



Peniel Baptist Academy
"Educating PK2-12th Grade Students to the Glory of God"

THE 2011-2012 SCHOOL REGISTRATION IS HERE!

March 8, 2011

Dear Parents,

It is time to register for the upcoming 2011-2012 school year. Attached to this letter you will find the fee sheet, registration packet and other information about the school year to come. Please take the time to thoroughly read and complete the packet. The packets are also available online at www.peniellacademy.org. Click on "Admissions".

Registration dates are as follows:

In House Registration:	March 14th starting at 7:00 am
Peniel Baptist Church Reg.:	March 21st starting at 7:00 am
Public Registration:	March 24th starting at 7:00 am

Please note that the \$100 registration fee will be due the day you register your child. Registration fees are waived for PK4 parents who are signing up for the VPK4 program. Florida Tax Credit Scholarship families must apply for renewal between March 1st-April 30th at www.stepupforstudents.org.

Just another reminder that families may not register for next year if there is a balance due on their account. Please make sure that all payments are remitted to the Bookkeeping department before registering.

We look forward to seeing you on March 14th! If you have any questions, please call us at 386-328-1707. We will be glad to help you.

Sincerely,

Lester Jenkins

Administrator
Peniel Baptist Academy

TELL A FRIEND...AND RECEIVE \$25!!

Did you know the best type of advertising is word of mouth? If you refer a new family to PBA for the 2011-2012 school year,
PBA will give you \$25 per student referred!!!

The new student will need to list your name on their registration form under "Referred By". The \$25 will be awarded once the student stays through the first nine-weeks.



March 8, 2011

Dear Current K-12th Families on the Florida Tax Credit Scholarship,

If you and your family receive tuition assistance through the Florida Tax Credit Scholarship, it is now time to renew your scholarship application. Please note that participation in the FTC scholarship program is not automatic. **YOU MUST REAPPLY FOR THIS SCHOLARSHIP EVERY YEAR.** If you do not apply in time, you may lose your scholarship since there are several thousand new families trying to get this scholarship for their children. There are only limited funds, so don't miss out!!!

To receive funding for the start of the 2011-2012 school year, please complete your application between: **MARCH 1st - APRIL 30th.**

STEPS TO RENEWAL:

1. First, review the following income chart to see if your family is eligible for renewal

100% Scholarship for Renewal Applicants	
Number of People in Household	Total Gross Monthly Household Income for Renewal Applicants
2	\$2,452 per month
3	\$3,088 per month
4	\$3,725 per month
5	\$4,362 per month
For each additional member, add \$637	

75% Scholarship for Renewal Applicants		
Number of People in Household	From	To
2	\$2,453 per month	\$2,636 per month
3	\$3,089 per month	\$3,320 per month
4	\$3,726 per month	\$4,004 per month
5	\$4,363 per month	\$4,689 per month
For each additional member, add \$684		

50% Scholarship for Renewal Applicants		
Number of People in Household	From	To
2	\$2,637 per month	\$2,819 per month
3	\$3,321 per month	\$3,552 per month
4	\$4,005 per month	\$4,284 per month
5	\$4,690 per month	\$5,016 per month
For each additional member, add \$732		

2. **Submit a renewal application online at www.stepupforstudents.org.** Click on "For Parents" and "Apply Now" to complete the online application. **Applications for renewal families became available in early March.**
3. Before you start this process, you should have the following information with you at the computer:
 - ✓ Pay stubs from all jobs worked by all adults in the household for the most recent 30 days.
 - ✓ Current unemployment or workers compensation receipts for the most recent 30 days from all adults in the household currently receiving these benefits.
 - ✓ ALL Social Security benefit letters for everyone in your household specifying the monthly benefit for 2011 or 2010 if your household is supported by Social Security Income.
 - ✓ Child support documentation for all your children specifying how much you actually receive monthly if you are designated to receive child support.
 - ✓ The monthly calculated amount of all financial assistance currently received from the State or family members or friends.
 - ✓ Accurate Social Security numbers for ALL household members.
 - ✓ Your 2010 1040 tax return
4. Once you complete the online application, you must **send ECS all the required documentation and pay the \$30 non-refundable application fee. They will not process your application without this documentation and application fee.**
5. Step Up for Students will determine whether or not your family qualifies for a scholarship based on their review of your application responses and the supporting documentation that you are required to send to them.
6. If you qualify for a scholarship, Step Up for Students will release a **SCHOLARSHIP AWARD LETTER** for all eligible children in your family. The scholarship will only give financial assistance as of the date you receive the letter. **Please be careful to apply far enough in advance so that you will get your letter before school starts.**
7. Parents must give the Scholarship Award Letter to Peniel who will then apply it to your child's account. As stated above, the FTC scholarship program pays for a student's tuition, books, and other school fees up to 50%, 75% or 100% of \$4,106. Parents are responsible for all fees that exceed this amount.

We hope this information has helped you as prepare for the registration process at PBA. Please remember that PBA has no control on scholarship acceptance with Step Up for Students; however, we will be glad to help you as much as we can with the process. If you have any questions, please feel free to call us at 386-328-1707.

Sincerely,

Lester Jenkins

Administrator
Peniel Baptist Academy



March 8, 2011

Dear Current and Prospective K-12th Parents,

As of the 2011-2012 school year, Peniel Baptist Academy will be starting a new program to minister to students with processing disorders. Mrs. Jennifer Coburn, one of our current PBA teachers, will be heading this program using curriculum from the National Institute for Learning Development (NILD). Mrs. Coburn holds a Masters degree in Exceptional Education.

The NILD program at Peniel will center on stimulating areas of weakness in perception and cognition. Compensatory techniques are avoided. Instead, **intensive educational therapy** will be given to each student for **80 minutes, two to three times a week, one-on-one**. Techniques used are especially designed to change thinking, stimulate processing, and develop awareness for language, writing, math, and listening. Developed by the NILD research team, techniques are non-tutorial, intense, eclectic, integrated, and emphasize deficit training. Entrance into the NILD program will be based on a full-battery of testing which must demonstrate that the student exhibits one or more characteristics for the learning disabled. *The NILD program is not designed for students who have emotional disorders, severe motor control dysfunctions, or retarded intellectual functions (such as autism and Down's Syndrome).* This program will only serve students who are enrolled at Peniel Baptist Academy.

ARE YOU INTERESTED?

Students who would like to be considered for the NILD program must receive approval from the School Administration *before* any testing is conducted. The NILD program is a **three year commitment** as the techniques used will demand that much time for completion. Please understand that the fee for the NILD program is \$1980 annually. This fee is in addition to all other school fees including registration, supply, books and tuition. If you are interested in your child being tested for the NILD program, please make an appointment with the school office.

We will only have (7) seven NILD seats available this coming year, so don't miss your chance.

MCKAY SCHOLARSHIP

As of the 2011-2012 school year, PBA has become a participant in the John M. McKay Scholarship for Students with Disabilities which provides parents who are not happy with their child's public school placement the option to place their child in a participating private school. The amount of financial assistance offered by the McKay Scholarship is based on the student's individual education plan (IEP) which determines the student's matrix level. The McKay Scholarship will pay a certain amount towards the total cost of your child's tuition and fees. Parents will be responsible for paying all fees that exceed the scholarship amount. **Peniel will only be able to accept a limited amount of students in Level 1 or Matrix 251 who are struggling with learning disabilities such as processing disorders.** *(Please note: Due to lack of faculty, funds and facilities, PBA will not be able to accept students with more higher levels of disabilities such as students who have emotional disorders, severe motor control dysfunctions, or retarded intellectual functions (such as autism and Down's Syndrome).*

ARE YOU ELIGIBLE FOR THE MCKAY SCHOLARSHIP

In order to be eligible for the McKay Scholarship Program, a student must apply for the program *prior* to withdrawing from public school. The student must also have an Individual Education Plan (IEP), and:

- Have been enrolled and reported for funding in a Florida public school during the October and February Florida Education Finance Program surveys (Grades K-12); or
- Have been a pre-kindergarten student who was enrolled and reported for funding in a Florida public school during the preceding October and February Florida Education Finance Program surveys and was at least 4 years old
- If your child does not meet these requirements but has an IEP and is a dependent child of a member of the United States Armed Forces who transfers to a school in Florida from out of state or from a foreign country pursuant to a parent's permanent change of station orders the child may be eligible for a McKay Scholarship. Please contact the School Choice office at 1-800-447-1636 for additional information.

HOW TO APPLY FOR THE MCKAY SCHOLARSHIP?

At least 60 days prior to the first scholarship payment, parents must file an intent to participate in the McKay Scholarship Program at **www.floridaschoolchoice.org** by clicking on the McKay Scholarships link and then the link titled "Apply for a McKay Scholarship" located on the quick navigation bar on the left-hand side of the screen. If additional assistance is needed, parents may contact the Office of Independent Education and Parental Choice at 1-800-447-1636. **Please note: To receive 100% of the McKay Scholarship, parents must file their intent to participate by July 1, 2011.**

The scholarship lasts until the student returns to public school, graduates from high school or reaches 22, whichever occurs first.

We hope this information has helped you as prepare for the registration process at PBA. Please remember that PBA has no control of whether or not a students will be receive a McKay Scholarship; however, we will be glad to help you as much as we can with the process. If you have any questions, please feel free to call us at 386-328-1707.

Sincerely,

Lester Jenkins

Administrator
Peniel Baptist Academy



PENIEL BAPTIST ACADEMY REGISTRATION

STUDENT INFORMATION

Applying for the 20__ - 20__ School Year

PK2 PK3 PK4 Full Day Half Day

K 1 2 3 4 5 6 7 8 9 10 11 12

Daycare Yes No

STUDENTS LEGAL NAME

Last _____ First _____ Middle _____
 Goes by _____ Male Female
 SSN _____ - _____ - _____
 Birthdate ____/____/____ Age _____
 Home Phone (____) _____
 Home Address _____
 City _____ State _____ Zip _____

FAMILY INFORMATION

Who the child lives with:

FATHER/STEPFATHER/LEGAL GUARDIAN (Please Circle)

Name _____
 Cell Phone (____) _____
 E-mail _____
 Work Phone (____) _____
 Occupation/Title _____
 Employer _____

MOTHER/STEPMOTHER/LEGAL GUARDIAN (Please Circle)

Name _____
 Cell Phone (____) _____
 E-mail _____
 Work Phone (____) _____
 Occupation/Title _____
 Employer _____

If the child does not live with both natural parents, please list the name, address, and phone number of the other parent.

Name _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone (____) _____
 Would this parent like correspondence? Yes No

Names and ages of brothers and sisters _____

CHURCH INFORMATION

Name of Church _____
 Address _____
 City _____ State _____ Zip _____
 Denomination _____
 Name of Pastor _____

How often do you attend?

Student: Weekly Monthly Occasionally
Father: Weekly Monthly Occasionally
Mother: Weekly Monthly Occasionally

OTHER INFORMATION

How did you hear about PBA? _____
 Referred by _____

(List a current PBA family, if applicable)

Why do you want your child to attend Peniel Baptist Academy?

BILLING INFORMATION

Required for enrollment:

Bill to _____
 Address _____
 City _____ State _____ Zip _____
 Home Phone (____) _____
 Cell Phone (____) _____
 E-mail _____
 Work Phone (____) _____

My child is applying for the following tuition assistance: VPK4
 Florida Tax Credit Scholarship McKay Scholarship

Tuition Agreement: I understand that tuition is due on the 1st of each month for that month. If unpaid by the 5th of that month, a \$10.00 late fee will be charged. An additional \$15.00 fee will be assessed if not paid by the 10th of that month and I understand that if my payment is not made by the 15th of the month, my child will not be allowed to return to class. I also understand that a \$10.00 service charge will be assessed on each check returned to the Academy for insufficient funds. **I understand that the following fees are non-refundable: Registration Fee, Supply Fee and Book Fee.** I will review the Peniel Baptist Academy Parent and Student Handbook for detailed financial policies.

_____ Date

_____ Parent/Guardian Signature

Office Use:

Date Received _____	Time Received _____
<input type="checkbox"/> Registration Fee	<input type="checkbox"/> Medical and Emerg Info Form
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Medical Authorization
<input type="checkbox"/> Copy of SS Card	<input type="checkbox"/> Field Trip Consent
<input type="checkbox"/> Shot Record (Blue Card)	<input type="checkbox"/> First Aid Permission Form
<input type="checkbox"/> School Physical (DH3040)	<input type="checkbox"/> Library Policies
<input type="checkbox"/> Report Card/Transcripts	<input type="checkbox"/> Permission to Paddle
<input type="checkbox"/> Standardized Test Scores	<input type="checkbox"/> Internet/Computer Use
<input type="checkbox"/> Testing	<input type="checkbox"/> Signed Statement of Agreement
<input type="checkbox"/> Parent/Student Interview	<input type="checkbox"/> Records Requested _____
<input type="checkbox"/> Accepted _____	<input type="checkbox"/> Records Received _____
Not Accepted _____	



MEDICAL AND EMERGENCY INFORMATION

Peniel Baptist Academy

110 Peniel Church Road, Palatka, Florida 32177

386-328-1707

Student Information

Name _____ Grade _____ Birth Date ____/____/____

Street Address _____ Telephone (____) _____

City _____ State _____ Zip Code _____

Parent Contacts

Mother's Name _____ Father's Name _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Email _____ Email _____

Approved for Student Pick-Up/Emergency Contacts

**REQUIRED: List two people to contact if above parents cannot be reached.

Name _____ Name _____

Relation to Child _____ Relation to Child _____

Home Phone _____ Home Phone _____

Work Phone _____ Work Phone _____

Cell Phone _____ Cell Phone _____

Any Additional Contacts (Include Phone Number and Relationship to Child): _____

Please list any specific person(s) who are NOT allowed to pick up your child:

Medical Information

Please be as detailed as possible. We also require medical information from your child's doctor if their condition is extreme and will require treatment at school.

Allergies _____

Medications Being Taken _____

Physical Problems _____

Name of Doctor to be called _____ Phone # _____

Name of Dentist to be called _____ Phone # _____



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**Authorization To Consent To Medical Treatment in the State of Florida
For a Minor Child**

I, (we) _____ and _____, do hereby
Parent/Guardian's Name Parent/Guardian's Name

state (we are) the natural parent(s) or the legal guardian(s) of _____.
Child's Name

We do hereby authorize PENIEL BAPTIST ACADEMY to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or surgeon licensed to practice in the State of Florida when the need for such treatment is immediate and when efforts to contact me (us) are unsuccessful.

Dated this _____ day of _____, 20____

Signature of Parent or Guardian Driver's License # is _____
Required for Notarization

Child's Doctor _____ Phone # _____

Parent's Doctor _____ Phone # _____

Choice of Specialists _____ Phone # _____

Child's Allergies _____

Medicine Child is Taking _____

Known Medical Problems _____

State of Florida
County of Putnam

Witness my hand and official seal, this _____ day of _____, 20____.

Notary Public
State of Florida at Large



Peniel Baptist Academy
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First Aid Permission Form

Student's Name _____

Birthdate _____ Age _____

Dear Parent/Guardian:

It is normal within the course of the school year for your child to need first aid treatment at one point or another. Some students get minor scratches on the playground or while in P.E.; others develop common colds, a sore throat and have elevated temperatures, etc.

In our first aid supplies we have included these items for use:

- | | | |
|-------------------------------|---------------------------------|---------------------|
| 1. Peroxide, for cleaning | 9. Ambusol Toothache Medicine | 17. Cough Drops |
| 2. Neosporin Ointment | 10. Bactine Antiseptic Spray | 18. Saline Solution |
| 3. Triple Antibiotic Ointment | 11. Witch Hazel | |
| 4. Betadine | 12. Rubbing Alcohol | |
| 5. Calamine Lotion | 13. Folle First Aid Spray | |
| 6. Hot & Cold Compresses | 14. Baking Soda | |
| 7. Ace Bandages | 15. Unguentine Anesthetic Spray | |
| 8. Sterile Eye Wash | 16. Vaseline | |

Please check below one of the following and return it to school.

_____ The above items may be used on my child if needed for first aid by the discretion of the front office.

_____ The above circled items may not be used on my child for first aid.
Explain: _____

Parent/Guardian Signature

Date



Peniel Baptist Academy
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PARENT CONSENT & RELEASE STATEMENT
FOR SCHOOL FIELD TRIPS

Recognizing that field trips advance the education of your child and that Peniel Baptist Academy will from time to time take classes on field trips, I do hereby give my permission for my child, _____, to be taken on regularly scheduled field trips.

Child's Name

I agree to pay entrance fees or admission charges when accessed. I agree to pay a small transportation charge for the Peniel Baptist Academy bus(es) when it is used.

Notification will be made in advance of:

1. The date of the trip.
2. The destination of the trip.
3. The charges, if any, for the trip.
4. The hour of departure and approximate hour of return.

I understand and hereby agree to assume all of the risks which may be encountered on said activity, including activities preliminary and subsequent thereto. I do hereby agree to hold Peniel Baptist Academy and its agents and employees, harmless from any and all liability, actions, causes of actions, claims, expenses, and damages on account of injury to my child or property, even injury resulting in death, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Parent or Guardian _____ Date _____

TELEPHONE NUMBERS WHERE I MAY BE REACHED IN AN EMERGENCY:



Peniel Baptist Academy
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LIBRARY POLICIES

1. Students may not check out books without their Library Card. A new Library Card must be purchased if the card issued at the beginning of the school is lost.
2. Books are checked out:
 - K-5th – one week at a time
 - 6th-12th – two weeks at a time
3. Students are allowed to check out:
 - K-5th – one book at a time
 - 6th-12th – two books at a time
4. Students are charged 5¢ each day that a book is overdue. Students who are out of school due to illness and who have a book that becomes overdue while they are out sick will not be charged a fine if they return the book the same day they return to school.
5. If the book is more than two weeks overdue, the student will be charged to replace the entire book. They will be reimbursed if the book is returned later, minus overdue charges.
6. Fees/fines must be paid when due. New books cannot be check out if a fine is owed. Any fine owed at the end of the school year will be transferred to the student's school account.
7. Any books that are lost or damaged must be replaced. The Librarian will let you know the cost of replacement.
8. Parents must sign the statement below indicating they understand the library policies.

I have read and understand the attached Library Policies and fully understand them. I agree to accept the responsibilities as stated.

Parent's Signature

Date

Child's Name

Grade



Peniel Baptist Academy
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PERMISSION TO PADDLE

(The intent of this form is not to offend those parents who do not approve of paddling, but to offer this as an option for those parents who still believe in the use of paddling.)

Corporal punishment includes only rational physical punishment administered in response to any act or acts of misbehavior committed by a student that is deemed by the Administration as severe and/or warranting paddling.

The following conditions will govern the administering of corporal punishment:

1. Parents shall be consulted by phone before the paddling and a discipline form after their child is paddled.
2. It shall be administered in a manner that does not demean the self-worth of the student. Female students will be disciplined by a designated female staff member.
3. It shall be administered humanely with reasonable restraint.
4. It shall be administered privately with an adult witness present.
5. It shall be administered as soon after the behavior offense as is practical.

Understanding the above conditions:

_____ Yes, I give Peniel Baptist Academy permission to paddle my child.

_____ No, I do not give Peniel Baptist Academy permission to paddle my child.

Parent's Signature

Date



Peniel Baptist Academy

"Educating PK2-12th Grade Students to the Glory of God"

2011-2012 Technology Acceptable Use Policy and Agreement Form

Peniel Baptist Academy believes that technology can enhance Christian education through the wide variety of resources available. In particular, PBA understands that access to the Internet provides a wealth of informational resources, research opportunities, communication services and international exposure in ways that would be otherwise unavailable. While this type of technology can be extremely beneficial to teachers and students, we also are aware that there are many dangers and risks associated with the integration of such technologies. The following policies have been written to establish boundaries that will help reduce the risk of harm, to hold each other accountable for our interactions while using technology resources, and to promote our Christian witness in every area of our lives.

A. Rights of Peniel Baptist Academy

The use of the PBA computer system is a revocable privilege for all users. The PBA computer systems, equipment, and all user accounts are the property of PBA. Privacy rights do not apply to the use of the computer system or user accounts, and PBA reserves the right to monitor and access information maintained in the system and in users' accounts.

New Policy for 2010-2011: The Internet is a "public place" and we are accountable for our witness while online. Any faculty, staff or student who decides to operate a personal online website or contributes to a blog must register the website/blog with the school. The website must be registered immediately upon its creation. Any student who creates a website or blog prior to attending the school must register the website/blog as soon as he/she is accepted as a student. All websites/blogs will be monitored for content on a regular basis. Any faculty, staff or student found with material that is deemed inappropriate to the purpose and mission of the school will be subject to disciplinary action, including removing the materials in question from their site.

B. School Conduct Codes

Peniel Baptist Academy has established a code of conduct (found in our Parent/Student and Faculty/Staff Handbooks) that all faculty, staff and students have agreed to follow as members of this ministry. This code of conduct is to be followed during and after school hours while participating in any technological activity.

The school code of conduct applies to, but is not limited to, the tampering of hardware and/or software in the form of vandalism, unauthorized access to information, computer piracy (downloading software), hacking (accessing school records), and other forms of malicious behavior. Other types of damage and information loss to a computer system are viruses and worms. If you are responsible for a computer becoming infected with viruses or worms, you will be held liable.

The code of conduct also applies to the electronic use of harassing and abusive or obscene language. You may not annoy, harass, or offend people while using any type of technology. You also may not display or distribute obscene or sexually explicit pictures or language.

C. Moral and Ethical Issues

Peniel Baptist Academy expects that all faculty, staff, and students will act ethically and morally while participating in technological activities. Ethical and moral issues involving the use of the Internet deal with the appropriate access of information, the type of information accessed, and the way the faculty, staff, and/or student behave while using the Internet.

PBA will do everything we can to actively protect our faculty, staff and students from inappropriate and harmful materials. **We cannot weed out all of the materials that are unacceptable, but it should be clearly understood by all that access to such materials in any form is strictly forbidden.** The computer system/network is designed to achieve and support instructional goals and any information that does not support classroom learning is to be avoided.

D. Guidelines when Using PBA Network Resources

The following rules are to be followed when using the school's network:

1. Access is a privilege, not a right. This privilege requires consideration and responsibility on the part of the user. Inappropriate use will result in disciplinary action. The School Administration will determine what is inappropriate use.
2. Internet access is only to be used for educational purposes that align with the mission of the school.
3. Users are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.

1. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
2. Physical or electronic tampering with computer equipment is not permitted. This includes, but is not limited to, deliberate changing of settings, activating screen savers, installation of unauthorized software, vandalism, "hacking" or other disruptions in the operation of the computer or network. Users shall be responsible for damages to equipment, systems, and software caused by any deliberate act. Any and all costs incurred by PBA for repairs and/or replacement of software, hardware and data files shall be the responsibility of the user who created the problem.
3. Users must not plagiarize. Plagiarism is defined as "taking ideas or writings from another person and offering them as your own." The person who leads readers to believe that what they are reading is their original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or the idea. Be careful when using the Internet. Cutting and pasting ideas into your own document is very easy to do; so, be sure that you give credit to the author.
4. Users must not violate copyright laws in the use, installation, distribution, duplication or modification of copyrighted material. (Example: You find a copy of Microsoft Works on the Internet. Could you legally copy it? The answer is no. This is copyrighted software. You have to purchase software packages before you use them legally. Suppose you find an article about the use of Microsoft Works on the Internet, can you legally copy it? The answer is yes, as long as you give credit to the author and do not sell the article for profit.)
5. If a user discovers a security problem with the school's network, they should contact the School Administration as soon as possible. Users should not demonstrate the problem to others nor attempt to "hack" the computer system.
6. Users must not use another student's account or password nor reveal their password to others. A user must not attempt to impersonate another person nor use the network to disrupt the work of others or use others folders, work, data or files.
7. Users are not to use a computer logged on under another person's name.
- 8. Students MAY NOT send or receive e-mail at school. Students may ask teachers to e-mail for them but it can only be for educational research and correspondence.**
- 9. Students MAY NOT enter or participate in any social networks or blogs such as My Space, Face Book, Twitter or other such sites at school.**
10. Users shall not give out personal information of any kind over the Internet (this includes name, address, home phone number, etc.)
11. Users shall not tie up the network with idle activities. The network is solely intended for educational use. The more users there are on a network, the more congested that network becomes. If there are too many users at any given time, the traffic on the network grinds to a crawl, just like a traffic jam on a freeway. Some users may be cut off altogether.
12. Do not play games with others on the school network or on the Internet. (The school network is not designed for computer games. Play games on your own time and on your own computer.)
13. Students may not download files from the Internet nor upload to/through the school network unless granted permission from a faculty/staff member. Any such files must be checked by a virus scan.
14. PBA is not responsible for the loss of data, delays, lack of delivery of information or service interruptions. Although every effort will be made to insure a reliable connection, there may be times when the Internet service is "down" or unavailable.
15. Users shall realize that network usage is not private. The School Administrator may review files, messages, or data to insure that the system is being used responsibly.

E. Online Bullying and Harassment (New Policy for 2010-2011)

- **Cyberbullying**

The Florida Legislature adopted an anti-bullying, including cyber-bullying, law on April 2008. The law is called "Jeffrey Johnston Stand Up for All Students Act" (Fla. Stat. section 1006.147), named after Jeffrey Johnston, a 15-year-old boy who committed suicide after being the object of bullying, including Internet bullying, for two years. This new Florida law prohibits bullying and harassment of any student or employee, and requires schools to adopt measures to protect students and employees from the physical and psychological effects of bullying and harassment. Cyberbullying is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education. Cyberbullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and send embarrassing photographs of students; posting misleading or fake photographs of students on web site. The physical location or time access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated.

- **Cyberstalking**

Cyberstalking as defined in Fla. Stat. Section 784.048(1)(d) means to engage in a course of conduct to communicate, or to cause to be communicated words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

F. Legal Issues

On August 1, 1979, Chapter 815 of the Florida statutes, "The Florida Computer Crimes Act" went into effect. This act describes the circumstances under which the unauthorized use of computer equipment, services, or accounts may be prosecuted as a misdemeanor of the first degree, felony of the third degree, or felony of the second degree with penalties ranging from 1 to 15 years of imprisonment and fines of \$1,000 to \$10,000. Listed below is one example from three areas of concern found in the Florida statutes (please visit Florida Statutes 815 for further details). Anyone committing acts of this kind may face legal charges and will face disciplinary action by Peniel Baptist Academy.

1. Willfully, knowingly, and without authorization destroys data, programs, or supporting documentation residing or existing internal to a computer system, or computer network commits an offense against intellectual property.
2. Willfully, knowingly, and without authorization destroys, takes, injures, or damages equipment or supplies used or intended to be used in a computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization destroys, injures, or damages any computer, computer system, or computer network, commits an offense against computer equipment or supplies.
3. Whoever willfully, knowingly, and without authorization accesses or causes to be accessed any computer, computer system, or computer network; or whoever willfully, knowingly, and without authorization denies or causes the denial of computer system services to an authorized use of such computer system services, which, in whole or part, is owned by, under contract to, or operated for, on behalf of, or in conjunction with, another commits an offense against computer users.

Student/Faculty and Staff

I understand and will abide by the conditions and rules as described in this Technology Acceptable Use Policy. I further understand that any violation of the above conditions and rules is unethical and may constitute a criminal offense. Should I commit any violation, disciplinary action and/or appropriate legal action may be taken, if necessary.

Date: _____

User: _____

Grade: _____

Signature: _____

Registration of Personal Websites or Blogs (examples: My Space, FaceBook, Twitter, etc): _____

Parent or Guardian

As the parents or guardian of this student I have read and agree to hold my child accountable to the conditions and rules described in this Technology Acceptable Use Policy.

Date: _____

User: _____

Signature: _____