If knowledge of inappropriate material or of a security problem on the Network/internet is identified, the user should immediately notify the AISL Technology Department. The security problem should not be shared with others.

Firewall: the AISL Technology Department will maintain firewalls for Internet security. The firewalls will attempt to enable inappropriate signals from entering the AISL network.

Software that offers control and limits access to inappropriate Internet sites shall be installed on all computers being used by AISL students.

## INFORMATION TECHNOLOGY

User Access Control: Computer users connecting to the AISL network will be required to log in using a user name and password. Passwords will be required for students, teachers/staff, and guests logging onto the AISL network. Guests who wish to access the AISL network with personal computers must be given access by the AISL Technology Department.

Non-AISL computers shall not access the AISL network without permission from the Technology Department.

Virus Protection: The AISL Technology Department will treat computer viruses on an individual need basis. With a strictly Macintosh platform – AISL's network/hardware/data is not as susceptible to a majority of the computer viruses generated.

### Critical Data Back-up

The information assets of AISL are vital resources and the backing up of this "Critical Data" is essential to the operation and integrity of AISL. It is paramount that the school's "Critical Data" is backed up consistently and that this back-up data is stored properly for its protection.

A schedule will be instituted to ensure that "Critical Data" is backed up on a regular basis. AISL will use a tape back-up system for nightly back-ups and the tapes will be rotated weekly and stored off campus (in the staff residence building).

At least two AISL staff members will be trained in the back-up procedure. The process will be monitored by the Technology Department.

### User Feedback and Program Updates

AISL recognizes that changes and/or enhancements to technology instrumentation and infrastructure will commonly occur.

In this anticipated environment of change, AISL reserves the right to amend, rescind, or modify the scope or any aspect of the information Technology Policy as written. Where appropriate, recommendations for enhancements or changes to the policy will be solicited from direct users or association members at large.

It is expressly noted that AISL will cooperate fully with all local, state, or federal laws governing any aspect of the information Technology Policy.

## **APPROPRIATE USE GUIDELINES FORM**

It is the responsibility of each user to become familiar with the information Technology Policy. All individuals using AISL digital resources must comply with the following Appropriate Use Guidelines.

### **General**

1. Digital resource components including hardware and software shall not be destroyed, modified or abused in any way.
2. AISL reserves the right to grant and control access privileges to digital resources.
3. Diligent effort should be made to not waste or take supplies or equipment including but not limited to: paper, printer cartridges, diskettes, memory sticks, CD-R, DVD-R, cameras, media cards, tapes, projectors, cables, power cords, computers provided by AISL.
4. All digital resources are subject to monitoring, editing, discarding and/or disclosure solely at the discretion of AISL and without notice.
5. AISL shall not be held liable for information that may be lost, damaged or unavailable due to technical or other difficulties.
6. Upon leaving employment, staff members shall discontinue using AISL digital resources.
7. Use of AISL digital resources for commercial solicitation is prohibited.

### **Network**

1. Diligent effort should be made to conserve storage space. Users shall frequently delete old e-mail messages and unused files.
2. Malicious use of digital resources to harass others or gain unauthorized access to any computer or network is prohibited.
3. Users are responsible for the appropriateness and content of data they store, transmit and/or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are expressly prohibited.
4. Use of digital resources to access, store or distribute obscene, sexually explicit or other inappropriate material is prohibited.
5. Users shall avoid any unscrupulous solicitations.
6. Attempts to bypass web blocking or filtering software is prohibited.
7. Remote access to digital resources shall be considered the same as on-site use and shall fall under the same policies and regulations.

### **Electronic Mail**

1. All electronic mail messages (including personal messages) generated, sent, received or stored on AISL e-mail systems are AISL property.

## APPROPRIATE USE GUIDELINES FORM

1. Users acknowledge and consent to the right of the AISL administration to monitor, access, review, use, and disclose any e-mail message generated, sent, received or stored on the AISL e-mail system.
2. E-mail messages should not contain any defamatory, discriminatory, harassing, obscene, sexually explicit, abusive or otherwise inappropriate content.

### Security

1. Users may not share their ID or password(s) with any other person. Users are responsible for all activity under their account.
2. Users shall not use passwords assigned to others or access systems where authorization has not been given.
3. Users must change their network password every 90 days. Users should avoid easily guessed passwords (i.e. birth dates, phone numbers, etc.)
4. No person shall steal data, information, equipment or intellectual properties from AISL's digital resources.
5. Users shall notify the administration immediately if they identify a security problem of any kind.
6. Users shall not copy, change, read or use files from another user without their prior permission.
7. Communication and digital data may not be encrypted so as to avoid security review.

### Student Security

1. Students should notify their teacher or supervising adult whenever they come across inappropriate or questionable information that makes them feel uncomfortable.
2. Students must never make appointments to meet people in person that they have contacted on the Internet without AISL and parent permission.
3. Student personal information such as addresses, last names and telephone numbers must remain confidential when communicating or storing on any digital resource. Students must not reveal such information without permission from their teacher or supervising adult.

### Copyright

1. Users shall not plagiarize, post, distribute or use, without permission, material that was created by someone else.
2. All copy right laws and publisher license agreement terms and conditions between the vendors and AISL shall be observed. The unauthorized installation, use, storage or distribution of copyrighted software or materials on AISL digital resources is prohibited.

**Regulation**

4.300 (Cont'd)

**APPROPRIATE USE GUIDELINES FORM**

3. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies of software on AISL digital resources.
4. A copy of all digital resource licensing agreements shall be maintained by AISL Technology Department.
5. License agreements for personal copies of software installed on AISL owned computers shall be maintained on site while the software is installed.
6. The AISL Technology Department shall maintain a current inventory of all installed software and make the inventory available for audit purposes.

I\_\_\_\_\_ have read and understand the  
Information Technology  
(print name)

Policy and the above Appropriate Use Guidelines. I agree to follow these policies and guidelines while using AISL's digital resources.

I understand that violating these policies and guidelines may be deemed inappropriate use of digital resources and may be the cause of disciplinary action(s) consistent with AISL policies and regulations and may result in revoking access privileges to digital resources and/or taking any action(s) deemed necessary for the inappropriate activity.

User Signature\_\_\_\_\_Date\_\_\_\_\_

Parent Signature (for student access)\_\_\_\_\_

Date\_\_\_\_\_

If you do **not** want to allow your child to access the Internet, please initial here\_\_\_\_\_

Superintendent

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