

September 23, 2010

To Whom It May Concern:

Thank you for inquiring about student teacher placement in the KPBSD. All communication should be directly between your office and ours until the placement has been made. Once everything is in place, we'll provide you with contact information for the building administrator and the host teacher.

You will find the following information helpful:

1. For our files-we need a copy of the university's application for student teaching that was completed by the student, and transcripts.
2. We require a local supervisor of field experiences. You'll need to contract directly with this person (not our office) regarding supervision. Sherril Miller, Kenai Peninsula College, and I can provide the names of local persons who have contracted to supervise student teachers. Fees vary depending on the adjunct faculty contact. Sherril's direct number is (907) 262-0390.
3. Honorariums are handled directly with the host teacher (not through our office).
4. Once the assignment is complete, the student teacher should contact the principal and arrange to meet with him/her and the host teacher a day or two prior to beginning student teaching. The purpose of this meeting is to go over classroom rules and expectations and to answer any questions. There will be a couple of forms for the student teacher to complete at that time, also.

Every effort is made to accommodate when a specific school is requested, but the District has the final say in placements. (Also, the university must agree to remove a student teacher if the district deems it is in the best interest of the students of the Kenai Peninsula Borough to do so.)

We require proof of a current TB test, and the State of Alaska requires fingerprinting and an Authorization to Student Teach. Contact the Alaska Department of Education & Early Development (EED) in Juneau to request the form and instructions. The Internet address is as follows:  
[www.eed.state.ak.us](http://www.eed.state.ak.us)

We appreciate the opportunity and hope to hear from you soon.

Yours truly,

Laurie Wood  
Administrative Secretary  
Human Resource Department

Enclosure

**KPBSD**  
**STUDENT TEACHER/INTERN REGISTRATION**

Department or School : \_\_\_\_\_ Year:      **Fall**      **Spring**  
(circle one)

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Local mail address: \_\_\_\_\_ Local phone: \_\_\_\_\_

Local residence: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Host Teacher: \_\_\_\_\_ Grade \_\_\_\_\_

University program: \_\_\_\_\_

Program supervisor: \_\_\_\_\_

Supervisor's e-mail: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_

**KPBSD INTERNET USE AGREEMENT**

**I have read the most current version of the KPBSD Internet Use Agreement Board Policy AR 6162.71 that came with this registration. I understand and agree to abide by the stated terms of the KPBSD Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.**

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Other Pertinent Information**

The following information will be kept confidential and may be answered at your option:

**Do you have any physical limitations of which we should be aware?**    \_\_\_Yes \_\_\_No

**Have you ever been convicted of a felony or sex crime?**    \_\_\_Yes \_\_\_No

**If yes to either question, please explain fully on a separate sheet of paper.**

**The KPBSD places a high value on the student teaching experience. High expectations and standards provide a focus for the success of this process. We are committed to providing an effective learning environment for the student teacher as well as our own students, therefore the placement of student teachers is a careful and thoughtful process. Congratulations to you for being placed in our district! We trust the experience will be mutually beneficial to all.**

(Administrator: Please have your student teacher complete this form. Make a copy to send to the HR office and keep the original on file at your school.)



## FIELD EXPERIENCE STUDENT RESPONSIBILITY CONTRACT

1. I will abide by all school and KPBSD rules and regulations.
2. I will be on time for field experiences and any activities and conferences agreed upon.
3. In case of illness or unavoidable absence, I will call the school by 8:00 A.M.
4. I will be responsible for completing assignments from the university courses and from the host teacher by the time specified.
5. I have read and will abide by the State of Alaska, Code of Ethics of the Education Profession.
6. I will conduct myself in a professional manner at all times.
7. I will preserve the confidentiality of all activities and relationships that are part of my field experience. I understand that I may be required by law to disclose certain information. I may also discuss, in a professional manner, situations or problems that may arise in the schools with my university faculty as part of my teacher education program.
8. I recognize that field experiences are privileges, and that if I violate any KPBSD or university policies, my placement may be revoked.
9. The college will remove a student teacher if the District deems it in the best interest of the students of the Kenai Peninsula Borough so do so.

Name \_\_\_\_\_ Date \_\_\_\_\_

SSN \_\_\_\_\_ Student teaching \_\_\_\_\_ Internship \_\_\_\_\_

# KPBSD Policy Manual

AR 6162.71

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## **Instruction** **INTERNET USE AGREEMENT**

### **General Provisions**

#### **Authorized Members**

It is a general policy of the District to promote the use of computers in a manner that is responsible, legal and appropriate. KPBSD-Net is intended for the use of authorized members only. Any person using KPBSD-Net agrees to abide by the terms and conditions set forth in the District Internet Use Policy. A copy of this policy is included in the KPBSD Parent/Student Handbook.

This policy is applicable to any person connecting to KPBSD-Net, at any time. All users shall adhere to the provisions of this policy as a condition for continued use of KPBSD-Net.

#### **Disclaimer**

Pursuant to the Children's Internet Protection Act, the District uses filtering software to screen Internet sites for offensive material. The Internet is a collection of thousands of worldwide networks and organizations that contain millions of pages of information. Users are cautioned that many of these pages contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals/Dating; Lingerie/Swimsuit; Racism/Hate; Tasteless; and Illegal/Questionable.

In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Members accessing the Internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that the filtering software is unsuccessful and Members gain access to inappropriate and/or harmful material, the District will not be liable. To promote student safety and minimize these risks, student use of KPBSD-Net is governed by this policy.

#### **Definitions**

**Authorized Users/Members** are individuals that have permission to use KPBSD-Net including: District employees, student authorized users, consultants, board members, parent-volunteers or community-volunteers working under the supervision of a school principal.

#### **Children's Internet Protection Act definition of terms:**

**Technology Protection Measure:** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are

- (A) obscene, as that term is defined in section 1460 of title 18, United States Code;
- (B) child pornography, as that term is defined in section 2256 of title 18, United States Code; or
- (C) harmful to minors.

**Harmful To Minors:** The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that--

- (A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
- (B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**Sexual Act; Sexual Contact:** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

**Distance Learning Equipment** is a means for providing meetings, educational or professional course materials and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.

**Electronic Mail** (e-mail) consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments. All e-mail processed or stored on KPBSD-Net is the property of the District. E-mail messages may be monitored or inspected by the Superintendent. The District reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any e-mail transmitted on KPBSD-Net.

**Kenai Peninsula Borough School District Electronic Network Related Technologies** (KPBSD-Net) is the system of computers, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to KPBSD-Net. Only District-owned equipment may be attached to KPBSD-Net. Access to KPBSD-Net by personally owned computers, printers, or other devices is strictly prohibited. Files, data, emails and other information stored on district owned equipment or produced while working for the District is the property of the District.

**Internet** is a worldwide telecommunications system that provides connectivity for thousands of other smaller networks.

**Other Electronic Devices** include, but are not limited to, cellular telecommunication devices such as cellular phones, pagers, text communication pagers, two-way text pagers, and personal digital assistants that may or may not be physically connected to the network infrastructure.

**Password** is a secret word or series of letters and numbers that must be used to gain access to an online service or the Internet or to modify certain software (such as parental controls).

**Student Authorized Users** are any students enrolled in any classes offered by the District in a

traditional classroom or virtual classroom setting.

**Website** is a collection of "pages" or files on the Internet that are linked together and managed by a company, institution or individual.

## **Terms and Conditions for Use of KPBSD-Net**

### **Acceptable Uses**

KPBSD-Net is intended for educational use. Internet and e-mail use is a privilege, not a right, for staff members and students, and a violation of the Internet Use Policy may result in termination of usage and/or appropriate discipline. Teachers and other staff should guide students in their use of KPBSD-Net so that students will learn how Internet resources can provide valuable educational information from other classrooms, schools, and national and international sources. Members will be expected to follow generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not use profanity or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or employees confidential.
4. Use these resources so as not to disrupt service to other users.

### **Unacceptable Uses**

Improper use of KPBSD-Net is prohibited. Actions that constitute unacceptable uses of KPBSD-Net and are not specifically addressed elsewhere in this policy include, but are not limited to:

1. Use of KPBSD-Net for, or in support of, any illegal purposes or creating direct links to inappropriate or illegal sites. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited and is a breach of the Terms and Conditions.
2. Use of KPBSD-Net for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material.
3. Use of KPBSD-Net for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" another individual.
4. Uploading, posting, e-mailing, transmitting, or otherwise making available any content that is unlawful, dangerous or may cause a security risk.
5. Non-educational uses of KPBSD-Net including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political purposes.
6. Using Internet tools such as discussion boards, chat rooms, and instant messaging for personal rather than educational purposes.
7. Using profanity, defamation, obscenity or language that is generally considered offensive or threatening.
8. Plagiarizing any information gained on or through use of KPBSD-Net or any other network access provider.
9. Using copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws. (If students are unsure whether or not they are using materials in violation of copyright provisions, they should ask their teachers for assistance. School-based personnel are encouraged to contact the Information Services Department if they have questions

- regarding use of copyright materials found through KPBSD-Net.)
10. Violation of any provision of the Family Educational Rights and Privacy Act which makes confidential a student's educational records, including, but not limited to, a student's grades and test scores.
  11. Using KPBSD-Net for financial gain or for the transaction of any personal business or commercial activities.

## **Security**

It shall be the responsibility of all members of the school staff to appropriately supervise and monitor usage of KPBSD-Net to ensure compliance with this Internet Use Policy and the Children's Internet Protection Act. If a user inadvertently accesses inappropriate information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. All users are to promptly report any breaches of security violations of the Internet Use Policy to their teacher or the school principal. Such breaches will be reported to the District Information Services Department. Failure to report any incident promptly may subject the user to corrective action consistent with the District's rules and policies. In order to maintain the security of KPBSD-Net, users are prohibited from engaging in the following actions:

1. Using a modem to dial into any online service provider, or Internet Service Provider (ISP).
2. Intentionally disrupting the use of any computer for other users, including, but not limited to, disruptive use of any processes or programs, intentionally spreading computer viruses, sharing logins and passwords or utilizing tools for ascertaining passwords, or engaging in "hacking" of any kind, which is an illegal or unlawful entry into an electronic system to gain secret unauthorized information.
3. Disclosing the contents or existence of District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Users must not use the login or password belonging to someone else.
4. Unauthorized file sharing, downloading unauthorized games, programs, files, electronic media, and/or stand-alone applications from the Internet that may cause a threat to KPBSD-Net is not permitted.

## **Websites**

The school's website is limited to school-related materials and events. Members may create web pages as a part of a class activity. Material presented on a user's class activity website must meet the educational objectives of the class activity. The District has the right to exercise final editorial authority over the content and/or style of member web pages .

Parents of minor students (under 18 years of age) may request that their student(s) not be allowed independent use of specific networked resources, such as the Internet, by making such request in writing to the school principal.

Parents of minor students (under 18 years of age) may request that the District not post their children's work, photographs or names on the Internet by completing and returning Videotape/Photograph Non-Permission form E5145.1 to the school principal.

## **Monitoring**

KPBSD-Net is routinely monitored to maintain the efficiency of the system. Users should be aware that any use of KPBSD-Net is subject to monitoring or investigation by the Information

Services Department or school or District administrators. Any activities in violation of this policy may be reported and will subject the user to sanctions specified in District policy, procedures, and state and federal law. Users should not expect that their use of KPBSD-Net is private.

### **Assumption of Risk**

The District will make a good faith effort to keep KPBSD-Net system and its available information accurate. However, users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the District does not warrant that KPBSD-Net will be error free or free of computer viruses. In making use of these resources, users agree to release the District from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of KPBSD-Net. Users further acknowledge that the information available through interconnecting networks may be inaccurate. The District has no ability to maintain such information and has no authority over these materials. The District makes no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of the data and/or information residing on or passing through KPBSD-Net from outside networks. Use of KPBSD-Net is at the risk of the user.

### **Indemnification**

The user indemnifies and holds the District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing KPBSD-Net that cause direct or indirect damage to the user or third parties.

### **Sanctions**

The Terms and Conditions shall be used in conjunction with the District's Discipline Guide (AR5144). Individual schools may choose to have additional rules and regulations pertaining to the use of networked resources in their respective buildings.

Failure to abide by this policy may subject the user to corrective action ranging from suspension of some or all access privileges up to and including expulsion, termination and prosecutions according to District Policies. Users may be denied access to KPBSD-Net while an investigation is under way.

If a user's access to KPBSD-Net is suspended or revoked by KPBSD-Net administrators as a result of violations of this policy, the user may appeal the suspension in writing, to the Superintendent within ten (10) days.

If a violator is removed from KPBSD-Net, there shall be no obligation to provide a subsequent opportunity to access KPBSD-Net .

### *Legal Reference*

*CODE OF FEDERAL REGULATIONS  
47CFR54.520-- Sec. 54.520 Children's Internet Protection Act*

*UNITED STATES CODE*



*Title 18, Section 1460, Possession with intent to sell, and sale, of obscene matter on federal property.*

*Pub. L. 106-554: Children's Internet Protection Act*

**KENAI PENINSULA BOROUGH SCHOOL DISTRICT**  
**Adoption Date: 4/3/06**

[BP 6162.71 Internet Use](#)  
[E 6162.71a Internet Non-Permission Form](#)  
[E 6162.71b Staff Verification of Internet Policy](#)

Was this content helpful?



Feedback

  
A feedback form consisting of a large empty text input field. To the right of the field is a vertical scroll bar. Below the field are two small square buttons with left and right arrow symbols, likely for navigating between feedback items.