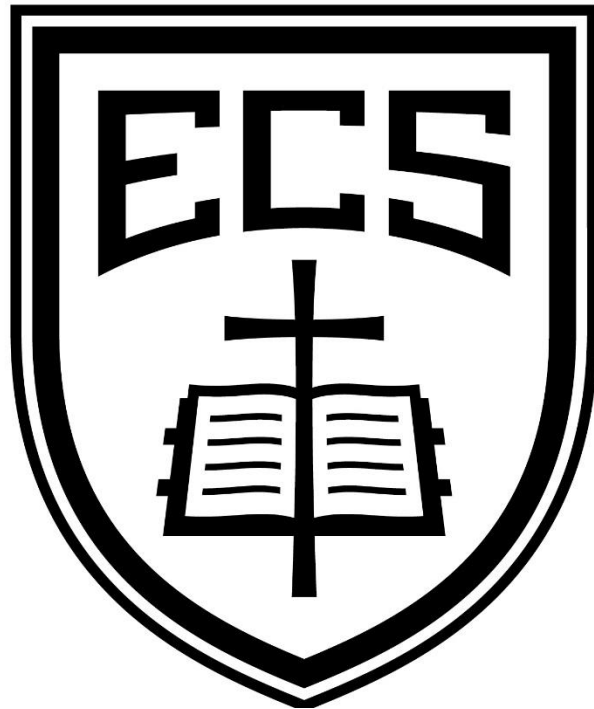


LOWER SCHOOL HANDBOOK
EVANGELICAL CHRISTIAN SCHOOL

2018-2019



GENERAL INFORMATION

MISSION STATEMENT

The mission of Evangelical Christian School is to provide the Christian family with a Christ-centered, biblically-directed education which challenges students to know the Lord Jesus Christ and to develop the vision and practice of excellence in academics, character, leadership, and service to others.

CORE VALUES

Evangelical Christian School expects that each member of its community will:

- Exhibit unconditional love while maintaining uncompromising truth.
- Exercise responsible stewardship.
- Demonstrate personal integrity.
- Exercise authority with grace and submit to authority with respect.
- Build a climate of trust.

GUIDING DOCUMENTS AND VALUES

The ultimate authority for ECS comes from the whole counsel of God as found in the Old and New Testaments of scripture. This whole counsel was committed by Paul to the elders in Ephesus (Acts 20:27). Further, Paul states to Timothy that scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness so that the man of God may be thoroughly equipped for every good work (I. Tim 3;16). Also, Jesus commanded that we be “sanctified in the truth, thy word is truth” (Jn. 17:17). He also stated that “...not the smallest letter, nor the least stroke of the pen, will by any means disappear from the Law until everything is accomplished.” (Matt. 5:18). In conclusion, Jesus revealed to John in Revelation that no one should add to this book or take away from the book. (Rev. 22:18)

Additionally, ECS follows the interpretation and application of scripture to all areas of life as broadly held by the evangelical community on a local, national and international basis. The beliefs and widely held positions are supported by the Westminster Confession of Faith, Baptist Faith and Message, the Lausanne documents and the Evangelical Council for Financial Accountability

More specifically, ECS is guided by our doctrinal statement, the organizational mission statement specific to our discipleship model of Christian education, our core values statement and our three fold cord philosophy outlining the role of home, school and church. The doctrinal statement is supported both by scripture and specific application of scripture to the mission of ECS as supported by the Evangelical community. The discipleship model of ECS is rooted in the scriptural principal that a student will become like his teacher when fully trained (Lk. 6:40). Also, there is great responsibility of a teacher not to do anything that would cause a “little one to stumble.” (Mk. 9:42).

PURPOSE AND DOCTRINAL STATEMENT

The purposes of Evangelical Christian School are stated in its Charter, Article V:

1. To establish, own, maintain and conduct a school (or schools) for the daily instruction of children directed toward the end that these children may occupy their places worthily in society, church and state; and the educational program shall be based upon the following educational principles:
 - a) Christian education has its formation in the Creator-creature relationship taught in the Scriptures. It is understood as a process wherein a child’s personality is formed by instruction in the truth of God and human knowledge permeated with that truth.
 - b) The responsibility for education rests upon the parents (Deut. 6:6-9, Eph. 6:1-4). They may delegate a part of this responsibility to an institution which is able to carry forward their God-given task. The authority of the teacher in discipline and character training is derived from the fact that he stands in loco parentis and the teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.
 - c) The child is regarded first of all as a spiritual—physical creature, created in the image of God, capable of learning, knowing, and obeying the truth of God’s Word and the laws of His creation. He is also regarded as a social creature standing in relation to his fellow man, having moral, intellectual and social needs.
 - d) The curriculum of the Christian school is the medium through which the child is oriented to a life in Christ and to the culture of this world to the end that the child might have fellowship with and serve God in this life and the life to come.
2. To act as a religious corporation to propagate, through schools and otherwise, the evangelical Christian faith, as expressed in the following doctrinal statement.
 - a) The basis of The Evangelical Christian School is the infallible Word of God, written, the Scriptures of the Old and New Testament, as they are generally interpreted in the historic evangelical confessions of faith. In accordance with these confessions, we hold unreservedly to the sovereignty of God, revealed in the Lordship of Jesus Christ, over the world and thus over every department of human activity, and submit unconditionally to the authority of Holy Scriptures, thereby recognizing

these scriptures as the supreme and final standard for Christian education and all matters of faith and life. On this basis we subscribe the following articles of belief:

- b) We believe in the Scriptures of the Old and New Testaments as verbally inspired by God, and inerrant in the original writings, and that they are supreme and final authority in faith and life;
 - c) We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit;
 - d) We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man;
 - e) We believe that man was created by an immediate and direct act of God, in the image of God, that he sinned, and thereby incurred not only physical death, but also that spiritual death which is separation from God; and that all human beings are born of a sinful nature, and in the case of those who reach moral responsibility, become sinners in thought, word and deed;
 - f) We believe that the Lord Jesus died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the ground of His shed blood;
 - g) We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and His present life there for us, as High Priest and Advocate;
 - h) We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness;
 - i) We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God;
 - j) We believe in the bodily resurrection of the just and the unjust, the eternal blessedness of the saved, and the eternal retribution of the lost.
 - k) We, therefore, believe in:
 - l) The Deity, Virgin Birth, Vicarious Death, Physical Resurrection, Ascension, and personal return in Glory of the Lord Jesus.
 - m) The Personality, Deity and Work of the Holy Spirit.
 - n) The Personality of Satan.
 - o) The Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers and Retribution of Unbelievers.
3. To do all things necessary and proper for the carrying out of the above purposes; and to that end, this corporation shall have and exercise all powers granted to nonprofit corporations under Tennessee law.

SCHOOL GOVERNANCE AND MANAGEMENT

Evangelical Christian School is governed by a Board of Trustees. The Board currently consists of 21 men who are school parents or school grandparents. The primary functions of the Board are to act as the guardian of the mission of Evangelical Christian School, to develop the major institutional policies and the long-range plan, to hire the president, and to be responsible for the financial viability and stability of the school. The day-to-day operation of the school rests

with the headmaster, the administrative staff, and the faculty. Under the leadership of the president, they are responsible for developing and implementing operational policies and procedures and for managing the various school programs.

POLICIES AND PROCEDURES

Belief Statement: Scripture teaches us that organizations should be structured and operated within a designed framework (I Corinthians 14:40). In keeping with that exhortation, ECS Lower School administrators and faculty have developed the following policies and procedures for the effective operation of our Lower School campuses.

ANNOUNCEMENTS

A folder is sent home with papers to be signed and returned to the school on Tuesday each week. Please sign up for “My Alerts” on our school website (www.ecseagles.com) to subscribe to your child’s teacher webpage, campus webpage, and any other areas of interest for your family. The teacher webpages are used for classroom news, activities, homework, and/or schedules posted on the Google calendar. Please check the ECS website, www.ecseagles.com, for current activities, calendars, and updated information pertinent to each campus.

ANNOUNCEMENTS OF CLOSING DUE TO INCLEMENT WEATHER

In the event of inclement winter weather (snow or ice) and/or dangerous traveling conditions, ECS will make announcements as to school closing through text messages, email, and the website. Parents are advised to check these sources early in the morning and during the school day if a storm develops.

ATTENDANCE POLICY

School hours are from 8:15 am to 3:15 pm.

ABSENCE AND ATTENDANCE

Absence from school usually results in reduced learning. Extensive absences can make it difficult for a student to stay current at ECS and may put a student in a position where academic success becomes virtually impossible.

Parents must sign students in or out in the school office when leaving or returning to campus.

Absences

Call the Lower School office at 754-4420, or send an email to your child's teacher and lowerschool@ecseagles.com if your student is or will be absent.

When your child is absent from school, his/her work may be picked up each day. If you want to get your child's work, contact your child's teacher **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will make every effort to have the work ready and in the office by 2:45. Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier in the day.

ECS strongly encourages parents to submit a note prior to any planned absence.

Though we understand and appreciate the value of family vacations and mission trips, we strongly recommend that such trips not be taken during school. Research indicates that if a student misses 7 days a year, his academic work suffers. There is also an impact on the community of learners as well as the teacher. However, if extenuating circumstances do not allow you to plan such trips when school is not in session, **send a written note or email to obtain administrative approval in advance and to arrange for make-up work.**

Students should stay home if they are sick. If a student is too ill to come to school, everyone will stay healthier if he/she stays home until well. Please remember that a student should be **fever-free (without fever-reducing medication) and/or vomiting and diarrhea** for 24 hours before returning to school. Health care professionals stress the importance of this policy for the well-being of our entire school community.

Student absences from class or school for all or part of a day fall into two categories: excused or unexcused. Examples of EXCUSED absences include, but are not limited to personal illness, a serious illness in the family, a death in the family, a school-sponsored trip, a medical appointment, a court appearance, a family or church-related activity, or an absence due to providential hindrance.

Examples of UNEXCUSED absences include, but are not limited to, in-school suspensions, out-of-school suspensions, sleeping in, and staying home to "study for a test" or "catch up on work." Unexcused absences are subject to academic penalties at the discretion of the principal. For each in-school

suspension, out-of-school suspension or truancy, two (2) points will be deducted from student's quarter grades.

Remember that all planned, extended absences must receive prior approval. Please submit a written request (email is acceptable) to Mrs. Cowart (**copy your child's teacher**) *as soon as you know about your planned absence. If you want your child's work for the days of the absence, please request it when you submit your letter.* Every effort will be made to have that work ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the student returns.

Whether an absence is excused or unexcused, the student is expected to make up missed work in a timely manner. Work not made up in a timely manner may receive a reduced score or a zero. Your child's teacher will inform you of dates due.

Excessive absences may require a parent conference.

Procedure for early dismissal (for appointments, etc.)

A. Parent sends a note or email stating the reason for early dismissal and the date and time the student is to be dismissed. If possible, this note is to be sent to the teacher at least 24 hours prior to the appointment.

B. When picking up a child before the end of the school day, the parent goes to the office to sign the student out. Students are then called to come to the office.

C. Students checked out before 11:30 am will be counted absent if they do not return to school for the remainder of the school day.

3. Policy regarding dismissal of sick student

Students who are running a fever of 100 degrees (F) or higher and/or who have vomited or had diarrhea at school should be picked up as soon as possible. Parents or an emergency friend will be contacted by the school office and the parent will sign the student out in the office.

4. Policy regarding tardiness

It is our desire to maximize the time for which you have entrusted your child to us and for each student to receive the finest education. We realize there are occasions when things will happen that hinder a parent from getting his or her child to school on time. **However, a pattern of tardiness is problematic because it not only negatively impacts the student that misses class due to the late arrival, but it also disrupts the rest of the class.**

A. Students should be seated in the classroom and ready to begin work at the assigned time for class to start.

B. Students who are tardy must report to the office with their parent.

C. **School officially begins** at 8:15 a.m. (A five minute grace period is given before roll is taken.)

- Students will miss some recess time when he or she receives **10** tardies in the semester.

- The student will lose additional recess time for every additional **2** tardies within that semester.
- **Ten or more tardies will exclude a student from receiving an attendance award.**

BRINGING AND PICKING UP CHILDREN

The school cannot assume responsibility for students who are not in child care prior to 8:05am or later 3:45 pm. Parents' cooperation is necessary in this matter for the safety of the students and for the care of the school facilities.

CAMPUS VISITORS

Any visitor to the campus is to report directly to the school office. Lower school students may not invite friends or family to spend the day at school. All visitors, including parents, must check in through the office before entering other parts of the building. All visitors are required to wear a visitor's badge. Please sign in and out in the office.

CHANGE OF ADDRESS, ETC.

When a student's address or telephone number changes, it is imperative that the change is reflected on the family's website profile, reported to the appropriate branch office, and to the Business Office as soon as possible.

CLASSROOM COURTESIES

1. Upon entering the classroom students should take their seats promptly and quietly.
2. Speaking out or expressing disapproval when another has the floor is both rude and unfair. There is never an excuse for disrespect.
3. Students should bring proper materials and supplies to class: books, notebook, homework, paper, pen, pencil, etc.
4. Class will be dismissed by teacher. Students should not be discourteous by getting up before they are dismissed.
5. Students should knock before entering a class that is in session. Wait to be recognized before making a request.
7. Christlike conduct is expected of all ECS students.

CONCERN FOR PROPERTY

God has provided our school property, facilities and equipment. Students should consider our school a blessing from Him and should do all in their power to keep the buildings in good order and attractive. Any student known to deface or destroy school property will be assessed the full cost of repair or replacement and will be subject to disciplinary action.

CONFERENCES

A Conference Day will be scheduled during the fall of each school year. Teachers hold conferences with parents on this day, and students do not attend classes. Parents may request and schedule a conference with a teacher any time during the school year by calling the branch office. Unscheduled 'drop-in' conferences are discouraged. Teachers may also contact parents for additional conferences if warranted.

PRAYER AND CHAPEL

All students begin each school day with a time of prayer in their classrooms. This may include the reading of Scripture, prayer, and the singing of a hymn or gospel song. Once a week students in grades 1 through 5 at each branch worship together in a chapel service. Parents are invited to attend the weekly services. Students are encouraged to make these worship times meaningful and relevant spiritual experiences. "So that with one heart and mouth you may glorify God." Romans 15:6

DRESS CODE

The parents' and students' cooperation in the matter of dress for all students and hair length for boys is an important factor in the overall training in Christian conduct at ECS. ECS needs the wholehearted support of every parent and student in order to do an adequate job spiritually, academically, and socially. Current information about uniforms and dress code may be obtained in the office of each branch of the Lower School and on the ECS website. **Please label all garments and belongings.**

EMERGENCY PROCEDURES

Periodic fire drills, tornado, and earthquake drills will be conducted. Teachers and students are instructed as to proper procedures. Your child's safety is important to us. Security measures are in place to protect your child.

GRADING PROCEDURES

The school year at ECS consists of two semesters made up of four nine week quarters. Grades are issued by report cards at the end of each grading period.

The following scale will be carried out for graded subjects from first grade through fifth grade:

A +	98-100
A	93-97
A -	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69

Progress in the ungraded subjects in the Lower School will be marked:

E- Excellent G-Good S- Satisfactory N- Needs Improvement U-Unsatisfactory

GUIDELINES FOR CLASS PARTIES AND FIELD TRIPS

Parents and adult sponsors involved in the planning of and the participation in recreational, social, and educational activities should properly chaperone the students at all times and assume the responsibility of seeing that the students conduct themselves properly. A permission slip must be completed and signed by parents prior to each outing. **Younger siblings should not attend these activities.** Field trip drivers must complete insurance forms for volunteer drivers that is found on the school website.

HOMEWORK

Homework assignments are given to reinforce skills taught in the classroom. Homework should be completed neatly and returned on time. Failure to do so may result in lower grades or detention.

Lower school students are not assigned homework on Wednesdays, except for math, so that families may attend church worship services. Independent reading is expected at all grade levels in addition to assigned homework.

HONOR ROLL

The First Honor Roll consists of students with all A's in academic courses and no N's or U's in conduct and special area classes. The Second Honor Roll consists of students with all A's and one B in academic courses and no N's or U's in conduct and special area classes. Awards are given at Awards Day for students who have an A average for the entire year with an E, G, or S average in conduct for the year.

LIBRARY

Each branch of the Lower School has a well-equipped library. Students may check out books during their regular weekly library period or during Open Library. All library books must be turned in before a student can receive a report card at the close of the school year.

MAKE-UP/MISSED WORK

When your child is absent from school, his/her work may be picked up each day. If you do want to get your child's work, call the school office **in the morning**. Early notice will give the teacher time to get the work together without having to take time away from instruction. The teacher will have the work in the office at the end of the day (dismissal time). Often teachers do not have a special area class until the last hour of the day and are not able to have the work in the office earlier than 2:45 p.m.

Remember that all planned, extended absences must receive prior approval. **Please submit a written request to the Principal as soon as you know about your planned absence.** If you want your child's work for the days of the absence, please request it when you submit your letter about the planned absence. That work will be ready for your child on his/her last day before you leave. Any work that cannot be given ahead of time must be made up when the students returns.

MEDICATION

Should your child need to take medication during school hours, please stop by the office and complete a medical information form. The medicine should be sent to the office in the original prescription bottle. Students are not allowed to keep medicine in the classroom. No general medication (Tylenol, etc.) is given without specific parent permission.

MISCELLANEOUS POLICIES FOR LOWER SCHOOL

1. Teachers will clarify the amount of noise allowed in different areas of the building. Running is not allowed in the building.

2. Chewing gum is not permitted in school (unless allowed by the teacher for specific reasons) or on field trips.
3. No tobacco products may be brought to or used at school.
4. Knives, weapons of any sort, and books, magazines, records or CD's that are deemed inappropriate are not to be brought to school. Smart watches, such as the Apple watch, are not allowed at Lower School.

POLICY LIMITS

Our discipline guidelines apply to students while they are on campus, on ECS operated school vehicles or at recognized school functions. While behavior at other times or places is an individual and parental responsibility (and not the school's), behavior that reflects negatively on the school cannot be ignored. Therefore, behavioral offenses which occur outside the limits established in the discipline policy will be considered as to the severity and the impact on the school's reputation.

SUSPENSION AND EXPULSION

Students may be suspended from ECS by the Principal of the Lower School for activities that warrant such action. The length of the suspension will depend on the individual circumstances after a conference with parents.

TELEPHONE

1. Students will not be called to the telephone at school except in case of an emergency.
2. Parents are requested not to call in a message for a student unless it is urgent.
3. Students may not use personal cell phones without specific permission from a school authority and must do so only in the presence of a school authority. **Student cell phones must remain turned off and inside a backpack at all times while on school property.**

WITHDRAWAL POLICY

In the event it is necessary for a student to withdraw from ECS, parents should immediately contact both the branch office and the Business Office to make arrangements.

Evangelical Christian School Lower School	Germantown, TN 38139
1920 Forest Hill-Irene Road	901-754-4420

CONDUCT POLICIES

Belief Statement: The standard of conduct for all students at ECS is based upon key principles laid out in scripture for the Christian community such as encouraging one another and building up one another, respecting those who work hard among you and who are over you, holding them in highest regard in love, living in peace with each other, being patient with one another always try to be kind to one another, holding on to the good, and avoiding every kind of evil (I Th. 5:11-24)

Because our school bears the name of Christ, a high standard of conduct is expected of staff and students alike. Our conduct should be consistent with our basic concept of life, and since we hold to the commandments to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions, as well as in our attitudes toward each other.

INTERPERSONAL RELATIONSHIPS

The guidelines for conflict resolution followed by the ECS family (teachers, students, staff and parents) are set forth by our Lord Jesus Christ in Matthew 18:15.

¹⁵ "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother."

Our emphasis is on going to the person first with the goal of reconciliation, so that the end result is having "gained a brother".

STUDENTS AS IMAGEBEARERS

Belief Statement: God establishes the identity of all created beings in the first book of the Bible. He clearly states that "So God created man in his own image, in the image of God he created him: male and female he created them. He knows each of us so well that the psalmist proclaimed His knowledge of us when he formed our inward parts and knitted us together in our mother's womb. Further, he affirms that we are fearfully and wonderfully made (Ps. 139:13). Additionally, we are told that we are to grow up into him who is the head, into Christ from whom the whole body is joined together (Eph. 4:15-16).

CLASSROOM DISCIPLINE

The ultimate goal of discipline is self-discipline that is centered in a personal commitment to Jesus Christ as Savior and Lord of one's entire life. Obviously, not all students have reached this level of discipline in their lives and need certain reminders to guide them at times.

Positive reinforcement is used as an encouragement for following instructions, good conduct, and kindness to others.

Discipline includes many factors: a search for the reason for misbehavior, remedial actions to remove the cause for misbehavior, penalties, and repentance on the part of the student.

Punishment is not meant to be enjoyable, but it should be consistent and fair. Attempts will be made to have the penalty 'fit the offense'. It is expected that parents will support the proper use of discipline within the school. A discipline sheet will be sent home when parental help with and/or notification of a problem is needed. The teacher will share with the parents any unusual circumstances when parental knowledge or help is desirable.

Penalties may include silent lunch, detention hall, time out, or a written assignment.

The first step in the handling of a discipline problem usually involves the student and the teacher. It is hoped that any discipline problem will be resolved at this level. If it becomes necessary, the parents and/or Principal may become involved.

BULLYING POLICY

Bullying is any persistent, willful, and deliberate action done by an individual or group to hurt, distress, upset, frighten, or threaten another person or persons. It is not an isolated incident of argument or aggression between students.

Bullying can take many forms, including, but not limited to verbal harassment, social intimidation, cyberbullying, and physical threats or actions. The school disapproves of bullying in all its forms and considers it a most serious offense. Students know that bullying is completely unacceptable and that they must inform the teacher if it happens to them. All members of the school staff are required to report incidents of suspected bullying to the teacher and principal.

CONSEQUENCES

The following steps may be taken when dealing with incidents of bullying:

- If bullying is suspected or reported, the incident will be dealt with immediately by the teacher.
- A clear account of the incident will be recorded.
- Parents will be informed.
- Appropriate counseling and consequences (including the possibility of suspension or expulsion) will be given to those involved.

ECS Student Identity Belief Statement

We believe that the whole counsel of God as found in the Old and New Testaments of Scripture provides the framework of God's intent for relationships. In that full context, human sexuality is a gift from God to be celebrated and culminated exclusively within marital parameters between males and females made in His image. Outside these boundaries, sexuality becomes distorted as people choose to exalt self rather than entering into a covenant which should reflect the inner workings of the Trinity and the relationship between Christ and His Church.

Because human sexuality involves the whole person: physically, mentally, emotionally, and spiritually, ECS has concern about sexual and relational behavior among its students. We believe that the sexual behavior and relationships of our students will flourish only when aligned with biblical Truth. Deviation from biblical Truth will create uniquely

harmful effects upon students, their relationships with God, and within the ECS school community.

God designed humans uniquely as male and female with distinct roles and purposes, therefore we ascribe equal dignity and worth to both. We regard confusion and blurring between maleness and femaleness as manifestations of the brokenness of our fallen condition rather than reflections of God's creational intent.

While issues involving sexual relationships and identity are not characteristically present in Lower School, if any such issues arise, they will be firmly addressed by faculty and administration with discretion and compassion.

TECHNOLOGY

ECS Technology Belief Statement

We believe that technology is given by God as a tool to enhance communication and learning. The use of technology is both about what we see and what we share. Scripture speaks to our use of sight by describing the eye as the lamp of the body and if your eye is healthy then your whole body will be full of light but if your eye is bad then your whole body will be full of darkness. Scripture also speaks to the power of what we share when we are warned about the power of the tongue and the problems which results when we use it to both bless and curse (Ja. 3:10).

ECS employs laptops, iPads, and Chromebooks as ways to enhance the teaching of skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole. In order to make these resources available to everyone, students who use the school's technology will do so in a way that is consistent with its educational purpose. The use of the computers must be in support of education and research and must be consistent with academic expectations of ECS.

The policy is simple and broad:

1. Do not cause damage to or change any settings on the computer;
2. Use the computer for school related work only;
3. And do not seek to access any areas that would embarrass the school or dishonor the Lord.

Several examples of what the policy means are listed below. ***This is not an all-inclusive list.*** These examples are to help guide you in your understanding of the policy. If you have questions, discuss it with a faculty member.

- No student will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.

- No student will deliberately access educationally inappropriate materials or show others how to do the same. This particularly important in light of the very strength of the internet, its largely unregulated offering of thousands of different places to visit, means that some internet sites contain sexually explicit or other material which is clearly unrelated to the school's educational purpose.
- The use of "chat rooms" and the unauthorized "downloading" of files are strictly prohibited.
- No student will falsely identify themselves in communications nor misrepresent Evangelical Christian School.
- Each student will respect and uphold copyright laws.
- Each student will follow any other regulations posted in the computer lab or other room where computers are in use.
- Each student will follow the directions of the adult in charge of the computer lab or other room where computers are in use.

Security and Privacy

While powerful content filters are in place, **ECS** cannot assure that users will not be exposed to unsolicited information. Any such material should be immediately brought to the attention of the technology instructor.

Network storage areas will be treated like school lockers. Network and/or school administrators and teachers *may review files, bookmarks, and communications under the same standards set for school lockers to insure the integrity of the electronic media.* **Privacy is not guaranteed for files stored on school servers.** Files will not be maintained indefinitely.

Student Responsibilities

The network is provided for students as a rich and powerful education resource. Access to network services is given to students who agree to act in a considerate and responsible manner. Student use must be consistent with the educational objectives of **ECS**.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Sanctions

The use of the electronic networks and internet is a privilege, not a right, and inappropriate use will result in cancellation of privileges and possible disciplinary action. Access entails responsibility.

School administrators will deem what is inappropriate use, and their decision is final.