



COLA Student and Parent Handbook

Welcome to the Cobb Online Learning Academy (COLA) at Cobb Horizon High School!

We are excited to welcome you to the COLA community and honored that you chose us to educate your student. Founded in 2021, we are full-time online learning option available to all high school students in the Cobb County school district.

The Student and Parent Handbook outlines policies and procedures to help improve your experience at COLA. If you have any questions about the contents of this handbook, reach out directly to your student's advisor or to a school administrator.

**Cobb Online Learning Academy
at Cobb Horizon High School**

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Overview of COLA

Cobb Online Learning Academy (COLA) is a full-time, online option in the Cobb County School District for high school students. Students participate in a combination of live (synchronous) and independent learning experiences (asynchronous) that align to state and local standards.

The full course catalog for COLA students in grades 9-12 can be found on our website. COLA has broad curriculum offerings in all core-content areas (English, Math, Science, Social Studies), multiple Career Tech Pathways, Spanish, and Art pathways, Physical Education, and Academic Electives.

The School Day

Our school day is scheduled from 8:45 a.m.-3:40 p.m. daily. Each student is assigned an advisement teacher who will be an advocate for the student and serve as the main point of contact for students and families. Your student's advisement teacher will assist with social and emotional acclimation to online school, monitor academic progress and attendance, help connect students with resources needed for success, and lead team building activities.

Class periods are approximately 80 minutes long. Bell schedules are posted on the COLA website. Students will engage in a combination of whole-class synchronous(live) sessions, small group meetings, individualized support sessions, and asynchronous course work.

Academic Calendar

The academic calendar is set by the Cobb County School District (CCSD) and is posted on the CCSD website (<https://media.cobbk12.org/media/WWWCobb/medialib/2026-27-year-at-a-glance.59da33112275.pdf>) .

Academic Integrity

In an online learning environment, teachers cannot always see how you complete your work.

Academic integrity depends on your honesty and your choices. All submitted work must be the student's own original work. They may not copy, plagiarize, or share course materials, and may not submit content generated by artificial intelligence as their own work. COLA at Cobb Horizon uses a variety of tools to authenticate student work.

Academic Policies

COLA offers virtual classes with live instruction. Our course offerings are driven by state requirements and by student interest. High school courses are offered at the general, honors levels, and at the Advanced Placement (AP) levels as applicable. Student course placement is based upon academic appropriateness as determined by the school counselor, school administrator, and teacher recommendations. Students may be placed in courses to meet graduation/promotion requirements (see page 17), acceleration needs, and/or remediation needs. The Cobb County School District observes the following grade scale: A 90-100; B 80-89; C 74-79; D 70-73; and F below 70. A student's grade point average (GPA) is based on quality points awarded for each grade earned. Whether the student passes or fails the course, all courses taken in high school impact the GPA. Quality points are awarded as listed:

Quality Points

Regular Courses	Honors Courses (See school registration forms)	Advanced Placement (AP) courses
A = 4 Quality Points	A = 4.5 Quality Points	A = 5 Quality Points
B = 3 Quality Points	B = 3.5 Quality Points	B = 4 Quality Points
C = 2 Quality Points	C = 2.5 Quality Points	C = 3 Quality Points
D = 1 Quality Points	D = 1.5 Quality Points	D = 2 Quality Points
F = 0 Quality Points	F = 0 Quality Points	F = 0 Quality Points

Advanced Placement Courses

Advanced Placement courses are rigorous college-level classes developed by College Board that are taught in high school. These courses have an increase in workload and high expectations for greater critical thinking, analysis, and clear written and verbal communication. Prior academics, teacher recommendation, test scores, and appropriateness of course will be taken into consideration for placement into Advanced Placement courses. A passing grade in the course will be accepted for high school credit, and a score of 3 or higher on the AP Exam may earn students college credit and/or placement into advanced courses in college. Each AP course is modeled on a comparable introductory college course in the subject. <https://apcentral.collegeboard.org/about-AP/AP-a-glance>

Attendance

Prompt and regular attendance ensure students receive all instructions and activities for the day. Regular attendance and participation also communicate to a teacher that students are eager and ready to learn. When students are tardy, class is disrupted for all students. When students are absent, it is their responsibility to contact the teacher about missed instruction, assignments, or tests.

- Attendance is taken daily in all classes. Students are expected to be live on camera during each scheduled live session. To be counted present, students must be on time, on camera from forehead to chin, and responsive to teacher prompts either verbally or through chat.
- Live sessions may not last the full class period. Students are expected to arrive on time.
 - o Students will be counted tardy if they enter between 1 and 5 minutes after the start of the live session.
 - o Students will be counted absent if they enter 6 or more minutes after the start of the live session.
- Once class begins, teachers no longer monitor the waiting room in Zoom, and students may need to wait longer for the teacher to let them into class.
- All absence notes should be sent to COLASupport@cobbk12.org within 2 days of the absence.
- If a teacher is absent, student assignments will be posted to the class board and counted present. The student must submit the assignment AND complete the COLA attendance form, which is pinned to the class board in each class.

Bell Schedules

The bell schedule is posted on our school website. The school day for all COLA students runs from 8:45 a.m.-3:40 p.m.

COLA Contacts

- Attendance verification questions and concerns should be directed to the attendance clerk. The attendance clerk can also be reached at COLASupport@cobbk12.org
- If a student needs a Certificate of Enrollment for their driver's license application, they should contact the attendance clerk.
- Official transcripts, which are paid through ParentVue & via My Payments Plus, may be picked up from the counseling suite. An unofficial transcript is free. Reasons a student would request official transcripts include use with college application, scholarship applications, financial aid requests, and prospective employment.
- Students who are required to have a work permit for employment may contact the attendance clerk.

Counseling Department

COLA's dedicated school counselors are trained to meet the unique needs of online students. For more information, visit our school website under Resources: Counselors' Corner.

Course Syllabus

Each course will publish a course syllabus on or before the first day of class. The course syllabus is the best place to find information about a specific course, including grading policies and important dates or deadlines.

Clubs and Activities

COLA offers many academic, social, and community service. COLA students may not participate in clubs or activities at their zoned school; this includes participation in high school fine arts or athletics. High school students may attend school dances if invited by a student at the zoned school.

Dual Enrollment

Sophomores, juniors, and seniors may participate in the Dual Enrollment program. The Dual Enrollment program offers Georgia high school students an opportunity to simultaneously receive high school and college credit when attending and passing approved college classes. The courses are paid for by the state and are at no cost to the student when college eligibility requirements are met. Dual enrollment is available online or on the college campus, depending on what the student chooses. A large variety of academic-based classes are available. Dual enrollment also offers a diversity of opportunities for students. High-demand trade skills such as welding, auto mechanics, and digital technology (to name a few) are readily available for those seeking to be career-ready while still in high school. Your school counselor has more information on Dual Enrollment.

English Language Learners (ELL) services

COLA is equipped to implement ELL services for students.

Flex Fridays

Fridays provide flexibility for students in several ways. Teachers hold office hours from 9 a.m. to noon. During this time, there are opportunities for targeted intervention and extension opportunities. Students may seek extra help and get caught up on academics on an individual or small-group basis. EOC prep, or final exam study groups are also available as appropriate. To build community, Fridays also allow time for students to interact in person with their peers and their teachers in activities such as First Friday events and other scheduled activities. Students also use this Flex Friday time to participate in organized field trips hosted by advisement teachers or academic teachers.

Honor Graduates

After the final computation of the grade point average, students with a weighted GPA of 3.500 or higher are celebrated as Honor Graduates.

Illness or Inability to Participate in Courses

If an unexpected situation should arise, and the student will miss class instructional time, the student is required to follow these steps:

- Contact your teachers to explain the situation as soon as possible.
- Even if a student is sick and provides a doctor's note, any missed assignments are still required to be made up within a set timeframe.

o All excuse notes should be sent to COLASupport@cobbk12.org

If there is a planned absence, and the student will miss class instructional time, the student is required to follow these steps:

- Discuss a plan to make up the missing coursework with teachers prior to the absence.
- In the event of an extended inability to participate, the teacher will make the administration and school counselor aware of the situation to determine if further action is required.

Late Work

Late work is accepted. Please refer to the class syllabus for late work policies.

Learning Resources

All required learning resources are available online through the Cobb Teaching and Learning System (CTLIS). No physical copies or textbooks will be required for students.

Other Online Programs

Students may supplement course offerings at COLA with courses through the Georgia Virtual School (GAVS) or the Cobb Virtual Academy (CVA).

Promotion/Retention

CCSD Admin Rule IHE-R indicates promotion/retention criteria, which is based on the number and type of credits/units a student has earned. Requirements from IHE-R for promotion to each grade level:

10th grade: 5 units including one unit each of required English, math, and science.

11th grade: 10 units including two units each of required English, math, and science.

12th grade: 16 units and entering fourth year in high school based on the 9th grade entry date.

Students who are retained must retake the failed classes needed for promotion.

Section 504 Services

COLA is equipped to implement services provided through a 504 plan. Amendments to 504 plans may be made upon enrolling to be relevant for the online delivery model.

State Assessments

Several state assessments throughout the year require students to test in person. In some cases, school buses will be provided; in other cases, parents must transport their students. These include EOC, ACCESS for ELLs, Advanced Placement (AP), End of Pathway Assessments (EOPA), SAT, and ACT. Students may be required to report to their zoned school for testing, or testing may be completed at COLA. All specific course assessments (quizzes and tests) are taken virtually.

Student Devices and Internet

The Cobb County School District provides laptops for all students in grades 9-12. Student laptops may be checked out from Cobb Horizon when the student enrolls. Students may use their own computer or laptop; however, certain applications and coursework may be inaccessible. If a student uses their own device, CCSD tech support will NOT be able to assist with technical issues. It is preferred that students use a CCSD issued device so that students can receive tech support when needed. Additionally, students must have access to a strong and reliable internet connection. Internet service is NOT provided by COLA or CCSD. To be a COLA student, it is expected that you will maintain a reliable internet connection.

Students With Disabilities services

COLA is equipped to implement Individualized Education Programs (IEPs) for students.

Amendments to IEPs may be made upon enrolling to be relevant for the online delivery model.

Test Retakes

All summative assessments (unit tests, unit projects, major writing assignments, etc.) may be retaken one time for full credit. Before a make-up is allowed, students may be required to complete specific remediation or coursework. For example, if a student takes a test and earns a 45%, that student would work with the teacher to relearn the material; when the student retakes the test and earns an 88%, the grade of 88% would replace the 45%.

Student Expectations

Advisement

All students will be assigned an advisement teacher. Advisement is a very important, required live session each day, allowing students to learn about school-wide deadlines and policies, connect with their peers, and communicate with their advisement teacher who will serve as an advocate, coach, and point of contact for families. [What is Advisement at COLA? \(cobbk12.org\)](https://cobbk12.org/what-is-advisement-at-cola/)

Attendance

- Prompt and regular attendance ensure students receive all instructions and activities for the day. Regular attendance and participation also communicate to a teacher that students are eager and ready to learn. When students are tardy, class is disrupted for all students. When students are absent, it is their responsibility to contact the teacher about missed instruction, assignments, or tests.
- Attendance is taken daily in all classes. Students are expected to be live on camera during each scheduled live session. To be counted present, students must be on time, on camera from forehead to chin, and responsive to teacher prompts either verbally or through chat.
- Live sessions may not last the full class period. Students are expected to arrive on time.
 - Students will be counted tardy if they enter between 1 and 5 minutes after the start of the live session.
 - Students will be counted absent if they enter 6 or more minutes after the start of the live session.
- Once class begins, teachers no longer monitor the waiting room in Zoom, and students may need to wait longer for the teacher to let them into class.
- All absence notes should be sent to COLASupport@cobbk12.org within 2 days of the absence.
- If a teacher is absent, student assignments will be posted to the class board. The student must submit the assignment AND complete the COLA attendance form, which is pinned to the class board in each class.

Camera Use

- Students are required to be on camera during all times unless released by the teacher to work independently. Cameras shall show the student's face from chin to forehead. This allows the teacher to ensure that students are in attendance, engaged in the lesson, and actively participating in the learning activity. Visually connecting online also allows teachers to read facial expressions and other cues about student understanding and engagement. COLA-provided laptops have integrated webcams. If a student is using a CCSD device and encounters camera malfunction, please call the help desk (770-426-3330).

Communication

Students are required to communicate with their advisement teacher, teachers, and/or school counselor for a variety of reasons. In an online environment, communication is imperative to student

success. Students should communicate professionally using their CCSD student email or the CTLS chat feature.

Dress Code

To maintain high expectations and to support a conducive online learning environment, please adhere to the following the dress code:

- Undergarments may not be exposed.
- Shirts or blouses that are cut off to expose stomachs and lower back or show cleavage or midriff are prohibited.
- Clothing which advertises alcohol or substances that are illegal for minors or display suggestive phrases, designs, markings, or profanities are prohibited.
- Hats, caps, bandanas, or other head coverings may not be worn. Head coverings worn for religious or medical reasons will be approved by Cobb Horizon administration.
- Clothing that displays weapons, violence, gang affiliations, or any other clothing that causes a disruption is prohibited.

As in all matters of dress code, determination of conformity is ultimately at the discretion of administration. Students who fail to adhere to the dress code may be subject to consequences for not following instructions.

Grade Monitoring

Students are expected to monitor their grades and assignments through StudentVue. Any issues should be communicated to teachers.

Interactions with Peers

Students are required to interact appropriately with teachers and peers through microphones, chat, and other apps or programs identified by the teacher. Students should communicate in a professional, courteous, and respectful manner. This not only includes the way a student speaks to others in both live discussions and chats, but also includes practicing active listening skills, asking follow-up questions, affirming the statements of others, and/or adding to the conversation in meaningful ways, all while remaining on camera.

Microphone Use

Students are required to respond verbally to teacher prompts, engage in discussions with classmates, and confirm attendance. CCSD-provided laptops all have integrated microphones.

Self-Motivation

To achieve individual academic success, students should exhibit self-motivation as they direct their own learning environment and procedures to fulfill course requirements. Students should work independently and contact their teachers for support as needed.

Technology Skills

COLA utilizes a variety of instructional technology programs to facilitate teaching and learning. Students should be comfortable navigating CTLS and Microsoft Office 365 (Word, Excel,

PowerPoint, OneDrive). Students will also learn and use specific programs for their coursework. Students should know basic computer skills such as utilizing email, maneuvering through the Internet, and basic keyboarding skills.

Workspace

Students are expected to attend class from a dedicated workspace free of distractions.

Distractions include showing background posters or items which may be offensive or draw away the attention of other students, playing video games during class time, wearing inappropriate clothing or head coverings, and/or disrupting the class with loud background noise. Student workspaces should be well lit and promote active participation. It is not appropriate for students to attend class from their bed, lying down on a couch, traveling in a car, while in a public place which may distract the learning of others, or in other situations that limit active participation.

Family Expectations

To be successful in the online environment, students must have strong support at home. This includes a variety of factors, some of which are listed below.

Absences

- Attendance notices: If a student has been absent, parents will receive attendance notices in the afternoon. In that notice, parents should select the link to type in any notes or absence excuses.
- Doctors' appointments: Doctors' notes should be emailed to colasupport@cobbk12.org.
- Upcoming absences: Should parents know of an upcoming student absence in advance, please contact the attendance clerk through COLAsupport@cobbk12.org.
- Check ins and check outs: For early check outs, please email the attendance office through COLAsupport@cobbk12.org. Advanced notice is helpful for absences and check outs. For late arrivals into class, students should email their teacher.
- College Visits: Students and their parents/guardians may plan to visit colleges and universities as they make post-high school graduation plans. For absences due to college visits to be considered excused, official documentation from the institution including dates and times of tours, appointments with admissions counselors, etc. (on college or university letterhead) must be emailed to the attendance clerk through COLAsupport@cobbk12.org. Brochures, campus maps, or email confirmations of the visit or tour will NOT qualify as appropriate and sufficient documentation of a college visit. Juniors and seniors may use two days per academic year as excused absences for college visits. Excessive absences (excused or unexcused): At the discretion of the administration, a referral to the School Social Worker can be made at any time for a student's excessive excused/unexcused absences. Previous years' attendance records may also be taken into consideration.

COLA's protocol for reporting absences and the full Cobb County School District attendance protocol can be found here: [Student Absence Protocol \(cobbk12.org\)](https://www.cobbk12.org/Student-Absence-Protocol)

Family Technology Resources

Tutorials on how to sign up for and use ParentVue and CTLS are linked on our school website under Resources. Access to both programs is vital to monitor your student's progress and to receive information directly from teachers, school counselors, and administrators.

Grade Monitoring

Parents or guardians should monitor student grades through ParentVue. Any issues should be communicated to teachers.

Misconduct

Disciplinary actions taken for misconduct are progressive in nature and will be determined by the appropriate administrator based on the circumstances of the specific infraction and the student's previous disciplinary conduct. These rules are found at www.cobbk12.org under Administrative Rule JCDA-R. [CCSD Student Code of Conduct](#)

Protected Class Time

To help students succeed, the 8:45a.m.-3:40 p.m. school day must be protected and free from distractions for students. These hours are school hours. For example, students should not be responsible for watching siblings or completing other chores during the school day.

School Communications

We encourage parents to maintain active communication with teachers. CCSD Administrative Rule IHAD-R recognizes that effective communication between the school and the home is essential to the success of students. This CCSD rule also recognizes that the delivery of information to the home is a responsibility that must be shared by school personnel and students. Parents should provide valid daytime contact numbers and email addresses. All students are expected to convey messages, report cards, and other documents between the school and their parents/guardians. School personnel are responsible for making reasonable effort in the communication process, including e-mail, telephone calls, and messages to parents/guardians. COLA administration and faculty strongly encourage students and their parents/guardians to communicate their concerns to teachers as soon as a problem becomes evident. If a student has a concern or a problem in a class, then he/she should communicate with the teacher. Students and/or parents/guardians are also encouraged to contact the appropriate school counselor with any concerns. Communication etiquette is important for both parents and students. Respect is necessary for effective communication. Please refrain from inappropriate tones and comments when making efforts to communicate. At any time, parents/guardians may access their student's grades through Synergy ParentVUE portal online.

Student Devices and Internet

The Cobb County School District initiated a program to provide a laptop to all middle school and high school students to assist with their instruction. It is the intent of this initiative to bring learning flexibility and options to any family who chooses to receive a device. A District computing device will be for educational purposes. At no time will the equipment be used for any other use, including personal, commercial, or business use. Technology equipment must be returned in the same

condition the item was in at the time of check out. For more information, please reference the Student Laptop Program: [Student Laptop Program \(cobbk12.org\)](http://cobbk12.org) COLA can provide students with a laptop, or students can use their own computer which supports Zoom, and has a working webcam and a working microphone. COLA students cannot access all course materials using a phone, tablet, or Chromebook. Additionally, students must have access to a strong and reliable internet connection. Neither COLA nor CCSD can provide internet service.

Supervision

To facilitate student success, parents or guardians must monitor student progress, encourage student participation, and communicate with teachers early and often about concerns. Depending on the age and maturity of the student, constant supervision is recommended.

Transportation

It may be required that students report to COLA or to another Cobb school for testing, field trips, or to pick up a device, for example. Parents or guardians should arrange transportation for their students as needed.

Truancy

The primary goal of an attendance protocol is to address unexcused absences for students ages 6 to 15. Cobb County School District has a set truancy policy:

- Three unexcused absences: Teachers will communicate with parents regarding student attendance by email, phone, or postcard.
- Five unexcused absences: Each school will send a letter to communicate with parents.
- Seven unexcused absences: A School Social Work referral will list specific school-based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making a referral. A Truancy Intervention Panels (TIP) will convene a panel review to explore the underlying causes of the student's absences.
- Ten or more unexcused absences: Students and/or parents will be subject to a referral(s) to juvenile court, magistrate court, and/or Department of Family and Children Services for truancy and/or educational neglect.

Workspace

Students are expected to attend class from a dedicated workspace free of distractions.

Distractions include showing background posters or items which may be offensive or draw away the attention of other students, playing video games during class time, wearing inappropriate clothing or head coverings, and/or disrupting the class with loud background noise. Student workspaces should be well lit and promote active participation. It is not appropriate for students to attend class from their bed, lying down on a couch, travelling in a car, while in a public place which may distract the learning of others, or in other situations that limit active participation.

Acknowledgement

The Cobb Online Learning Academy (COLA) is a unique learning environment. Student success is dependent upon many factors, including consistent student attendance and engagement, family support, and technological capabilities.

By signing this form, I acknowledge that I have read, understand, and agree to follow the policies and expectations of COLA outlined above.

Specifically:

- I will attend class daily and on time.
- I will maintain a presence on camera by keeping my face in view and responding to teacher prompts verbally.
- I will interact with teachers and peers respectfully.
- I will monitor my own academic progress using CTLS and StudentVue.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

GRADUATION REQUIREMENTS

Areas of Study	Requirements		
English/Language Arts 4 Units	1 unit of Literature and Composition I or its equivalent 1 unit of Literature and Composition II or its equivalent* 2 additional units of Lit./Comp English		
Mathematics 4 Units	1 unit of Algebra* 1 unit of Geometry 1 unit of Advanced Algebra 1 unit of additional math		
Science 4 Units	Biology* Physics or Physical Science Chemistry, Earth Science, or Environmental Science One additional science course from approved Georgia DOE list of GSE/AP designated courses		
Social Studies 3 Units	World History US History* Government (.5), Economics (.5)		
Health/Physical Education 1 Unit	Personal Fitness (.5) Health (.5) (3 units of JROTC may be used to meet this requirement)		
CTAE and/or World Language and/or Fine Arts 3 Units	3 units (any combination, although 3 CTAE units are recommended for a career pathway, and at least 2 units of the same world language are required for college admission) <i>Contact college or university of interest for specific World Language requirements.</i>		
Electives 4 Units	State requires 4 additional electives		
TOTAL REQUIRED	23 Units (minimum)		
PROMOTION and RETENTION	<u>Grade 9 to 10</u> 5 units to include: 1 unit of English 1 unit of Math 1 unit of Science	<u>Grade 10 to 11</u> 10 units to include: 2 units of English 2 units of Math 2 units of Science	<u>Grade 11 to 12</u> 16 units to include: 2 units of English 2 units of Math 2 units of Science

- * = EOC Courses
- Grades earned in ALL core courses will be calculated for awarding of HOPE and Zell Miller Scholarships. • State and local requirements may not include all course requirements for admission to some colleges or universities; therefore, it is recommended that students contact specific institutions for their admissions requirements.
- CCSD Admin Rule IHF-R Graduation Requirements contains more detailed information and is available online.

Cobb County School District Use of Technology, policies, rules, regulations: Students must adhere to and support all policies and implementing regulations issued by the Cobb County School District, including Administrative Rule IFBG-R (Technology Acceptable Use). Students who violate District/school policies, rules, or regulations governing the use of the District's technology and network resources may have their network privileges suspended or revoked and will be subject to District Administrative Rules applying to student conduct including the provisions of the appropriate District Code of Conduct (Administrative Rule JCDA-R)

1. Accessing, sending, creating or posting material or communication that is: damaging; abusive; obscene, lewd, profane, offensive, indecent, sexually explicit, or pornographic; threatening or demeaning to another person; or contrary to the District's rules on harassment and/or bullying.
 2. Posting anonymously or forging electronic communications.
 3. Using the network for financial gain, advertising or political lobbying to include student elections.
 4. Engaging in any activity that wastes, monopolizes, or compromises the district/school's technology or other resources.
 5. Illegal activity, including but not limited to copying or downloading copyrighted software, music or images, or violations of copyright laws.
 6. Using the District network for downloading music or video files or any other files that are not for an educational purpose or, for students, a teacher-directed assignment.
 7. Attempting to gain unauthorized access to District/school technology resources whether on or off school property.
 8. Using non-educational Internet games, whether individual or multi-user.
 9. Participate in any online communication that is not for educational purposes or, for students, that are not specifically assigned by a teacher.
 10. Using voiceover IP, internet telephony, video and/or audio communication devices without teacher supervision.
 11. Using District/school technology resources to gain unauthorized access to another computer system whether on or off school property (e.g., "hacking").
 12. Attempting to or disrupting District/school technology resources by destroying, altering, or otherwise modifying technology, including but not limited to, files, data, passwords, creating or spreading computer viruses, worms, or Trojan horses; engaging in DOS attacks; or participating in other disruptive activities.
 13. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
 14. Attempting/threatening to damage, destroy, vandalize, or steal private/school property while using school technology resources.
 15. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
 16. Using or attempting to use the password or account of another person, utilizing a computer while logged on under another user's account, or any attempt to gain unauthorized access to accounts on the network.
 17. Connecting to or installing any personal technology computing device or software without prior approval of the District's Technology Services Division.
 18. Disclosing or failing to secure account password(s).
 19. Exploring the configuration of the computer operating system or network, running programs not on the, or attempting to do anything not specifically authorized by District personnel or policies, rules or regulations.
 20. Leaving an unsecured workstation without logging out of the network.
 21. Exploring the configuration of the computer operating system or network, running programs not approved for use, or attempting to do anything not specifically authorized by District personnel or policies, rules or regulations.
 22. Leaving an unsecured workstation without logging out of the network.
 23. Executing or installing software or applications not approved by the District's Technology Services Division.
 24. Failing to notify appropriate District personnel of potential security incidents.
- For the full text of Administrative Rule IFBG-R, visit the district website at www.cobbk12.org. Locate and click on 'Policies and Rules' under the 'About CCSD' menu option.