

# **Pittsburgh Science & Technology Academy**



**Student Handbook**  
**2022-2023 School Year**

# Welcome!

Welcome to the Pittsburgh Science & Technology Academy: where any student with an interest in science, technology, engineering or math can develop skills for a career in life science, environmental science, computer science, or engineering.

Our curriculum is tailored to students who have a passion for science, technology, engineering or math. Our environment is one of comprehensive support for students, parents, and faculty. We exist to provide opportunities, every day, for students to Dream. Discover. Design.

Every day our students set goals and generate ideas, research and discover answers, and design real solutions for the kinds of real-world problems that they'll face after graduation. We promise to do our part to graduate students college-ready and prepare them for post-secondary opportunities.

## **SciTech EDUCATIONAL EQUITY POLICY**

We believe Educational Equity is defined by ensuring that all students, regardless of their race, gender, sexual orientation, disability, ethnicity, language, religion, family background, or family income are provided the resources they need in order to be successful.

Educational equity is grounded in social justice, the belief that every student deserves the opportunity to succeed, and high-quality teaching and curricula that allow them to feel safe, seen, heard and valued while providing them with the skills they need to overcome inequity. Educational equity requires both instructional and policy developing tasks that embrace the values of equity. (Please review our Educational Equity Policy that includes our collective commitments)

## COMPACT OF UNDERSTANDING

<p>s a SciTech <b>STUDENT I...</b></p>	<ul style="list-style-type: none"> <li>• Believe in myself and encourage others to do so too.</li> <li>• Treat others with kindness, accept who they are, and celebrate our differences.</li> <li>• Consider the impact of my actions on myself and others.</li> <li>• Give grace to others in my learning community. Assume best intentions, inquire mindfully.</li> <li>• Initiate and engage in courageous conversations.*</li> <li>• Practice accountable and restorative talk.*</li> <li>• Communicate with my teachers or other SciTech staff if I encounter barriers/ need support.</li> <li>• Use feedback from staff to grow in my understanding and revise my work to continually improve.</li> <li>• Plan/set goals for turning in assignments so that I can continue on my learning path.</li> <li>• Engage in class and the learning community to demonstrate my learning progression.</li> <li>• Acknowledge that self-care: sleep, rest, and rejuvenation are important so that I can arrive at school on time and be and do my best.</li> <li>• Bring my materials, mind, and body to the class, ready to learn.</li> <li>• Know where class resources are located.</li> </ul>
<p>As a SciTech <b>STAFF MEMBER I....</b></p>	<ul style="list-style-type: none"> <li>• Believe in all students’ abilities to reach their highest potential and support them in doing so.</li> <li>• Treat others with kindness, accept who they are, and celebrate our differences, and encourage students to do so.</li> <li>• Give grace to others in our learning community. Assume best intentions, inquire mindfully.</li> <li>• Practice accountable and restorative talk.*</li> <li>• Listen and affirm students’ perspectives when they communicate about barriers/ need support.</li> <li>• Provide constructive feedback in a positive manner acknowledging there is room to grow and progress.</li> <li>• Utilize data to differentiate learning to create rigorous, relevant lessons.</li> <li>• Provide equitable learning support and flexibility to students.</li> <li>• Implement socio-emotional learning and support self-care practices/skills.</li> <li>• Promote and elevate student voice.</li> <li>• Develop positive partnerships with students and families focused on student success.</li> <li>• Develop expectations collaboratively with the learning community.</li> <li>• Communicate how to access student resources and supports.</li> </ul>
<p>As a SciTech <b>FAMILY MEMBER I...</b></p>	<ul style="list-style-type: none"> <li>• Believe in and celebrate my student’s potential!</li> <li>• Encourage your student to treat others with kindness, accept who they are, and celebrate our differences.</li> <li>• Give grace to others in our learning community. Assume best intentions, inquire mindfully.</li> <li>• Practice accountable and restorative talk* with school community.</li> <li>• Listen and affirm students’ perspectives they communicate about barriers/ need support.</li> <li>• Support my student’s abilities to take care of social-emotional and mental health (such as healthy eating, sleep, and activities that lead to their rejuvenation).</li> <li>• Develop positive partnerships with the staff to support the success of my student.</li> <li>• Collaborate with my student and their teachers as partners in the learning process.</li> <li>• Know where to view student grades, classwork, and student resources.</li> </ul>

This document was developed jointly by students, staff and families and is reviewed during the school year.

*\*Restorative Practices: Focuses on strengthening relationships between individuals as well as social connections within communities. (By using: Community circles, informal conferences, “I” statements)*

*\*Courageous Conversations: A framework to establish a safer environment to have conversations about race, equity, and social justice.*

## **ACADEMIC STEM CONCENTRATIONS**

Our students focus their studies in one of four areas after they finish the ninth grade. In each “concentration” students go beyond the traditional high school experience in a series of courses unique to SciTech. These focused classes prepare students for the types of real challenges they will face after graduation and put them at the forefront of fields that have the power to change our world – from curing chronic disease to addressing global climate change. Students leave their concentration ready for success, whether they pursue a career in science, engineering, computing, or another area of interest.

### **Computer Science (Computers & Connections)**

With the key building block of computational thinking, students create computer-based animations and graphics. Web-based projects lead to rigorous courses in programming and computer science geared toward scientific research. Advanced courses apply students’ skills to the creation of complex applications with real world relevance.

### **Engineering (Form & Function)**

Taking a materials science perspective and relying on Computer-Aided Design (CAD), students confront challenges in mechanical and structural design. With the addition of electrical systems, students develop the knowledge and skills to be consultants, bringing a product or structure that meets a societal need from an idea to reality.

### **Environmental Science (Environment & Energy)**

Using a systems approach, students grapple with the complexity of interactions in ecological systems. Focusing on atmospheric phenomena, energy transformations and materials cycles allows students to understand interactions between humans and the environment. Case studies enable students to evaluate decisions in real-life situations.

### **Life Science (Body & Behavior)**

Considering life at a variety of organizational levels, students explore the implications of the molecular unity of life. From information storage and cellular function to organism diversity and community organization, students apply genomics to start addressing the most pressing biological problems on Earth.

## **CONCENTRATIONS MAGNET POLICY**

Students who fail a class in their concentration area (beginning in 10<sup>th</sup> grade) will need to complete a self-directed project(s), designed by the concentration teacher, which evidences their knowledge for the course. Students will have until the end of the next quarter to complete the project. The requirements for the self-directed project will be included in the contract noted above. Once the student successfully completes the project, they will receive a passing grade for that quarter.

This opportunity will be provided to a student only twice during their time at the Pittsburgh Science & Technology Academy. If a student fails a concentration class a third time, or refuses to complete a self-directed project, they will be removed from SciTech at the end of that school year. Finally, students must have an overall 2.0 in their concentration area at the end of the year to return for the next school year.

## **STUDENT INFORMATION**

### **ATTENDANCE**

Attendance is expected from every student, every day, to every class. There is often a direct correlation between a student's attendance and their academic success.

#### **Arrival**

Specific information will be mailed to all students and their families regarding student entry from 6:50-7:10 AM. After 7:10 AM, all students and visitors must enter the school building via the Main Entrance on Thackeray Street. Security/safety procedures require that individuals must have their belongings searched. Once students have arrived on school grounds, they may not leave school grounds for any reason until dismissed, unless permission is given. Students are to remain on school property when arriving to school in the morning and should not leave campus for any reason, even if they are able to return before school begins. Students should also remain in designated areas while waiting for busses afterschool. No one is permitted to wait on private property or the roadways off school property.

#### **Bag Check**

Please note that all student bags will be checked when they enter SciTech. Please review the list below regarding items that are not permitted to be brought into the school.

#### **Weapons and Dangerous Instruments**

- Any item that could inflict serious bodily harm or injury, including mace/pepper spray and lasers
- Refer to Weapons and Dangerous instruments in PPS Code of Student Conduct

#### **Drugs/ Medications**

- Over-the-counter medications
- Prescription drugs in their original containers NOT approved by the school nurse
- Miscellaneous pills, or drugs not in the original container
- See additional details in the PPS Code of Student Conduct

#### **Tobacco Products and/or accessories**

- Cigarettes/ Chewing tobacco
- Lighter/ Matches
- Vaping Pens/Mods/Vaporizers

#### **Liquids- Not Permitted**

- Open beverages
- Liquid in unsealed containers

## ABSENCES

Absence is defined as non-attendance in school in an individual class, the entire school day or a combination of both. **Absence includes tardiness to class and/or school as well as early dismissals.**

### Excused Absence

An “excused absence” includes the absence of a student for any of the following reasons:

Illness or other urgent reasons - Upon receipt of satisfactory evidence of mental, physical or other urgent reasons, a parent’s written note will excuse a student’s absence.

Health Care - A student may be excused during school hours to obtain non-school professional healthcare, including emergency care, hospitalization and/or quarantine. Documentation from the treating licensed health care professional shall be obtained and provided to the school.

Bereavement - A student may be temporarily excused from school for bereavement and/or to attend the funeral of a family member. All such excusals must be reported to and approved by the School Principal or his/her designee.

Religious Holidays and Religious Instruction - A student shall be excused from school for absences occasioned by the observance of the student’s religion recognized by the Board of Education as a bona fide religious holiday.

Weather Emergency - A student may be excused from school for weather emergencies, impassable roads and school transportation issues. The School Principal or his/her designee determines whether a student’s absence will be excused for these reasons.

Involuntary Exclusions - A student who is lawfully absent from school or class due to involuntary exclusion shall be excused. An involuntary exclusion includes suspensions (in-school and out of school), temporary alternative placements and incarceration or home-detention.

School-Approved Activities - A student absent from class or school due to participation in a school, Principal or teacher approved activity, including, but not limited to field trips, service learning, assemblies, support groups, counseling, mentoring, or tutoring shall be lawfully excused.

Other Principal-Approved Excusals - A School Principal or his/her designee may excuse a student from attendance for lawful reasons.

– Approved Excusals are educational vacations, college visitation, counseling or support groups, or social service agency appointments including, but not limited to Children, Youth and Families. A maximum of three (3) excusals will be permitted for educational vacations.

### Unexcused Absence (Unlawful Absence)

All absences that are not excused pursuant to this policy will be considered Unexcused. If a student is under age 18, then an absence that is not excused pursuant to this policy will be considered Unlawful and Unexcused. Tardiness that results in a student missing class without a written lawful excuse will be considered an Unexcused and/or Unlawful absence. **Parents/guardians shall submit written explanations for Excused Absences within three (3) calendar days of the absence.** If the school does not receive a written explanation within three (3) calendar days of any absence, the absence will be permanently counted as Unexcused and/or Unlawful. After 3 unexcused absences a student may be referred to the District Magistrate for a Truancy Hearing.

**TARDY TO SCHOOL**

Arriving on time to school and class is an important factor to school engagement and success. Repeated unexcused absences or their equivalent, including unexcused tardy minutes, constitute truancy as defined as defined by the Student Code of Conduct. \*

If you arrive late to school or are not in your Period 1 class on time:

- Report directly to the office to be marked tardy to school and receive a slip to class or use your student ID to scan in to receive your tardy slip to present to the teacher
- Students who are repeatedly tardy to school may be issued a consequence. • All instances of lateness (excused and unexcused) will accumulate on a yearly basis.
- Please note the following consequences for unexcused tardies:

Unexcused Tardies	Continuum of Consequences
5 tardies to class	<ul style="list-style-type: none"> <li>• Teacher has restorative conversation/review expectations with student and calls parent.</li> </ul>
10 tardies to class	<ul style="list-style-type: none"> <li>• Teacher has restorative conversation with student/review expectations/calls parent and notifies grade level administrator, Project Specialist, and appropriate Social Worker.</li> <li>• Documentation is submitted via a referral in eSchoolPlus.</li> </ul>
15 tardies to class	<ul style="list-style-type: none"> <li>• Teacher has restorative conversation with student/review expectation/calls parent and notifies grade level administrator, Project Specialist and appropriate Social Worker. Student conferences with principal’s designee and parent/guardian.</li> <li>• Administrative Action</li> <li>• Documentation is submitted via a referral in eSchoolPlus.</li> </ul>
20 tardies to class	<ul style="list-style-type: none"> <li>• Teacher has restorative conversation with student/review expectation/calls parent and notifies grade level administrator, Project Specialist and appropriate Social Worker. Student conferences with principal’s designee and parent/guardian.</li> <li>• Administrative Action</li> </ul>

- Parents may write up to ten excuses per year for student tardies to school and early dismissals due to illness. Parents/guardians shall submit written explanations for tardies to school due to illness within three (3) calendar days of the tardy.

**Tardy to Class**

Students are expected to attend all their classes (including lunch and activity) and be on time according to the 2022-2023 bell schedule. Anytime a student is late after the official class period begins, it will be marked as tardy. Five (5) tardies will result in a referral.

If a student is out of class for more than 10 minutes without a staff member excuse, this will be considered a class cut and is a referable offense.

**For More Information on the PPS Attendance Standards & Procedures – Please See The PPS *Code of Student Conduct***

## SciTech CODE OF STUDENT CONDUCT

The Pittsburgh Science and Technology Academy is a proud part of the Pittsburgh Public School system. As part of this overall system, the Academy follows all guidelines and Pittsburgh Public School policies. For a full version of the Pittsburgh Public Schools Code of Conduct, please visit the Pittsburgh Public Schools website @ [www.pghschools.org](http://www.pghschools.org).

### Disciplinary Consequences for Students

If the principal, or his designee, investigates a student's alleged misconduct and decides to take disciplinary action, he/she must investigate and take action on all alleged misconduct known to him/her at that time. When a principal, or his designee, has sufficient evidence that a student's misconduct warrants a disciplinary consequence, the following options may be recommended:

- Restorative Conference
- Student Behavior Plan
- Lunch Detention
- After school detention
- Saturday detention
- Community Service
- Short-term suspension
- Long-term suspension
- Alternative Education Placement
- Expulsion

For a full overview of the continuum of approaches and suspension/expulsion process, please reference the Pittsburgh Public School Code of Conduct.

### Positive Behavior Intervention and Support (PBIS)

SciTech continues to build and revise its Positive Behavior Interventions and Support (PBIS) school-wide plan. PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. An effective PBIS plan allows a school to:

- Increase instructional time
- Create a positive school climate
- Create more positive interactions between staff and students
- Decrease disruptive and unsafe behaviors
- Decrease time spent disciplining students

By integrating academic and behavioral instruction and providing consistent rewards and consequences for behavior, teachers are able to spend less time "disciplining" and more time teaching. Students spend less time out of the classroom and more time engaged in instruction

## **BULLYING POLICY**

### **1. Purpose**

The Board of Education is committed to providing all students and employees with the right to a safe and civil educational environment, free from harassment and/or bullying. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by students.

### **2. Definition**

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, that is severe, persistent or pervasive and has the intent or effect of:

- Creating an intimidating or hostile environment that substantially interferes with a student's education
- Physically, emotionally or mentally harming a student
- Placing a student in reasonable fear of physical or emotional harm
- Placing a student in reasonable fear of damage to or loss of personal property

Bullying, as defined in this Policy, includes cyber-bullying. School setting means in the school, on school grounds, time traveling to and from school, or any activity sponsored, supervised or sanctioned by the school. Bullying may include acts that occur outside of school if those acts are intentional, electronic, verbal or physical, are directed at another student or students, are severe, persistent or pervasive, and have the effect of (i) substantially interfering with a student's education; (ii) creating a threatening environment; or (iii) substantially disrupting the orderly operation of the school.

### **3. Consequences**

Bullying is not tolerated at SciTech and there are consequences for engaging in such behavior.

#### **Cell Phones**

Students are allowed to carry cell phones as long as they are **SILENCED and are not visible**. **Student should not use their cell phone for social media, as a camera, calculator, or text messaging, etc.** from the beginning of the school day until the end of the school day. **This includes smart watches and airpods/earphones.** In addition, cell phones are not permitted during lunch and activity.

Students may only use their cell phones before and after school. If parents/guardians must reach their student in case of an emergency, they may call the main office. A student is allowed to come to the main office to use their phone. Parents can also email their student on the student's school email address.

Violations of this policy will result in a referral and the cell phone being turned into the main office. Students who do not comply with handing in the phones will be subject to disciplinary action.

Note: a teacher may allow students to utilize their cell phone for educational purposes aligned to the content of the course (e.g., educational applications).

**Continuum of Consequences**

Whole class reminder and review of expectations  
Review of expectations

1<sup>st</sup> Violation of cell phone policy

- Individual warning
- Referral to document student received the referral

Restorative conference with teacher and student

2<sup>nd</sup> Violation of cell phone policy in another class  
**Before lunch**

- Referral
- Phone is turned into the main office and picked up at the end of the day

**After lunch**

- Phone is turned into the main office for the entire next day

3<sup>rd</sup> Violation of cell phone policy

- Student turns in phone to the main office for 3 days

4<sup>th</sup> Violation of cell phone policy

- Student turns in phone to the main office for 5 days

5<sup>th</sup> Violation of cell phone policy

- Administrative Action

## Dress Code

While the School District recognizes the right of students to freedom of expression in speech and the wearing of apparel, a dress code has been established to foster a positive learning environment for all. Students and parents are reminded that this dress code is also in effect for all school activities including those which take place outside of the building or outside of normal school hours. A copy of the dress code will be shared with students and families at the beginning of each school year.

Please review the comprehensive expectations for daily dress below.

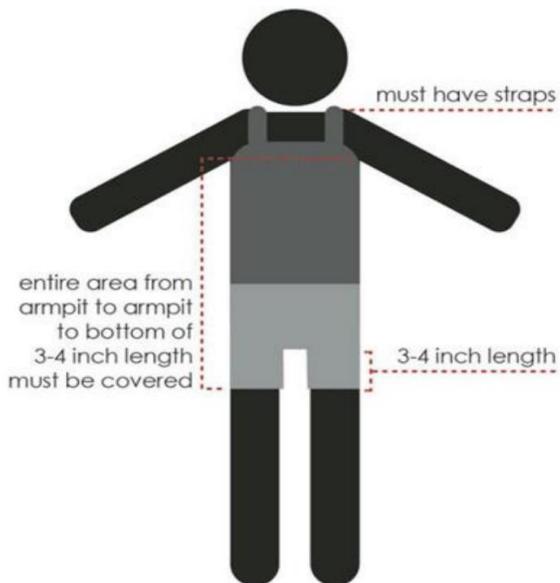
### Expectations for Daily Dress

Students must not wear any apparel or jewelry that by words, signs, pictures, or any combination thereof appearing on said clothing or jewelry advocates or promotes sexual activity or violence, or the use of alcohol or drugs or demeans or degrades another because of race, sex, gender (including gender identity or expression), religion, national origin or disability.

### What is Not Appropriate and Not Permitted

- No tank strapless, bare-shouldered, see-through, backless or tube tops
- Crop tops or other top that exposes undergarments or bare midsection.
- See through clothing
- Any skirt, shirt or other top that exposes undergarments or bare midsection
- Pajamas and other sleep wear

Please see the picture below for additional clarification regarding expectations for daily dress.



## Books & Other Materials

Students are responsible for replacing books and any other school materials that have been lost or damaged. All debts and fines that are not paid will be accumulated each month.

## Breakfast

Breakfast will be available before school in the cafeteria. A variety of nutritious items will be available to all students. No food or drink may leave the cafeteria.

## Bus Behavior

The Code of Conduct is in effect from the time a student leaves home in the morning until the time the student returns home in the afternoon. This includes bus stops. Misbehavior on school and public transportation cannot be tolerated. The safety of all the students on the bus is affected by distractions towards the bus driver. Students are to stay in their seats and follow the rules set up by each driver and the PAT (Port Authority). Inappropriate behavior will result in disciplinary action that may include suspension from the bus. Audio and Visual recording of all bus behavior may be used on all buses.

## Electronic Devices and Other Non-School Related Items

SMART watches, headphones, Airpods, speakers, etc. are not allowed. If any student is in violation, the same consequences will follow as a phone violation. The school is not responsible for lost or stolen items.

## Restroom Use

All students are expected to use the restroom for its intended purpose. The restroom should not be used as an area to congregate during class change or during class. Students are not permitted to be in any restroom stall with other students.

Students will not be allowed to use the bathroom during the first or last 10 minutes of any class period (**including activity/advisory**). A student should not be out of class for more than 10 minutes to use the restroom, unless there is a medical excuse.

Continuum of Consequences	
1 <sup>st</sup> Violation of Restroom Policy	<ul style="list-style-type: none"><li>• Verbal warning in class and review of expectations</li></ul>
2 <sup>nd</sup> Violation of Restroom Policy	<ul style="list-style-type: none"><li>• Referral to administration</li><li>• Restorative conversation with the student; parent notification</li></ul>
3 <sup>rd</sup> Violation of Restroom Policy	<ul style="list-style-type: none"><li>• Referral to administration, Restorative conference with student and parent</li></ul>

**Searches**

A student, their locker or personal possessions may be searched when a school authority has probable cause or a reasonable suspicion.

**Student Obligations**

Students are issued computers, textbooks, calculators and other materials throughout the school year and are responsible for returning the same items at the end of the school year. If a student fails to return an item, or if the item is returned in damaged condition because of abuse or neglect, a student may be assessed the cost of the item. Students who are issued items from the school have the responsibility to return the item in good condition. Other student obligations include library fines, unpaid fundraising monies, and all other debts acquired.

**Student Voice in Class Council**

Students will have the opportunity to voice their opinions and ideas for change through student class council at the various grade levels.

**Tobacco, Drugs & Alcohol**

Possession or use of any of these items is prohibited on school grounds and at off-campus activities and athletic events. The District's policy on Tobacco, Vaping, and Drugs & Alcohol will be utilized in all cases and may result in the student being removed from SciTech.

## **ACADEMIC HONESTY**

### **Introduction**

As an academic community committed to the preparation of intellectually-sound students, the Pittsburgh Science and Technology Academy requires that every student use intellectual honesty in the preparation of all assigned academic work.

### **Cheating**

Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor. An examination is any quiz, pre-announced test, hourly examination, or final examination.

### **Plagiarism**

Plagiarism is passing off another person's work as one's own. It is taking and presenting another's ideas, research, writings, creations, or inventions as their own. It makes no difference whether the source is another student or a professional in some field. For example, in written work, whenever as much as a sentence or key phrase is taken from the work of another without specific citation of the source, the issue of plagiarism arises. Paraphrasing is the close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation. When in doubt, it is best to consult with your teacher and heavily cite your work.

### **Consequence for Cheating and Plagiarism**

Students will receive a 50% on any assignment or test as a result of the first incident of cheating or plagiarism during a course. A second referral for cheating or plagiarism will result in the student receiving a 50% failure as the quarter grade for the course.

### **Reusing Old Work**

A paper or assignment submitted to meet the requirements of a particular course is assumed to be work completed for that course and only that course; the same work, or substantially similar work, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved. Students incorporating similar material in more than one assignment are required to confirm each teacher's expectations in advance. You must produce original work for each class and cannot "recycle" older papers.

## **Policy 102 – Non-Discrimination in School and Classroom Practices**

### **Board Policy 102 states in part:**

The Board declares it to be the policy of the District to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, gender (including gender identity or expression), sexual orientation, ancestry, national origin, marital status, pregnancy or disability.

The District is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the District and is prohibited at or, in the course of, District-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Discrimination is also prohibited in any remote learning program or activity of the District.

For the full text of Board Policy 102-Non-Discrimination in School and Classroom Practices, please visit:

<https://www.pghschools.org/nondiscrimination-policy>

For information about our Title IX procedures, please visit: <https://www.pghschools.org/titleIX>

## LAPTOP PROGRAM GUIDELINES & AGREEMENT

Today's careers in science, technology, engineering and math, require students and professionals with 21st century technology skills and experience. At SciTech, we are committed to providing extensive and equitable access to computers and technology. Students at SciTech build skills and learn to use technology as a tool to achieve their dreams and aid in discovery and design.

Students and parents/guardians are responsible to know and follow the policies, procedures, and information in this document and the District Acceptable Use of Technology Policies. Furthermore, teachers may set additional requirements for the use of technology in their classrooms.

### Student Understandings & Expectations

1. Laptops are property of Pittsburgh Public School District. Use of a school-issued laptop is a privilege, not a right.
2. SciTech reserves the right to repossess laptops or any technology or equipment that belongs to Pittsburgh Public School District.
3. Students are responsible for the care of the laptop at all times.
4. SciTech reserves the right to log network and internet use, to monitor files backed up on Moodle, computer, or network spaces, to restrict access to external network sites, and to monitor email and Moodle usage, while respecting the privacy rights of the school's users.
5. A comprehensive warranty covers most accidental damage (but not loss, theft, or intentional damage). Note that even if damage is covered under warranty, students who misuse laptop or who act negligently will be subject to consequences and financial responsibility.
6. Students in grades 6– 12 are responsible to bring their laptop computers to school each day, with batteries fully charged. Students are permitted to bring their chargers to school if needed.
7. Network accounts should only be used by the authorized owner of the account and for its authorized educational purpose. Students are not permitted to provide their login information to another student.
8. Students should **check their email at minimum once per day**. The primary purpose of the student email system is for students to communicate with school staff, outside resources related to school assignments and fellow students to collaborate on school activities. School email must only be used for school-related purposes and no-school emails are not to be used on the school laptop.
9. Students are not permitted to take apart, remove or repair any part of a laptop regardless if they know how to.
10. Students should not delete or tamper with files not created or owned by the student.
11. Students should back up work daily to either cloud storage or an external drive.

### Unacceptable Use of Technology

Students must comply with all rules, regulations and policies outlined in the District's Acceptable Use Technology Policies as well as this addendum. **All policies in the District Acceptable Use of Technology Policies also apply to students' laptop computer and Internet usage, regardless of whether students use school laptops or technology at home, school, or elsewhere.** The Pittsburgh Science & Technology Academy declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking network privileges, and/or initiating legal action for the following:

Level 1 – 111. Misuse of Electronic/Telecommunication devices.

1. Using technology for non-school related purposes
2. Using technology for non-classroom related purposes
3. Using or mishandling another student's laptop

4. Playing games on the laptop
5. Laptop not being transported in a laptop-approved bag or separate compartment
6. Leaving laptop unattended in school or out of school
7. Instant messaging (Oovoo, AIM, Skype, MSN Messenger, Gmail Chat or anything similar)

Level 2 – 214. Misuse of Computers/Computer Network/Electronic Devices.

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Installing, streaming, downloading, and/or using in any capacity, unauthorized or illegal software (ex. games, music, computer programs, file converters, internet browsers, remote desktop connections, torrent browsers, etc.)
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity and pseudonyms
7. Creation of links to other networks whose content or purpose would tend to violate the District's Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner
10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Severe negligence with care, safety or respect for technology
12. Vandalism, which includes but is not limited to any attempt to "hack" into the school's network, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus

Level 3 – 314. Misuse of Computers/Computer Networks/Electronic Device

1. Hate mail, discriminatory remarks, and offensive and inflammatory communications
2. Sexting or accessing obscene or pornographic materials
3. Transmission of sexually suggestive language or images
4. Loading or use of unauthorized games, programs, files, or other electronic media
5. Destruction, modification or abuse of network hardware, software, or information
6. Impersonation of another user, anonymity and pseudonyms
7. Creation of links to other networks whose content or purpose would tend to violate the District's Network Usage and Safety Policy
8. Videotaping fights or videotaping someone in a place where they have an expectation of privacy
9. Posting videos of inappropriate student conduct to a social media site that affects the school community or individuals within the school community in a negative manner.

10. Physical damage to a district provided laptop (including marking a laptop with markers/stickers/any material that would need to be cleaned off the machine)
11. Using the network for illegal, inappropriate, or obscene purposes, or in support of such activities
12. Intentionally disrupting network traffic, which attempts to crash or interrupt the network
13. Using the District computing resources for commercial or financial gain or fraud
14. Stealing data, equipment, or intellectual property
15. Gaining unauthorized access of others' files, accounts (ex. Moodle, Google Apps for Ed, etc.), and/or vandalizing the data of another user
16. Invading the privacy of others
17. Use of inappropriate language or profanity on the network
18. Use of the network to submit, publish or display defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material

Screening software is used to monitor network and Internet use. Access or attempted access to inappropriate or restricted files or Internet sites may result in loss of technology use.

**Note:** Specific restrictions on laptops, technology, the Internet, and the network at school are discussed in the Pittsburgh Public School District Acceptable Use of Technology Policies.

### ***Consequences***

Consequences for violation of any policies outlined in this document or the Districts Acceptable Use of Technology Policies may include but are not limited to:

- Level 1 –
  - Laptop will be taken
  - Student will have to fill out a reflection form within a 48-hour window
  - Teacher will log the incident as a referral (114)
  - Student will receive their laptop back when the reflection form is complete
- Level 2 –
  - Laptop will be taken
  - Teacher will log the incident as a referral (214)
  - Student will receive laptop when one of the following has been completed; after-school detention, Saturday detention, and or suspension
- Level 3 –
  - Laptop will be taken
  - Teacher will log the incident as a referral (314)
  - Student could be held responsible for fiduciary responsibilities of the laptop/network
  - Consequence will be determined by the appropriate entity (School administrations, OIT, School Police)

### ***Parent/Guardian Responsibilities***

- Students and a parent/guardian must attend the laptop program orientation meeting.
- Parents/Guardians will be responsible for monitoring student use of the laptop at home or away from school.
- Parents/Guardians are asked to monitor Internet activity while student is away from school.
- Parents/Guardians will be responsible for reviewing the Acceptable Use Policy with their student(s).

### **Caring for Your Laptop** ***Transport***

- Always transport your laptop in an approved bag with a padded section designed for laptops.

### ***Laptop Screen***

- Never lift the computer by the laptop screen
- Do not place anything near the laptop, on the laptop or in the carrying case
- Do not touch or poke the screen
- NEVER leave an object on the laptop’s keyboard as the object—such as a pencil or pen, it may crack the screen when the laptop is closed
- Clean the screen only with a soft, dry cloth or an anti-static cloth. Using other cleaning products, like Windex, alcohol, or even water, may damage the screen.

### ***Charging Batteries***

#### *At Home*

- Establish a routine where you leave your computer turned off and charging overnight.
- Place the computer on a safe, dry, flat surface near a wall outlet in order to charge it.
- Make sure that the cord is not in a place where you or someone else will trip over it when they walk by.

#### *At School*

- Students are urged to label their charger and power chords with some type of adhesive label, however, they are not permitted to engrave anything.
- Spare laptop chargers and batteries are NOT available for loan so students must be sure they have them if needed.

#### *Power Tips*

- Run all batteries until the “Low Battery” warning comes on to ensure best battery life.
- Students may not be able to plug in their laptops at school because not all classrooms have easily accessible outlets.
- Laptops should be put to sleep or in hibernation when not in use in order to conserve battery life.
- Power down laptops at the end of each day.

### **General Information**

#### ***Equipment Evaluation***

Each laptop will be inspected periodically to verify its condition and compliance with SciTech policy. Laptops may be re-imaged if the user has violated SciTech policy, and re-imaging fees may be assessed. SciTech is not responsible for the loss of any data due to re-imaging or re-formatting.

#### ***Technical Support***

SciTech provides on-site technical support to our students. If students have any questions they can see the Tech Liaison at the designated time.

### **What You Should Know About Laptop Loss, Theft, & Damage**

Students are responsible for ensuring that laptops are kept safe and secure at all times. If a student believes a laptop has been stolen, the student and the student’s parent/guardian must immediately file a report with Pittsburgh Public School Police and request a copy of the written incident report filed by the law enforcement officer. As soon as possible after filing the report with the police, the student must provide a copy of the police report to the SciTech main office.

SciTech will investigate all incidents of laptops reported as lost and may refer such incidents to Pittsburgh School Police. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a SciTech-owned laptop will be prosecuted to the fullest extent of the law.

If a laptop is destroyed or damaged and it is not deemed unintentional, students will be responsible for paying for damages or to replace the laptop. If the student refuses to pay the financial obligation, the student will be prosecuted to the fullest extent of the law. Judgments against students will be determined in a court of law and may include liability for cost of repairs or replacement of damaged school property.

SciTech reserves the right to decline to issue a replacement laptop if it determines, in its sole discretion, that the risk of loss or damage to the replacement laptop is unacceptable or the student is unable to handle the responsibility of following AUP. If a student's laptop privilege is revoked; it is challenging for that student to succeed at SciTech. Following the revoking of laptop privileges will start an investigation into revoking a student's magnate status.