



Providence Creek Academy Charter School

SUBSTITUTE HANDBOOK

IMPORTANT SUBSTITUTE INFORMATION

Contact **Trina Willey** if you are scheduled to substitute and cannot make it at the following number:

Cell: 302-242-6447

I will notify you when we have openings for substitutes in advance, when possible. Most of the calls for subs come in on the school substitute hotline, which I check @ 6:30 a.m. It is required that all staff members have their requests in before 6:30 a.m. and therefore, I will start calling for substitutes at **6:30 a.m.** each morning. I will call your home number first. If you do not answer, I will leave a message and then call your cell phone. If you can get back to me as quickly as possible it would be appreciated.

If you accept a substitute position at PCA, please report to the main office by **7:30 a.m.** Here you will sign in the substitute sign-in/out log and I will issue you a substitute folder that includes all the information you will need for the day. You will sign-out a classroom key for the day. The folder **MUST** be returned to the main office and you **MUST** sign your time sheet and the daily sign-in/out log before leaving the main office. If your time sheets are not signed, your pay could be held until your signature is on your time sheet.

Thank you,

Trina Willey

Introduction

As a substitute teacher for Providence Creek Academy Charter School, we consider you an important an integral part of our educational team. You are joining an outstanding professional and support staff for the purpose of nurturing intellectual, physical, and emotional development of our students.

We appreciate your willingness to provide service to our students and teachers in your role as a substitute. We also acknowledge the challenging nature of this task.

This handbook has been developed to provide you with important information and guidelines that will enable you to make your substitute teaching a rewarding and successful experience. The handbook is not an inclusive or exhaustive resource on all the policies and regulations that may impact you as a substitute. Additionally, federal and state laws, or established state, district and school policies and regulations will take precedence over information contained herein.

Our goal is to work together to provide Providence Creek Academy Charter School students with the best possible education. We wish you a successful, productive, and rewarding school year.

The Basic Requirements

To qualify as a substitute teacher for the Providence Creek Academy Charter School, an applicant must:

1. Meet the requirements for a Class A, Class B, or Nurse substitute (These requirements are listed in the next section).
2. Be of sound moral character.
3. Be physically able to perform the duties of a substitute teacher.
4. Be accessible by telephone and available for service.
5. File a completed Substitute Teacher packet that includes:
 - Completed application;
 - Three(3) letters of reference;
 - Official college/university transcripts;
 - Required medical examination/completed physician form;
 - Required tuberculin test results (Note: tuberculin test results are valid for five (5) years);
 - Evidence of a successful criminal background check by the Delaware State Bureau of Identification;
 - Completed 1-9 form;
 - Completed W-4;
 - Copy of social security card;
 - Copy of a current license or other acceptable official government documentation of residency;
 - Child Protection Registry Request form
 - Acceptable Use of School Wide Area Network by Staff Acknowledgment Statement, State of Delaware acceptable Use Policy (Acknowledgment Statement); and
 - Other information deemed necessary by the School for employment.

Definitions and Procedures:

Time Out

A student's removal from a group activity to offer an opportunity to reflect on his/her behavior and its effect on the classroom. It is recommended that the duration be age appropriate. The student must remain in view of the teacher or be placed in another teacher's classroom during his/her time out.

Teacher Lead Detention

After a Level Two offense, a teacher may choose to have a student stay after school from 3:15pm to 4:00pm under the supervision of the classroom teacher. This time may be used to write an apology, complete community service, or other appropriate consequences. Each teacher will designate a day when he/she plans to schedule detentions. Parents must be given two days' notice prior to detention being served and confirm the date with the teacher in writing by returning the signed detention notice. Failure to attend detention will result in further disciplinary action. Except for medical absence from school, no other excuse will be accepted.

Behavioral Intervention Project

A student may be asked to complete a community service project as part of a consequence. The purpose of this project is the help the student make amends to his/her school community by offering something positive to others. Community service may include simple household tasks (i.e. sweeping, straightening shelves, assisting another student, light lawn work, art projects, etc.) At no time will a child's wellness, safety, or educational time be compromised while completing service to his/her community. After school detention time may be assigned to complete community service.

In- School Suspension

After a Level Three offense the teacher, parent and/or administrator may assign in-school suspension for a period of not more than three days. Either the administrator or his/her designee will supervise the student through the day. The student will be required to be picked at 4:00pm every day during his/her school suspension. From 3:15-4:00pm, he/she will complete a community service project. They will be excluded from group activities and expected to stay on task and complete assignments that will be supplied by the student's teacher. Prior to returning to class, the student, teacher, parents and administrator will meet to discuss expected behavior and goals when returning to the classroom. This is only an option when staff is available.

Out-of-School Suspension

Out-of-school suspension may be short term or long term depending on the severity of the offense. This consequence means that the student has lost his/her privilege to attend school and to be on school property for any reason. During the suspension the student may not attend any activities on school property. Prior to returning to school, the student, parents, administrator and teacher must meet to discuss expected behavior and sign a behavior contract that reflects the student's commitment to the school's code of conduct.

Expulsion

Providence Creek Academy Charter School has a zero tolerance policy for behaviors that endanger students and staff. Alternative placement (depending upon age), or expulsion is the final step in limit setting when other consequences are not severe enough for the offense committed. Expulsion is the most serious consequence and will only be applied after a hearing with the school board, parents, teachers and administrator. Expulsion is the permanent removal of a student from school. Once a student is expelled he/she may not apply to another public school during his/her period of expulsion. When required by law (assault, extortion, offensive touching, terroristic threatening, and possession of controlled substance or weapons), the local police will be notified of a student's infraction and House Bill 322 will be filed as required by law.

Attendance at School Sponsored Functions

Any student that has any discipline referral will not be permitted to attend any school sponsored trip or activity until the Managing Director or Principal has approved the student to attend. This would include sport activity, field trips, dances, etc.

Appeal Process

A student may appeal any long-term out-of-school suspension (greater than five days), alternative placement or expulsion. Any appeal must be submitted in writing to the school administrator within 48 hours of original disciplinary action. The school board will convene as soon as reasonably possible and provide a written response to the student. All appeals outside of the time frame must be addressed to the State Board of Education.

Classification of Substitute Teachers

The following classifications have been established by the Delaware Department of Education for substitute teachers (14 DE Admin. Code 385, effective July 1, 1993).

- Class A Substitute - A Class A certificate may be issued to an applicant who holds or is eligible to hold a valid Standard Delaware teacher's certificate or such a certificate that has expired This includes a State of Delaware Certified Nurse. The pay is listed below.
- Class B Substitute - A Class B certificate may be issued to an applicant with or without a Bachelor's Degree who meets at least the requirements for a temporary emergency certificate (NOTE: Evidence of a bachelor's degree will be required by Providence Creek Academy).
- Class C Substitute - A class C certificate may be issued to an applicant who is not eligible for either Class A or Class B certification.

Salary Schedule for Substitute Teachers

Each substitute teacher who holds a certificate issued in accordance with the aforementioned classifications shall be paid in accordance with the following schedule:

Class A Substitutes	– \$113 per day
Class B Substitutes-	\$83 per day
Class C Substitutes-	\$70 per day
Certified Nurse-	\$187.50 per day

Retired Delaware Teachers: Teachers retired from the Delaware Public School System may be employed as a substitute teacher and such employment shall not decrease or otherwise adversely affect such retired person's pension or retirement benefits. It also will not increase the retired person's pension. The retired person will be paid regular substitute pay.

Substitute Teacher Compensation Issues

Substitute teacher hired to work when an employee is using accrued or donated sick leave will be paid the rate based on the appropriate substitute's classification. In cases of long-term substitution every effort will be made to hire a Class A substitute.

In cases where the teacher is absent for a long-term period; the following procedure will be implemented:

- The substitute teacher will receive substitute pay for twenty (20) consecutive work days. On the 21st consecutive work day, Class A substitutes will receive a per diem rate based on the permanent teacher's

salary for that position; or

- If the substitute teacher is a Class B substitute, the rate on the 21st consecutive work day is based on a Non-Degree Teacher Pay with 0 years' experience provided by the State of Delaware.
- Class C substitute teachers will not be hired for long-term situations unless an emergency situation arises.

Responsibilities As A Substitute Teacher

1. Familiarize yourself with all school sites at which you may substitute.
2. Respond affirmatively to calls requesting your services unless you are hindered by illness or emergency.
In cases when you will be unavailable for a period of time inform the substitute caller and coordinator.
3. Dress professionally, setting a good example for the students. Research has shown that teachers who dress professionally command more respect in the classroom than those who dress casually or inappropriately.
4. Report promptly to the main office when you arrive at school. Familiarize yourself with routine procedures such as class schedules, lunch times, referring students to the main office, etc.
5. Familiarize yourself with fire and emergency weather drill procedures. Account for all students in your classroom during these drills.
6. Assume all the responsibilities of the regular classroom teacher including his/her special duties (hall duty, lunchroom duty, etc.). A substitute teacher is expected to remain at the school for the entire length of the school day.
7. Maintain confidentiality with all student records and information.
8. Maintain the same professional and ethical standards as the classroom teacher when dealing with students, parents, or staff.
9. Review and follow the lesson plans furnished by the regular teacher, to include, but not limited to, the following:
Secure materials and equipment necessary to complete the lesson plans.
Start class promptly after the bell.
Contact the principal or designee if lesson plans are not available.
Be prepared in advance for emergencies by having plans for alternative activities.
10. Keep all students in your classroom under supervision at all times. NEVER leave a class unattended.
11. Observe the principles of good classroom control and management. If a problem occurs that you are unable to manage, contact the principal or designee immediately for assistance. DO NOT create situations that encourage students to challenge your authority.
12. Leave the classroom in "proper" order. You are legally responsible for the pupils, equipment, and materials.
13. Prepare a written account summarizing classroom activities, assignments and any comments for the regular teacher.
14. Accurately report class and homeroom attendance according to the procedures at the assigned school.
15. Notify the school administration immediately should an accident, illness or discipline problem occur.
16. If in doubt about anything - ASK!

WORKING WITH OTHER SCHOOL STAFF

Substitute teachers interact with a variety of school personnel. The ability to communicate positively and effectively with school personnel affects the quality of instruction students receive. Many exceptional student education classes and primary grade classes utilize the services of paraprofessionals. Paraprofessionals possess knowledge and skill regarding student instruction in their assigned areas. They know the daily routines, schedules, classroom rules, and most importantly, the students. They are often the best source of information and assistance when substituting in these classes.

GUIDELINES FOR IMPLEMENTING LESSONS

1. Implement the teacher's plans as fully and completely as possible. No substitute teacher can be expected to implement any lesson exactly as the regular teacher, but the closer the substitute can approximate the teacher's procedures the better it is for the students, the regular teacher and the substitute.
2. If you feel the need to expand the lesson due to time remaining in class after delivering the teacher's lesson, leave a description of the alternative activities you used in class for the permanent teacher. Many substitutes prepare alternative lessons in anticipation of this situation. Examples include math practice activities, reading materials of high interest/low vocabulary, topics for creative writing activities, crossword puzzles, road map activities and educational games.

CLASSROOM MANAGEMENT AND DISCIPLINE

An effective substitute teacher strives to create a climate in which success is expected, academics are emphasized and the environment is orderly. Prior to arrival of students to your classroom, review the Schools Code of Conduct, the individual building's rules and the individual teacher's rules. As a substitute teacher, it is essential to understand and practice good classroom discipline and management. This is necessary before any classroom learning can occur. Good classroom control can be the best prevention of major classroom difficulties. Often a class will "test" a substitute teacher. Students may try to gain status by upsetting class routines. Your response to these situations is crucial. Teacher self-control is mandatory for a successful approach to classroom management. You must begin by establishing order during the first minute of the first period of the day. Your responses must be calm, firm yet fair, and tempered with good humor. You can prevent many problems with a combination of planning, awareness and sensitivity. To assist you in maintaining discipline, the following guidelines are recommended. Study and implement them appropriately in your specific substitute teaching situation.

1. Before entering the classroom, ask the school administrator or main office secretary for information on the school's discipline plan" and other information on any special discipline policies or procedures followed at this school. Review the Schools Code of Conduct prior to your school arrival.
2. Always insist that students address all teachers and adults by their titles: Mr., Mrs., Miss, Ms..
3. Remember that you are an adult leader and therefore not a "pal" to these students.
4. Set clear limits/standards/rules for the students and then be CONSISTENT in enforcing them.
5. Use peer social pressure to encourage good behavior. Do not punish the group for the misbehavior of one.
6. Expect students to behave well and PRAISE STUDENTS for their good behavior.
7. As you speak, CIRCULATE in the classroom to monitor activity and to target possible trouble spots.
8. Use your voice, eyes, and other nonverbal communication.
9. GO TO THE STUDENTS when they request help. This avoids confusion and unnecessary commotion.
10. Pause and wait, if necessary, for attention and silence before speaking.
11. Avoid SARCASM, which is destructive; SHOUTING, which can indicate a loss of control; and any kind of CORPORAL punishment - NEVER TOUCH A STUDENT IN A HOSTILE OR AGGRESSIVE MANNER.
12. Don't make promises or threats that you may not be able to keep.
13. Be prepared. Keep activities moving and students working. Always have some additional activities planned.
14. Use a positive approach.
15. If you are having problems in maintaining classroom discipline, consult one of the school's administrators.

Preparations for a Successful Day

1. Arrive early to the school and report to the main office
 - a. Familiarize yourself with your classroom and the rest of the school,
 - b. Review school procedures to include attendance, dismissals, nurse referrals, evacuation procedures and daily schedule.
2. Arrive in class 15 minutes before the students

- a. Check lesson plans. If lesson plans appear to be incomplete or you do not understand them, contact the principal or designee.
 - b. Gather materials for the lesson(s)
3. Write on the board
 - a. Your name (Mr., Mrs., Miss, Ms.)
 - b. Date
 - c. Student assignments
 4. Welcome students to class
 - a. Greet students with a smile
 - b. Always stand if possible
 5. Start class as soon as the schedule permits
 - a. Introduce yourself with a smile
 - b. Check attendance
 - c. Explain class assignments:
 - Implement the teacher's lesson plan as fully and completely as possible
 - If you must modify a lesson, modify it as little as possible
 - d. Praise and encourage students
 - e. Circulate around the classroom and smile whenever possible
 - f. Watch for raised hands, go to the student(s) instead of having them come to you
 - g. Collect assignments with a smile
 - h. Dismiss quietly
 - i. Straighten the room
 6. Write the teacher a note explaining the day's events
 - a. Identify helpful students
 - b. Identify both completed and not completed assignments/lesson plans
 - c. Identify student(s) who became ill or hurt

Other Issues for Substitutes

Supervision of Students - The substitute teacher has the duty to keep students safe and orderly. In this effort, the standard is the reasonable use of professional judgment for the safety and orderly education of students.

Due Care and Caution - A teacher is required to exercise due care and caution for the safety of the students in his/her charge. Essentially, this means acting reasonably and with safety in mind, being able to explain circumstances and your actions, and following school safety policies and procedures.

Release of Students - Due to possible restraints on who may have custody of a child, students should not be allowed to leave the building during the school day without express consent from the office.

Administering Medication - Medication is only to be administered by the school nurse or other appropriate health personnel. If you become aware of medication requirements of a student, notify the school health professional.

Confidentiality - It is unprofessional and possible legal and employment ramifications exist to disclose confidential information about your students. Substitute teachers are to avoid comments about individual students that convey information pertaining to grades, medical condition, learning or discipline problems, or school-related information to persons other than professional educators and others who have received authorization to receive such information.

Anecdotal Records - Maintaining notes on a particular incident in the classroom may protect you in problematic situations. Report all situations that may result in

these types of records in a written report to the principal.

Dangerous Situations - Substitute teachers are responsible for making sure the learning environment is safe. If a classroom or lesson is not conducive to a safe environment the substitute must report the situation immediately to the office to ensure the students' safety.

Student Abuse Reporting - Substitute teachers are responsible to immediately report to the principal, school counselor or school nurse any suspected actions of child abuse. The report of such suspicion will follow State Code requirements of reporting of child abuse.

First Aid & Safety - In the event of a serious injury or illness, the substitute teacher is to immediately contact the main office to request an administrator or school nurse.

Substitute teachers are not authorized to call 911 in cases of emergency. All calls for emergency must be directed to the main office. In situations of handling blood or bodily fluid, the substitute teacher is to follow the procedures of the building and School. All blood/bodily fluids should be considered infectious regardless of the perceived status of the individual. Avoid contact with blood/bodily fluids if possible. Immediately notify the School Nurse, Administrator, or his/her designee.

Sexual Harassment - Sexual harassment will not be tolerated in the classroom, inclusive of all school district property and school-related activities, or the workplace. Substitute teachers are responsible for understanding sexual harassment as defined in Board Policy. Reports of sexual harassment should be directed to the building principal. Questions regarding sexual harassment may be directed to the Managing Director.

Alternative Learning Styles - Students learn in different ways. A variety of teaching methods should be used in preparation for the acceptance that students have different learning styles.

Emergency and Evacuation Procedures - Substitute teachers are responsible for following safe emergency and evacuation procedures. Each classroom is to have a map that outlines evacuation routes. In cases of evacuation, the substitute teacher is responsible for accounting for all students in the classroom.

Respect of Others - It is an expectation that substitute teachers treat others fairly in respect to gender, age, ethnicity, race, or education.

DAILY CHECKLIST Prior to Entering the Classroom

1. Sign in at the main office and complete sub time sheet. Full day equals 7.5 hours.
2. Obtain any room keys that may be necessary.
3. Get directions to your classroom and a school map if available.
4. Obtain a school schedule that shows starting and dismissal times and any special activities for the particular day.
5. Check for special "school policies" for handling disruptive or ill students.
6. Find out how to report students who are tardy or absent and dismissal procedures.
7. Locate restrooms, cafeteria, nurse's office, or other areas as needed.
8. Ask procedure to contact the main office in cases of emergency or inquiries.

In the Classroom Before School

1. Locate the class rolls or grade book.
2. Locate the lesson plans.
3. Write your name on the chalk board.
4. Locate the school evacuation map.
5. Locate the instructional materials you will need throughout the day.
6. Familiarize yourself with the seating chart.
7. Stand in the doorway and greet students as they enter the classroom.

Throughout the Day

1. Check attendance and make a head count to ensure accuracy.
2. Carry out the lesson plans and assigned duties to the best of your ability.
3. Be fair and carry out the rewards and consequences you establish.
4. Be positive and respectful in your interactions with students and school personnel.

At the End of Each Class Period

1. Make sure that all classroom material is accounted for and properly replaced.
2. Challenge students to recall projects and topics they have studied for the day.
3. Remind students of homework.
4. Have students straighten and clean the area around their desk.
5. Encourage the students to leave the room in an orderly condition at the end of the day.

At the End of the Day

1. Neatly organize the papers turned in by the students.
2. Complete a "Substitute Teacher Report" for the permanent teacher.
3. Close windows, turn off lights, and equipment, and make sure the room is in good order before you lock or close the door.
4. At the end of the scheduled work day, return keys and/or other materials, and check out through the main office sign off on time sheet .
5. Check to see if you will be needed again the next day, or if there are any messages at the main office.
6. Jot down a few notes to yourself about what was accomplished, how things went and ways to improve.

Providence Creek Academy Acceptable use of Computers and Networks Policy

Acceptable Use of Computers and Networks

Please read the following acceptable use policy, sign and return the signature page to your supervisor.

Department of Technology & Information

Policy and Procedures Manual

Subject: Acceptable Use Policy

Purpose: Guide Behaviors in Using the State's

Communications and Computer Systems

Effective Date: April 15, 2003

Approved by: Thomas M. Jarrett

A Message to all System Users

This document formalizes the State policy for state agency and public school district employees as well as contractors and other "users" of our State's communications and computer systems. Each agency/school district or affiliate may also choose to develop and enforce its own acceptable use policies to further restrict the use within its local environment. This may be done only with the understanding that, should a conflict exist, the State's Acceptable Use Policy takes precedence over all local policies developed within the agencies/affiliates for the explicit purpose of exercising responsible controls at the local level. Our goal is to put controls in place that will help protect the State from sabotage and espionage. The threat is real, as each month, DTI intercepts tens of thousands of viruses and suspicious messages containing executable files trying to bypass our security systems. These controls also help minimize the potential risks of misuse. This misuse includes unnecessary Internet usage causing network and server congestion. This Acceptable Use Policy is your (the user's) guide for helping us achieve this goal by conducting State of Delaware business with integrity, respect, and prudent judgment. Each of us is responsible for upholding the State's commitment to the highest standards of conduct.

*Affiliates include the Judicial Branch, the Legislative Branch, and other State & Local government political subdivisions authorized to use these state services.

Users are accountable for familiarizing themselves with this policy and using it as a guidepost for your daily decisions and actions when using these services.

Each agency/school district and affiliate organization(s) are responsible for the activity of its users and for ensuring that its users follow this Acceptable Use Policy. Violations, which are not promptly remedied by the client organization, may result in termination of these services.

Secretary Thomas M. Jarrett - Chief Information Officer

Introduction

This Acceptable Use Policy is your resource to help you make sound decisions in using communications and computer systems to do your job.

All of us have a responsibility to:

Read: the policy and give careful attention to those subjects that most pertain to your job duties.

Understand: the purpose of this policy and your overall responsibilities for standards of business conduct.

Consult: your supervisor or organization's Information Resource Manager (IRM) for additional clarification of this policy.

WHAT ARE STATE COMMUNICATIONS AND COMPUTER SYSTEMS?

State of Delaware communications and computer systems are any equipment, hardware, software or networks (including wireless networks) owned, provided or used by or on behalf of State of Delaware that store or transmit voice or non-voice data. This includes telephones, cellular/wireless telephones, voice mail, computers, e-mail, facsimiles, pagers, and State Intranet or Internet access (including when accessed through personal computers).

Note: When personal computers are not owned by the state but are used for State business, the State retains the right to access any State records or materials developed for State use. Also, we must ensure that any State materials are appropriately safeguarded according to applicable standards in this section,

including, but not limited to, virus protection of, protected access to and backup of these materials.

Note the Following:

Applicability

State of Delaware's expectations for responsible use are applicable to all parties who use the State communications and computer systems on behalf of the State, including, but not limited to, its agency, school district, and affiliate employees, consultants, in-house contractors, and other "users."

Limitations

This acceptable use policy does not address every expectation or condition regarding acceptable use. It does not substitute for other more specific State policies and procedures.

Acceptable Use of Communications and Computer Systems

State of Delaware communications and computer systems are vital to our business and critical to overall communications. Our success is directly related to safeguarding and properly using these systems.

WHAT ARE STATE OF DELAWARE COMMUNICATIONS

Access, Maintenance and Protection

Users must safeguard the confidentiality and integrity of State systems, including strong password logons (see Windows 2000 password criteria at the end of this document), access codes, network access information, log-on IDs) from improper access, alteration, destruction and disclosure. Users shall only access or use these systems when authorized. Users must abide by State standards contained in this section and other State policies regarding protecting data and information stored on these systems. All DTI standards are available at http://intranet.state.de.us/dti/current_standards.html.

Unlawful and Inappropriate Use

Users are obligated to never use State systems (such as the Intranet or Internet) to engage in activities that are unlawful, violate State policies or in ways that would:

- _ Be disruptive, cause offense to others, or harm morale.
- _ Be considered harassing or discriminatory or create a hostile work environment.
- _ Result in State of Delaware's liability, embarrassment or loss of reputation.

External groups or organizations are not permitted to make announcements, solicitations or otherwise access the State's Communications and Computer Systems, except as permitted by law.

Protection and Integrity of Data

Users must maintain the integrity of State Information and data stored on State systems by:

- _ Only introducing data into our systems that serves a legitimate business purpose.

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- _ Only acquiring, using, altering, disposing of, or destroying data or information with proper authorization.

_ Protecting data and information stored on or communicated across our systems and not accessing this data or information (for example, agency data, employee records) unless authorized.

_ Protecting data and information communicated over internal or public networks (for example, the Internet) to avoid compromising or disclosing nonpublic State Information or communications.

Personal Use

While State systems are intended for primarily business/instructional purposes, limited (incidental and occasional) personal use may be permissible when authorized by your management and it does not:

- _ Interfere with your work responsibilities or business/instructional operations.
- _ Involve interests in personal outside business and/or other non-authorized organizations and activities (which may include, but is not limited to selling personal property/items or soliciting for or promoting commercial ventures, charitable, religious or political activities or causes).
- _ Violate any of the standards contained in this code or other State of Delaware policies.
- _ Lead to inappropriate costs to the State. (Excessive personal surfing, utilizing streaming services such as listening to music or watching video, and downloading of music and video files are specifically forbidden.)

Virus Protection

Users must check all electronic media, such as software, diskettes, CD-ROMs and files for viruses

when acquired through public networks (for example, the Internet) or from outside parties using virus detection programs prior to installation or use. If users suspect a virus, they must not use the applicable computer systems and equipment until the virus is removed and they will report the matter immediately to the appropriate network security contact. The Department of Technology and Information has purchased anti-virus software for all government sites including home computers. Similarly the Delaware Center for Educational Technology has purchased anti-virus software for all public K-12 schools.

Properly Licensed Software

Users will only use approved and properly licensed software and will use it according to the applicable software owner's license agreements.

Treatment of Third-Party Data or Software

Users must ensure that any nonpublic State Information or software of a third party that is stored, copied, or otherwise used on State systems is treated according to State of Delaware's standards regarding nonpublic State Information and applicable agreements and intellectual property restrictions.

State of Delaware Monitoring

State communications and computer systems, including, but not limited to, computer networks, data files, e-mail and voice mail, may be monitored and/or accessed by the State to ensure the integrity of the technology, protect against fraud and abuse, detect unauthorized access or use, and for other business purposes. Although the Department of Technology and Information (DTI) does not randomly monitor message or network transactions, DTI may without notification or approval, monitor, access and review any and all communications originating from the State of Delaware or delivered to the State of Delaware – employees should have no expectation of privacy in regard to use of these services. This is in accordance with 19 Del. C. chapter 7.

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USE OF EMAIL AND THE INTERNET

Inappropriate use of e-mail includes, but is not limited to, sending or forwarding:

- _ Messages, including jokes or any language, that may be considered discriminatory, harassing, unlawful, defamatory, obscene, offensive, insensitive or otherwise inappropriate (this includes but is not limited to, messages about age, race, gender, disability, sexual orientation, national origin or similar matters).
- _ Pornographic or sexually explicit materials.
- _ Chain letters.
- _ Information related to religious materials, activities or causes, including inspirational messages.
- _ Charitable solicitations unless sanctioned by State of Delaware.
- _ Gambling.
- _ Auction-related information or materials unless sanctioned by State of Delaware.
- _ Games or other software or copyrighted materials without a legitimate business or instructional purpose (and then only according to the rights and licenses granted by the owner of the games, software or copyrighted material).
- _ Messages that disparage other companies or products.
- _ Large personal files containing graphics materials or audio files (such as photographs and music).
- _ Materials related to personal commercial ventures or solicitations for personal gain (for example, messages that could be considered pyramid schemes).
- _ Information related to political materials, activities or causes unless sanctioned or permitted by the State of Delaware.
- _ Unauthorized or inappropriate mass distribution of communication.
- _ Any other materials that would be improper under this policy or other State of Delaware policies.

Inappropriate use of the Internet includes, but is not limited to, accessing, sending or forwarding information about, or downloading (from):

- _ Sexually explicit, harassing or pornographic sites.
- _ "Hate sites" or sites that can be considered offensive or insensitive.
- _ Auction or gambling sites.
- _ Non State of Delaware business-related chat sites.

- _ Underground or other security sites which contain malicious software and/or instructions for compromising State of Delaware security.
 - _ Games, software, audio, video or other materials that we are not licensed or legally permitted to use or transmit or that are inappropriate, or not required by, State of Delaware business or instruction.
 - _ Offensive or insensitive materials, such as sexually or racially oriented topics.
 - _ Any other materials that would be improper under this policy or other State of Delaware policies.
- Inappropriate use of the Internet also includes:
- _ Intentional importation of viruses.
 - _ Registering Internet domain names of the State of Delaware business/school district or those of third parties without authorization from DTI.

Note: In order to perform their job duties (for example, network monitoring), specific State of Delaware employees may receive management approval exempting them from some of the above restrictions.

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REMEDIAL ACTION

When DTI learns of a possible inappropriate use, DTI will immediately notify the agency/school district or affiliate responsible, which must take immediate remedial action and inform DTI of its action. In instances where agencies/school districts or affiliates do not respond in a timely or reasonably appropriate manner, are "repeat offenders", or if criminal activity is suspected, DTI will work directly with the proper authorities, and follow their guidance in determining appropriate action.

Any inappropriate use of State communications and computer systems may be grounds for discipline up to and including dismissal based on the just cause standard set forth by Merit

Rule 15.1, or collective bargaining agreement, whichever is applicable to the subject employee. Exempt employees shall be subject to appropriate discipline without recourse, except as provided by law.

In an emergency, in order to prevent further possible unauthorized activity, DTI may temporarily disconnect that agency or affiliate. If this is deemed necessary by DTI staff, every effort will be made to inform the agency or affiliate prior to disconnection and every effort will be made to reestablish the connection as soon as it is mutually agreed upon. Any determination of non-acceptable usage serious enough to require disconnection will be promptly communicated to the Senior Manager at the agency or affiliate by the DTI Executive Team.

Unauthorized activity or non-acceptable usage determined at the agency/school district or affiliate may be subject to remedial action being taken in accordance with the acceptable use policy of that agency/school district or affiliate as well as those actions outlined above. The remedial action outlined in agency/school district or affiliate policies may differ from the remedial action as outlined in this policy.

DTI provides access to state, national and international resources to its clients through connections with networks outside of Delaware. In general, it is the responsibility of those networks to enforce their own acceptable use policies. DTI will make every attempt to inform its clients of any restrictions on use of networks to which it is directly connected; as such information is made available by the network provider.

DTI accepts no responsibility for traffic that violates the acceptable use policy of any directly or indirectly connected networks beyond informing the client that they are in violation if the connected network so informs DTI.

QUESTIONS OR COMMENTS ON THIS POLICY

1. Users should offer comments or seek clarification through their supervisor or Agency/School District or Affiliate IRM.

2. Agency/School District or Affiliate IRM's should offer comments or seek clarification using one of the methods below:

- a. Your assigned DTI Business Information Systems Integrator (preferred) or
 - b. E-mail to: colleen.gause@state.de.us
 - c. Fax: 302-739-9642 , Attn. Colleen Gause
 - d. Mail: Department of Technology and Information, Wm. Penn Bldg.,
801 Silver Lake Blvd., Dover, DE 19901
- State of Delaware - Acceptable Use Policy

WINDOWS 2000 PASSWORD CRITERIA

The State selected a password-based authentication scheme that makes compromises between what is convenient for the user and what is difficult to circumvent. As part of the Windows 2000 implementation, the State has deployed a strong password policy. As additional state agencies and affiliates are added to the windows 2000 environment, password management will be automatically managed via DTI. School districts, which manage their own password policy, should begin deploying strong passwords as they migrate from legacy operating systems to Window 2000. The guidelines for strong passwords are established by the SANS Institute and recommended by the Microsoft Corporation as well as the Department of Homeland Security Information Analysis & Infrastructure Group. These guidelines are consistent with the password policies at most major government facilities. Strong passwords require the following characteristics:

- _ Be at least seven characters long.
- _ Passwords must contain characters from at least three (3) of the following four (4) classes:

DESCRIPTION EXAMPLES

English upper case letters A, B, C, ... Z

English lower case letters a, b, c, ... z

Westernized Arabic numerals 0, 1, 2, ... 9

Non-alphanumeric ("special characters") #,\$,%,& such as punctuation symbols etc.

- _ Not contain your name or user name.
- _ Not be a common word or name.

Additional information concerning strong passwords is available at the DTI WEB Site:

http://intranet.state.de.us/dti/standards/strong_passwords.pdf

Passwords can be the weakest link in a computer security scheme. Strong passwords are important because password cracking tools continue to improve and the computers used to crack passwords are more powerful. Network passwords that once took weeks to break can now be broken in hours.

- _ The system will force a password change every 120 days.
- _ You will start getting daily reminders to change your password 14 days in advance of the expiration of your current password.
- _ Users experiencing password problems should contact the DTI Service Desk on 302-739-9560.

State of Delaware - Acceptable Use Policy

ACKNOWLEDGMENT STATEMENT

**State Of Delaware
Acceptable Use Policy
April 15, 2003**

This is to certify that I have read and agree to abide by the guidelines set forth within the State Acceptable Use Policy. As an employee or business partner of the State of Delaware, I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the State's communications and computer systems. If I have any questions about the policy, I understand that I need to ask my supervisor or IRM for clarification. Users are also encouraged to take and score 100% on the

AUP self-test located on the DTI Intranet at:

<http://intranet.state.de.us/dti/aup/State of Delaware AUPSelfTest.htm>

*If I refuse to sign this acknowledgement form, my supervisor will be asked to sign this form indicating that I have been given time to read and have questions answered about this policy. The supervisor will read this statement to me prior to signing the document and advise me that by not signing this document my rights to use the State's Communications and Computer Systems may be denied and may affect my ability to meet my job requirements.

Name: _____

Signature: _____

Agency/Company/School: _____

Date: _____

Supervisor Signature (*as required) _____

Comments: _____

State of Delaware - Acceptable Use Policy

Substitute Teacher Statement

I have received a copy of the Providence Creek Academy Charter School Substitute Handbook.

Please sign and return the last pages of the Acceptable Use policy, as well as this sheet.

Thank you for your cooperation, and have a great school year!

Signature

Date