

**PLEASE COMPLETE THE SIGNATURE SECTION
AND SEND THIS FORM BACK TO SCHOOL**

**COMPUTER NETWORK RESPONSIBILITY AGREEMENT FORM
FOR
ADULT STUDENTS**

Major Policy Provisions:

- Use of computers, networks, and online telecommunications systems must be related to students' educational activities.
- Students must recognize that computers, networks, and equipment used to support online telecommunication systems are shared devices and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the District's computers, networks, or online telecommunications systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic material.
- Students shall not intentionally spread computer viruses, vandalize data, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online telecommunications systems shall adhere to laws regarding copyright.

By signing below, students acknowledge the following points:

- I understand that Policy 5306 describes the acceptable use of computers, networks, and online communications systems.
- I agree that use of these computers, networks, and online telecommunications resources will be done in accordance with these rules and regulations (not all which have been listed here).
- I understand that failure to follow these rules may result in disciplinary action, denied or restricted use of computers, networks, and online telecommunications systems, or appropriate legal measures being taken.
- I recognize that the District has taken every reasonable measure to ensure that the information accessed over computer networks and through online telecommunications systems is appropriate.
- I also recognize that the District cannot completely control all of the information published by way of the thousands of computer workstations on our networks or by way of connected online telecommunications systems. We agree not to hold the School Board responsible if controversial material is inadvertently accessed on a school computer.

➤ Student Signature: _____

➤ Student SS #: _____ Date _____

➤ Phone Number: _____

CONDUCT AND DISCIPLINE CODE FOR ADULT STUDENTS IN TECHNICAL, ADULT, AND COMMUNITY EDUCATION

All students enrolled in an adult education program will adhere to the adult conduct and discipline code. Secondary shared time and co-enrolled students shall adhere to the Code of Student Conduct adopted for secondary students.

1. All provisions of state, county and municipal criminal codes as well as School Board policies apply to adult students while they are under the jurisdiction of The School Board of Broward County, Florida.
2. Any adult student who engages in behavior, which is in violation of any section of the criminal code, may be referred by the school administrator to the appropriate law enforcement agency. Such behavior may result in the involuntary withdrawal of the student from the school for a period of time determined by the administrator.
3. While under the jurisdiction of The School Board of Broward County, Florida, adult students may not possess or use knives or guns or use any other object defined as a weapon. The possession of a concealed weapon permit does not allow students to possess a firearm on their person or in their automobile while on campus.
4. Adult students may not be in possession of or under the influence of alcohol, marijuana, or other mood altering substances while under the jurisdiction of The School Board of Broward County, Florida.
5. Violation of Rule 3 or 4 shall result in the student being involuntarily withdrawn from all adult, alternative, vocational and community schools for one school year from the date of the infraction.
6. Adult students may not wear clothing, jewelry, buttons, haircuts or other items or markings which are offensive, suggestive, or indecent, associated with gangs or cults, encourage drugs, alcohol, or violence, or support discrimination on the basis of color, disability, ethnicity, gender, linguistic differences, marital status, national origin, race, religion, socioeconomic background or sexual orientation.
7. Behavior which is not illegal but does not meet the Conduct and Discipline Code for adults shall be managed in the following manner:
 - a. The staff person first observing the unacceptable behavior shall meet and discuss the behavior with the student and inform him/her of the consequences if the behavior continues;
 - b. If the unacceptable behavior continues, the student shall be referred to the appropriate administrator for action;

- c. If the student does not modify his/her behavior after intervention by the administrator, the administrator may suspend the student from the program for up to 10 days or involuntarily withdraw the student from the school for a period of time not to exceed one school year from date of the infraction.
8. A K-12 student who has been expelled from the K-12 program may not be accepted for enrollment as an adult student until after the duration of expulsion.
 9. Adult students disciplined under any of the above rules may appeal the decision by following the student grievance procedure.

ADULT STUDENT RIGHT TO APPEAL

Some students may feel that they have been treated unfairly under this Code and other rules and regulations. The following steps provide a fair resolution of student grievances.

The grievance procedure and timeline shall proceed according to the following rules and regulations:

LEVELS OF PROGRESSION

- | | |
|---|---|
| <p>Level I School</p> <ul style="list-style-type: none"> a. Teacher – Non-instructional b. Counselor c. Assistant Principal d. Principal/Director | <ul style="list-style-type: none"> Level 2 – Area Superintendent/Designee Level 3 – Superintendent/Designee |
|---|---|

The first step taken by the student **MUST** be with the member of the staff involved in the alleged unfair action. If the grievance is not resolved after initial contact, the adult student may involve any other person of the student’s choice in a conference with the member of the staff involved. Co-enrolled students shall involve a caregiver, parent or guardian.

If the grievance has not been resolved through the levels up to and including a conference at the principal’s/director’s level and the student wishes to proceed with the grievance, the student must submit a written statement to the principal/director within five (5) school days of the principal’s/director’s verbal denial.

The statement at this level and all subsequent levels must include:

1. name(s) of any person(s) involved;
2. date(s) on which the student feels there was unfair treatment;
3. a brief statement as to why the student feels there was unfair treatment;
4. what corrective action the student would like to see taken.
5. Copies of appropriate supporting documentation, which may include, but not necessarily be limited to, the following:
 - a. letter(s) requesting previous hearings and the actions taken;
 - b. letter(s) of reference and witness statement(s);
 - c. student papers, student work, grade reports, etc.;
 - d. attendance and medical statement(s).

The student shall receive a written response to the statement from the principal/director within five (5) school days.

Following receipt of the written denial of the grievance by the principal/director, if the student wishes to proceed further with the grievance, the student and/or his/her representative(s) shall, within five (5) school days, request in writing an appointment with the Area Superintendent and shall include a statement of the grievance as outlined above.

The Area Superintendent and/or designated representative shall have the authority and responsibility for establishing a meeting time not later than five (5) school days following receipt of the initial written contact by the student and/or his/her representative(s), the member of the staff involved, the principal/director and the Area Superintendent or their representatives, and any legal representative(s) desired.

If a decision is not reached at the meeting, all parties involved shall be notified of the Area Superintendent's final decision by mail within five (5) school days following the meeting.

Should the Area Superintendent or designated representative fail to support the grievance, the student and/or his/her representative(s) may proceed to petition the Superintendent, following the same time schedule and procedures established above. The Superintendent/designee, in turn, must follow the same time schedule and procedures established above.

Should the Superintendent/designee deny the grievance, the student and/or his/her representative(s) may appeal to the School Board, following the same time schedule and procedures established above. The School Board shall hear the grievance at the first School Board meeting which occurs at least five (5) days following receipt of the written request for a hearing.

Copies of all appropriate documents shall be placed in the student's records folder.

DISCRIMINATION GRIEVANCE PROCEDURE

The School Board of Broward County, Florida prohibits any policy or procedure which results in discrimination on the basis of age, color disability, gender, national origin, marital status, race, religion, or sexual orientation. If you feel that you have been discriminated against, you may visit or call Equal Educational Opportunities, 600 Southeast Third Avenue, Fort Lauderdale, Florida, at (954) 765-6187. Complaints relating to discrimination on the basis of sex may be addressed to the Assistant Secretary for Civil Rights, 330 C Street SW, Washington, D.C. 20202.