

Tranquility Adventist School

*“Educating for Eternity”*



- 📍 3 Academy Lane, Andover, NJ 07821
- 📞 (908) 852-1391
- 🌐 www.tranquilityschool.com
- ✉ principal@tranquilityschool.com
- 📱 (215) 932-3893

## *4<sup>th</sup>-8<sup>th</sup> grade Behavior Contract*

### ***Student Section***

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Grade

#### **I know that I have a right to:**

- Be in a safe and supportive learning environment, free from discrimination, harassment and bigotry;
- Know what is appropriate behavior and what behaviors may result in disciplinary actions;
- Be counseled by members of the professional staff in matters related to my behavior as it affects my education and welfare within the school;
- Due process of law, as established by the *New Jersey Conference Board of Education*, in instances of disciplinary action for alleged violations of school regulations for which I may be suspended or removed from class.

#### **I agree to:**

- Come to school on time;
- Appear for each of my classes at the start time, ready to begin work;
- Be prepared with appropriate materials and assignments for all classes;
- Show respect to all teachers, staff members, fellow students and guests;
- Resolve conflicts peacefully, without arguing, and cooperate when a staff member gives directions or makes a request. I understand that I will be given an opportunity to voice my concerns at an appropriate time if I do not agree with the request;
- Take responsibility for my personal belongings and respect other people's property;
- Dress appropriately and stay within the bounds of the dress code;
- Refrain from wearing clothing which have any signs of negative symbols, negative language or gang affiliation in school;
- Refrain from bringing weapons, illegal drugs, lighters and any incendiary devices;
- Refrain from bringing personal possessions that are disruptive (e.g., cell phone, tablet, games) in school;
- Share information with school officials that might affect the health, safety or welfare of the school community;
- Keep my parents/guardians informed about school-related matters and make sure I give them any information sent home;
- Follow all rules in the *TAS Student Handbook* and as established by my classroom teacher;
- Behave responsibly as described in the *TAS Student Handbook*.

***I have received a copy of the TAS Student Handbook. I agree to follow the rules of behavior. I have discussed this with my parents and I will follow this agreement.***

\_\_\_\_\_  
Student Name *(please print)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## ***Parent/Guardian Section***

I have received a copy of ***TAS Student Handbook***. I understand the behavior that is required of my child. I also understand that my participation in my child’s education will help him/her to be successful in school. I have read this agreement and I will carry out the following responsibilities to the best of my ability.

### **I agree to help my child follow this agreement by:**

- Encouraging my child to be a respectful and peaceful member of the school community;
- Participating in any discussions and decisions concerning my child’s education;
- Attending scheduled appointments with school staff;
- Providing the school with current telephone numbers and emergency contact information;
- Alerting the school if there are any significant changes in my child’s health or well-being that affects his/her ability to perform in school.

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**Parent/Guardian Name** *(please print)*

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**Signature**

---

**Date**

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## **New Jersey Conference of Seventh-day Adventists Acceptable Use Policy for the Internet, Computer, & Other Technology Media**

### **1. Purpose**

At Tranquility Adventist School (TAS) we understand that access to technology gives students greater opportunities to learn, engage, communicate, and develop 21<sup>st</sup> century skills. With that purpose, we provide access to technologies for students. This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies.

- a. The TAS network is intended for educational purposes.
- b. All activity over the network may be monitored and saved.
- c. Access to the internet over the network may be restricted according with our policies.
- d. Students are expected to follow the same rules of respect online as offline
- e. Misuse of school technology and resources can result in disciplinary action
- f. TAS makes a reasonable effort to ensure student safety and online security but will not be held accountable for any harm or damages that result from its use.
- g. Any user should inform a staff immediately with concerns regarding safety and security.
- h. Cyber bullying and illegal activity are strictly prohibited.

Use of these resources is a privilege, not a right, and permission to use may be revoked at any time. Use of these resources is available to authorized users only.

### **2. Definitions**

21<sup>st</sup> century skills – skills that help students thrive in today’s world which include; collaboration, digital literacy, critical thinking, problem-solving.

Acceptable Use Policy (AUP) – set of rules and guidelines for using the school network, and technologies.

e-mail – message sent electronically through the computer.

Internet – a global computer network that provides information and communication capabilities.

Netiquette – The use of internet, network resources and online sites in a courteous and respectful manner.

Network – shared digital connection.

Plagiarism – Use of content that is not original including words and images from the internet without citing the original creator.

Search engine – a program that searches and identifies items using keywords specified by user to find websites on the world wide web.

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Social media – websites and applications that users can create and share content, which includes blogs, video hosting sites (YouTube), Instant Messaging, social networking sites (Facebook, Instagram, Snapchat)

Technology – any equipment used for the purpose of education in school.

Website – a location connected to the internet that has one or more pages on the world wide web (www).

World Wide Web (WWW) – an information system on the internet that allows documents to be connected to other documents using hypertext links, and allowing user to search and move from one document to another.

### **3. Acceptable Use Policy (AUP)**

The use of all technologies are provided as a privilege to the user and this Acceptable Use Policy provides the school’s expectations and the responsibilities of the user. This applies to students using school technology. It includes all school-owned technology both on and off school grounds, accessing school accounts from home using personal devices and the use of school network.

### **4. Internet**

TAS provides access to the internet including websites, resources, and online tools. There are networked devices accessible to students in school with restrictions according to school policies. Web browsing and activity may be monitored and saved. Students will receive guidance and instruction on internet safety and appropriate online use and behavior.

### **5. E-mail**

TAS provides an email account for educational purposes and communication. Personal information should not be sent via email and unknown emails and files should not be opened. All communication via e-mail should follow the same respectful guidelines and school code of conduct. Email usage may be monitored and saved. School email is only to be used for school technology resources.

### **6. Social Media**

Social media is to be used only for educational purposes in school with teacher permission and guidance using school provided account. School code of conduct and policies are to be followed. Students should not have access to teachers and staff personal accounts.

### **7. Acceptable Use**

- Do use the network in accordance with the school’s code of conduct.
- Do use the network only for school-related activities.
- Do use netiquette, be courteous and respectful in your messages to others.
- Do encourage positive, constructive discussion when allowed to use technology for collaboration.

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- Do cite the sources of information properly, when using online sites and resources.
- Do alert a teacher or staff member if you see any inappropriate or harmful content online.
- Do use the technology with care and caution.
- Do help to protect the safety and security of yourself and others.
- Do acknowledge that the use of technology is a privilege.

### 8. Unacceptable Use

- Do not use school technology in an inappropriate manner. Use of these resources must comply with Christian standards as set forth in the student handbook and Columbia Union Code.
- Do not try to find, send or receive inappropriate content online. This includes, but is not limited to, receiving or sending of pornographic, violent, or obscene text, graphics, video or audio materials, or access to these types of Internet sites.
- Do not misuse school technology equipment.
- Do not engage in cyberbullying, or disrespect towards others including sending or creating hateful, discriminatory, offensive, or harmful communication.
- Do not use inappropriate language that you wouldn't use in the classroom when communicating online.
- Do not try to hack the safety measures and filters established by the school
- Do not try to gain unauthorized access (hack) to resources or other's accounts. All users are expected to respect the privacy of other users.
- Do not access personal accounts while on school grounds or during school events.
- Do not plagiarize online information.
- Do not try to impersonate someone online.
- Do not disrupt the work of others.
- Do not copy, distribute, or share copyrighted materials without written permission.
- Do not access unauthorized websites, games, files or media.
- Do not post or communicate personal information about yourself or others.
- Do not engage in communication with anyone unknown or attempt to meet in person.
- Do not engage in illegal activity.

### 9. Consequences of violating this Acceptable Use Policy

#### May Include:

- a. Temporary or permanent suspension of technology and/or computer privileges.
- b. Parent communication of student's misuse and/or violation.
- c. Disciplinary action which could include suspension from school activities, school, and/or expulsion.
- d. Any suspected illegal activity will be reported to authorities.

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### **CONSENT**

*I understand that by signing this document, I have read and consent to the terms as stated for the acceptable use policy, for the internet, computer and other technology media.*

Student Signature \_\_\_\_\_

*As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to use school-networked technology and/or devices. I have read the above stated rules and accept responsibility for setting and conveying standards for my child to use the Internet.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_

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## **MEDIA RELEASE PERMISSION**

I hereby give the Tranquility Adventist School the right and permission to publish/use photographs, video and/or audio tapes of my child, a student, registered in the New Jersey Conference of Seventh-day Adventist Schools.

I understand that such reproductions could be used to publicize/promote the school through commercial print or television media and through its own media productions, including:

- Newsletters
- Websites (*The Internet Child Protection Act allows schools to post photos of students under the age of 17, but prohibits them from identifying the student by name*)
- Brochures
- Videos
- Yearbook
- Student Newspapers
- Social Media (Facebook, Instagram)

I waive any right to inspect and/or approve the finished product and do release the Tranquility Adventist School from any liability by virtue of distortion by processing. I further agree that these items may be used for publication, broadcast or reproduction without limitation, or reservation or any fee.

In addition, I accept responsibility, knowing that this release is on file, to have it removed when and if deemed it disadvantageous or inadvisable to have my child featured in such a manner. (If you prefer your child not to be involved in these types of activities, we will respect your wishes.)

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_