

College Handbook

“Welcome,” MacLaren College Students, to the educational cyber & digital world!

As a MacLaren College student, you are entering a structured and supportive educational environment designed to help you succeed academically and prepare for life after incarceration. This handbook outlines the expectations, procedures, and rules you must follow to maintain your enrollment and access educational resources.

MacLaren expects you will display the highest level of integrity and leadership at all times. Computers are a powerful tool for teaching and learning; however, safety and security will always be a priority.

Listed below are the college classroom rules.

Any deviation from these rules can result in suspension from the college program and possible loss of tuition funds (OARs 416-040-0010).

- You may need to make up coursework and/or repay funds previously awarded before you can continue. Suspension from college can last for one term or more.

Read and understand all expectations & requirements for all financial aid funding offers you accept, this includes:

- FAFSA/ORSAA grants, scholarships, and Title IV awards through the college or other organizations, i.e., Janus Youth Programs, Inc.

All students must complete either a FAFSA or ORSAA form before receiving funding from other sources.

- Most students are required to provide parent information for FAFSA or ORSAA until the age of 24.
- If you receive Financial Aid, you will need to read and be familiar with your college's "Financial Aid Satisfactory Academic Progress (SAP) Requirements
- You will not be able to sign up for classes without approved financing.
- After your FAFSA has been filed, you are allowed to take 1 class the first term (softskills approved i.e., PSY 104 Workplace Psychology or FE 120 Career Jump Start), then up to two courses a term, or ½ time status, which WESD will cover until your FAFSA kicks in. After you receive your Pell award, you may take additional courses and are required to maintain a 2.00 GPA to continue receiving funding.

These expectations & rules are meant to ensure that all students have a safe, functional environment to learn.

College at MacLaren begins with Chemeketa Community College, a service district; it is the first college of choice as you begin your journey towards an AAOT/ASOT/AST/AAS/AGS or a CTE certification.

- Other community colleges or career schools may be considered, depending on the student's location, whether a transfer to camp is scheduled as a living transition, or if the student has received a full-ride scholarship to a school within Oregon.
- A New College Student Inventory and Chemeketa Placement Assessment form have been added to the admissions process since the COVID-19 pandemic due to social distancing restrictions; these may be completed online. After the college receives this information, they will notify the student if a Math Placement Assessment is also required. This step may vary depending on the community colleges you are attending.
- All students intending to participate in the MacLaren College program must have current/up-to-date testing scores in: Math, Reading & Writing (Let's go Learn, Oaks, Smarter Balance). Students must also complete NIOSH, Vignettes, and a college placement exam or placement assessment survey.

PRIOR to enrolling in college and obtaining internet access, **ALL** of the following forms must be signed and approved:

- ASPIRE College & Career interest tracker completed with Aspire Mentors:
Bill Yandon or Karen Sims.
- Pre-college Application Questions for New Students
- Authorization Request for Official Transcripts & Records
- The Maclaren College Course Application & Planner for the current year must be approved by the following:
 - ❖ Unit Manager, Worksite Supervisors,
 - ❖ Transition Specialist, Higher Education: **Ms. Dagny,**
 - ❖ Principal: **Miranda Cryns,** Associate Principal: **Travis McDonald,**
 - ❖ Program Director: **Marcus Bigelow,**
 - ❖ MacLaren Acting Superintendent: **Troy Britting**
- College Handbook - Classroom Procedures, Privilege, & Rules (College Handbook-this form).
- College Resource Center Computer Expectations Agreement
- Youth Access to Electronic Network Notification of Acceptable Use (YA 0060)
- Authorization Release of Information (YA 0055)
- Media Release (YA 0056) for all college online activity, interaction between the instructor or students related to photos as requested by the course content and college ID for verification and testing.
- FAC I-B 30 Procedure Statements Youth College Grants.doc (6.22.2015).
- Complete Career Activity Guide with the use of the Careers Booklet
 - ❖ Career Assessment Essay Outline
 - ❖ CIS
 - ❖ Bring your 'A' Game
 - ❖ National Career Readiness Certificate (NCRC)
- Opportunities Pamphlet 2025-2026
 - ❖ Determining Your Course Placement
 - ❖ Why Earn an AAOT or ASOT
- College Assessment
 - ❖ Accuplacer Placement Exam
 - ❖ Chemeketa Placement Assessment on their website
- Backpack Policy
- COVID-19 form or likeness, which reduces internet access/time information
*NOTE: IF COVID-19 time Reduction is in place, the student is encouraged to only take two (2) classes.
- WESD Equipment Loan Agreement
- FAFSA Application
 - ❖ Satisfactory Requirements
 - ❖ Award Letter Online
 - ❖ Return of Title IV Funds

MacLaren students must also complete the *Digital Literacy pamphlet & Copyright Basics* prior to registering for any online college, college prep, Study.Com, MOOC, and vocational courses.

College Classroom Expectations, Procedures, Privileges & Rules

1. The basic rules are:

- Sign in/out of the College Resource Center computers
- Enter your colleges' website (staff will input passwords as needed per OARs)
- Read your course syllabus and follow instructions starting from the first week of the term.
- Retrieve your homework assignments
- Do your homework and submit before the due date
 - If a due date falls on a weekend, your assignment will be due on the Friday before it is originally due.
- Do research on your college subjects or career-approved sites
- Access sites that only pertain to your college course assignments/syllabus for the present term.
 - Categories that are considered unacceptable can be found at the end of this handbook.
- Follow all staff directives

Educational internet searches must have written prior approval by College Staff, OYA or other school personnel.

Requests are to be submitted to and approved by the college resource center staff: Transition Specialist for Higher Education/Advisor, **Ms. Dagny**, and/or Tech Support Team Specialist, **John Hauge** and **Mr. Stormer**. Some requests may need Administrative approval.

- We will conduct random checks on history and websites visited.
- Educational requests must include the following: course name, assigned week, assignment name, and necessary links.

2. Appointments for Online applications, orientation, and testing or exams (i.e., college placement exams - Asset, Accuplacer, CLEP, Compass, Let's Go Learn, Oaks and Vignettes) will be set for you, the student, by the D Roster. All students must register with the Transition Specialist for Higher Education, **Ms. Dagny**, to make appointments. *Testing for college courses in session must be scheduled in advance for proctoring and the use of the lockdown browser requirements.*

3. Complete the designated college Orientation and meet with an adviser.

4. First-time students will complete the online orientation video: <http://online.chemeketa.edu/newadvising/> After watching the video, choose: Email Form-Final Step: complete form and state that you are a "Woodburn student and that **Cleo Alvarez** (cleo.alvarez@chemeketa.edu) is your adviser, then choose 'Submit the form'.

5. To reach Student Accessibility Services, go to <https://denali.accessiblelearning.com/Chemeketa/> Request accommodations, complete and submit form. To apply for Student Accessibility Services (IEP/504) <https://denali.accessiblelearning.com/Chemeketa/ApplicationStudent.aspx> **Erin Ellison** is your Chemeketa Accessibility Specialist contact, emacneil@chemeketa.edu.

6. During your college prep period, students may still earn college-level credit through ModernStates.org, or Study.com and other MOOC courses by passing a College Level Educational Program exam (CLEP). ModernStates.org if you complete their course, OYA/VESYOY will cover the cost of the CLEP exams.

Students wishing to complete approved MOOC courses during any term are responsible for all additional costs of certifications. One Inside College foundational course may also be available, depending on the term; see the MacLaren Options brochure.

7. All students must complete a Free Application for Federal Student Aid (FAFSA). Most incarcerated students are eligible for limited Federal Pell Grants, which covers **Tuition, Books, Fees, and supplies only** for their course. Normally, parent information is required **until** you, the student, **reaches the age of 24**; there are some exceptions that you, the student, may need to provide the proof of circumstances.

If you do not qualify, there are still other college funding options available to you here at MacLaren. The course taken must be completed or refunded; otherwise, you, the student, will need to make payment arrangements for future college courses. If this process is not followed, you, the student, will not be allowed to receive financial assistance *through the VESoy system* to attend college the following term per OYA Policy Statement II-E-10.0 Post-Secondary Education in OYA Facilities.

Read and understand all financial aid awards, Title IV requirements and expectations from your college and FAFSA/ORSAA.

8. One college class and required books per term will be provided for students seeking their Associate's Degree at any of the 17 Community Colleges that have not yet received financial aid funding or do not qualify for Free Application for Federal Student Aid (FAFSA) or Oregon Student Aid Application (ORSSA). A second class, offered online, face-to-face, or as an Inside Out course, may be available. If a student does not pass a class, the student will be allowed only one online class the following term, unless they pay for the additional class out of pocket.

9. Any textbooks, labs, or any other material purchased using Pell funds or facility VESoy dollars must be returned at the end of the term. Textbooks will be placed in the college lending library. Students are not allowed to keep, resell or leave with any item that was purchased using any form of state or federal taxpayer dollars. If the student or their family used their own personal money to purchase a book, they are allowed to keep it when they leave MacLaren.

10. The school librarian will send out monthly notices to the units listing textbooks that students must return at the end of each term. Whenever possible, one physical copy of each required textbook will be available for use in the classroom, especially for titles not offered in digital format.

11. To apply for *additional* scholarships or financial assistance needed for tuition, textbooks and college-related materials, students should complete their ASPIRE & FAFSA review steps on Study.com. Requests for additional funds need to be submitted in writing using form YA 4903 to **Ms. Dagny** to submit the form to be reviewed.

12. When participating in two or more courses during the term, the assignments are expected to be completed weekly. Courses run simultaneously during the term, you must submit each course requirement by the due date. Plan your time accordingly. This is a time management skill/strategy for college students.

13. **No Show Policy:** The college instructors are instructed to automatically drop students who do not complete the first week's assignments by the first Friday of the term.

14. The student's college center computer internet/network usage time (COVID-19 restrictions if necessary) are coordinated by Vocational Transition Specialist, **Mrs. Witherspoon**, due to social distancing requirements that may occur, and based on the number of credited hours you are registered for, allowing up to 15 online hours a week or 1/2 day, AM or PM; this will be scheduled on the **d-Roster** around students' work.

There is no evening or weekend online college access. All students are required to hold a part-time job while attending college and have completed the Work Crew Vignettes Modules 1-7. Therefore, as a student, you need to be very productive with your allotted computer time on the internet. Additional time, if necessary, may be requested in writing, pre-approved by **Principal Cryns or Associate Principal McDonald**.

*Note.... Access to word processing may be available on your cottage during off-hours. Chromebooks and laptops' information to follow.

15. New and old students alike will provide the College Resource Center Staff with **ALL** your accounts Including your college username and passwords for all your accounts: colleges & emails that you may have

access to. All incoming outside or previous emails will be forwarded to **Ms. Dagny** or LHS.College@wesd.org

Your YC college or any access information **is not to be shared with anyone else** in your family, living unit (cottage), or fellow students.

Circle previous college you attended and/or write in space provided below.

Chemeketa/Clackamas/LaneCC/Linn-Benton/PCC online/Umpqua, EOU, OS, PSU and UofO (etc.).

College	Student ID#	Username	Password	Blackboard/Webster/email	Password

16. **No student may use or possess another student’s ID or account information for any reason.**

17. Students are not allowed to have their password to any specific community college or university that has access to a live/active email while a client in corrections per OAR’s 416-040-0005. Only OYA staff member or school personnel may log onto the offender’s account for the offender. The staff member or school personnel must maintain a copy of all electronic messages sent or received by the offender.

18. **Do NOT** create new email addresses. A College or YC @lhs.yc.k12.or.us, email will be assigned to you if and when necessary for testing and approved incoming verification codes from colleges, testing companies or approved educational or transitional sites. Universities that use the Duo two-step login device is not Allowed and is considered contraband. Use 503.981.2514 for Duo calls for verification. You are not to use a family member's or friend's email account or unauthorized paid subscriptions.

19. **All incoming & outgoing emails** must include a Carbon Copy, “CC”, to **Ms. Dagny**. Students must inform, receive approval, and be signed in by the College Resource & Testing Center Staff prior to accessing their email or you may be removed from the program.

20. The attending college messaging system is for **course-related work only**. Outside email or email accounts are **absolutely** forbidden. **This means using the attending college's messaging system for private email, making friends, and/or dates is not allowed; this includes any and all chat rooms, Social Networks, Google+, ICQ, instant messenger (IM) systems, etc. Email options are not to be changed by the student.**

21. **All usernames & passwords must be registered with the College Resource & Testing Center Transition Specialist** and each student must keep an individual account **record** that includes the Name of Website, Login/Username, password or password hint and email to be accessed by College Center specialist and tech on the YC spreadsheet and share as editors or managers as approved.

Name of Website	Login	Password	Email
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PLEASE NOTE: Your signature also acknowledges your understanding that Chemeketa Community College or any other college or university you, as a student, attends, authorizes OYA and WESD to have complete access to your student email account for the purpose of monitoring the use and ensuring it meets all OYA/WESD requirements. OARs 416-040-0005 through 416-040-0020, Offender & Youth use of Electronic Networks w/in OYA Facilities.

22. Do not create any additional college/university accounts; this will be created for you by the College Transition Specialist or approved staff.

23. When creating any new account for scholarships, coursework, ASPIRE, CollegeBoard or OSAC, always use your my.chemeketa.edu or lhs.yc.k12.or.us email address and always the YC password. At times, the site you are needing to create a PW for may require 12-16 characters, and your YC PW is not long enough or

could be too long. If that occurs, then either add a special character, year, or numbers and then email that password to the Higher Education Transition Specialist, Ms. Dagny.

24. Use Your Scheduled College Center Time Efficiently

Make the most of your scheduled College Center time. The amount of time you need may vary depending on your work schedule and availability. Review how much time is required each week for course videos, and, if possible, ask your instructor to provide downloadable MP4 versions that can be accessed offline on your Chromebook.

Be sure to review your course syllabus, as your instructors have posted assignments and test dates there. A general rule of thumb is that for every credit hour taken, you should plan for approximately **three additional hours** of study time outside of College Center hours to be successful.

You may use as much or as little of your College Center time as you need to complete your coursework, as long as you remain on task and do not go to unapproved areas. Everyone learns at their own pace, so be mindful of your personal learning style and what you need to succeed.

25. Attendance Outside of Scheduled Line Moves

College students may attend the College Center outside of scheduled line moves, similar to other vocational programs on campus if approved. Responsible students manage their time effectively, balancing coursework with soft skill development.

Students are expected to complete their assignments during their approved AM or PM sessions. Exceptions may be granted during midterms or finals week, but students must notify the **College Transition Specialist** in advance if additional time is needed to submit the request to the dRoster Scheduler and have it reviewed by STM approval staff.

Students must enter the school through the **South entrance**, unless directed otherwise by staff. Upon arrival at **Lord High School/MacLaren** during non-line move times, students must check in with **OYA security staff in Room 17** to confirm their presence in the building.

Important Notes:

- **Drop-ins** or attending outside your D-Roster schedule require **prior approval**.
- Students may attend during any part of their scheduled AM or PM session and return to their living units after completing their assignments or college-related content for the current term, such as FAFSA.
- **Wednesday afternoons** may be reserved for special appointments, such as onboarding new students or assisting with the FAFSA, as scheduled by the College Center staff.

26. Students will be assigned to a computer, receive a login name & password not to be shared with others.

27. How to Register for Classes: To access your registration data and time, log in to my.chemeketa.edu, click on "Registration".

- Choose "Registration Status" to determine your registration date.
- Click on "Registration" and choose "Class Search" and register for an "Online only class", register for the class.
- First-time college students must take PSY 104 (while seats are available). Additional classes available to first-time students are PSY 101, FYE 105, CG 114.
- After you have registered for your classes:
 - ❖ Contact your instructor early and ask for a copy of the class syllabus. Review how much online & study time access you should expect it takes to complete your course daily/weekly/quarterly and set your schedule accordingly for time management. Always include your student ID # (usually starts with a 'K') and 'Cc' College Center Specialist in your email.

- ❖ Remember, college is available either in the morning or the afternoon; you are expected to hold a job while attending college; plan accordingly.
- ❖ **Note:** During the term, in the event circumstances arise beyond your control preventing you from attending your regular scheduled time, refer back to the procedures outlined in your course syllabus. Contact your instructor directly, explain your circumstances, include your student ID, and Cc dagny.brown@wesd.org (and substitute if necessary) to advocate for you, verify and follow-up on the situation with your instructor. If necessary will then request additional support from the LHS administration or OYA Statewide Higher and Vocational Education Coordinator: Jennifer Falzerano.

28. **Dropping Classes:** Students must drop classes by the second Friday of the term or be responsible for the additional cost incurred if it is above what financial aid covers. WESD will cover one online course and one foundational course, when available, per term; any additional courses are the responsibility of the student.

29. **Chromebooks:** Students may be issued a Chromebook & charger for coursework or transitional work on their housing unit. All of these same rules apply to these computers. Chromebooks will be randomly searched by the IT department. A College Computer Expectations Agreement must be signed prior to use or checked out to the student.

30. When students log in to Chromebooks, they must always check the box to share/add that allows the College staff have access to their student screen while in the classroom and/or when accessing the internet. Chromebooks must be updated and synced to the YC system on a weekly basis, or your material may be lost. To minimize data loss, all documents must be named or titled.

31. No downloading or copying to server/shared files of programs, games, videos, music, etc. is permitted. This includes copying copyrighted items from the Internet, as well as from Flash/USB drives, CDs/DVDs, floppy disks, etc. All course requests are to be emailed to **Ms. Dagny** to forward on to tech services. Please include the assignment, link, course name, instructor's name, and email.

32. Any course-related downloads must be uploaded to your YC account's do not save on the local computer, as they will be wiped randomly. No application or browser downloads are allowed. Email College & Career Transition Specialist or substitute for any class-related downloads needed to perform assignments for your course per teacher's requirements, including course title "Workplace Psychology" PSY 104, week three, and Assignment two in the subject line, and include the URL that you need downloaded or open to complete your assignment.

33. Non-educational materials shall **not** be downloaded from the internet, thumb drives, or from discs, including books, music, movies, toolbars, mouse pointers, etc. Do not download any software applications to your computer without prior consent from the College Staff or IT.

34. No adding or deleting programs or changing computer settings without IT or College Advisor approval.

35. No files in your student folder or computer may be password-protected.

36. Cheating is unacceptable. Use ChatGPT wisely for research and verify its accuracy; then, use your own words.

37. Students needing to take course exams **MUST SIT ALONE**, in a designated testing area, whether it is on paper or computer.

38. Networking with class peers about class work is allowed with prior approval and a "Cc" sent to the College Center Advisor. No email may be sent to the public without prior approval of the content from the College Staff, and all copies must include a Cc to the college resource staff.

39. Printing any work that is not college, career or transition related is forbidden. All printing must be cleared

through **Ms. Dagny or College Center staff**. No personal printing of any materials. The illegal copying or distribution of software is not allowed. All materials printed must also be reviewed by the College staff. Students are **not** allowed to retrieve any printed materials from the printer. Printing is for college course-related activities, including Inside Out only.

40. No user shall use computers to perform any act that may be considered illegal or unethical.
41. Students must receive staff permission to use the restroom/flats & sign in, time and date on the flats sheet.
42. Inappropriate language is prohibited and unbecoming in the professional world.
43. The “*College Course Materials*” folder is available to most college students.
44. **YouTube, Hulu, Netflix, or** other sites required by your instructor are *for college assignments only*, and if required by the college professor after asking for the MP4 copy of the required video from the course professor. Any use of YouTube, Hulu, or Netflix is prohibited, except as required by the instructor and approved by the college and tech staff, who must be provided with proof of assignment upon request. Some assignments may be required as an exception with instructor approval.
45. Students may listen to their personal radios during lab hours; however, students **must** use headphones. No one should overhear your music or student rapping to themselves; otherwise, your singing and music are too loud. Music may be played by staff on the classroom radio.
46. College-related classwork **does not include** Facebook, Twitter, or any social media, personal email accounts such as Hotmail, Yahoo, Gmail, music sites, Pandora, Vimeo, and streaming services, online shopping sites, weather sites, newspaper sites, or current news, etc.! YouTube sites must be directly linked to your course. You will be responsible for any consequence that comes from the loss of computer privileges in the school. All computers will be used for college-related work only!
47. Youth who take an **approved music course** may listen to **approved music** while searching for items pertaining to their college music course only, not when working on other college courses; however, you **must** use headphones, and the music should not be overheard by others. You may search for music on the internet according to your classwork specification. Music with inappropriate language/gang affiliation, etc. is forbidden.
 - No streaming music – Streaming music slows down the Internet connection for everyone.
 - No Music with Offensive Lyrics – If you need to listen to a song on YouTube specifically for an assignment in a music-related college class, please ensure that the song does not have offensive lyrics or images.

Here are some examples:

- Violence/Rape/Gang-related beats or lyrics
- Use of racial slurs
- Use of curse words
- Drug-related lyrics
- Images of Nudity
- Homophobic/Sexist lyrics

If, for some reason, you need to view a video featuring potentially offensive material for a specific assignment, present the information to the College Center Staff prior to the due date for your assignment, so arrangements can be made for you to view it.

These restrictions are to ensure that students have a college center that is safe from violence and safe from offensive media that could distract them from their coursework. Any public library or school that uses computers would have similar rules.

Students are not allowed to download music on any device.

- Violations of this rule may result in automatic dismissal from the college. If this occurs, **the student will be responsible for all** expenses related to college.

48. **Headphones** are to be handled with care. If you are found responsible for breaking the headphones, you may be charged \$20 for replacement. You are allowed to provide and use your personally approved headphones.

49. **Study.com/ModernStates.org** will also be available online for all students. A secure standalone system or an Endless laptop with six study.com content/classes may also be available to those not allowed to have access to the internet. Students in the secure Study.com program will only have access to Study.com and **NO other sites**. That means **NO** YouTube, **NO** music sites, **NO** Sound Cloud, **NO** gaming sites... Study.com is your first step toward your Associate's degree (AAOT, ASOT) at one of Oregon's 17 community colleges.

Other MOOCs (Massive Open Online Courses Free Online) may be available to you. When a student has completed the Study.com coursework available on the World Possible computers in the unit, they may request a practice placement exam followed by an iBT **CLEP** final.

50. **Clemency:** Under no circumstances are students to use college time or college devices to communicate *directly* to any attorney, community advocate, or anyone else who is working on their case without approval. All information or requests are to be sent to **Ms. Dagny**, and she will forward the request and information to the approved contacts. Any and all college devices signed out to students are for educational, career, and transition purposes. If an assignment requires information from an attorney, this needs to be done following OYA policies involve the use of any college computer. Clemency requests are to be approved by the **Unit Leadership team: Jamie Pang, Principal Cryns, and Associate Principal McDonald**.

51. **Remember, any device is able to be reimaged at any time, and the only secure location to store your information is your YC Google account, not on your computer desktop.**

52. **Chromebook/Laptop use**

- Only the person to whom the laptop is checked out to is allowed to use it.
- The laptop will be kept in a safe location when not in use.
- NO MUSIC on the laptops unless class-related!
- It is my responsibility to keep the laptop charged.
- The person to whom the laptop is checked out to will be responsible for any damage to the laptop.
- The laptop & charger will be returned at the end of each quarter **or** any other time it is requested by staff or IT to be reviewed.
- Laptops will be checked out for one quarter only.
- New agreements will need to be signed for each new quarter.
- Follow all rules, respect the teacher and classroom rules.
- NO DOWNLOADS unless approved by IT or college staff.

53. **The following acts via a school-based internet connection are strictly prohibited:**

- Sending or displaying offensive messages or pictures, including swearing, vulgar language, or inappropriate graphics.
- Harassing, threatening, insulting, or verbally attacking others.
- Sending or displaying slanderous, libelous, discriminatory, or abusive messages or pictures.
- Using or attempting to use Internet search engines to find and view inappropriate content, such as pornography, depictions of violence, gang-related activities/materials, other images, or information counterproductive to treatment and supervision requirements.

54. **Consequences for internet misuse or vandalism:** Depending upon the offense, the student, upon investigation, will receive a verbal warning followed by a written one, or be removed, suspension from College program. The loss of access to all computers, technology, and internet access for a period of **five (5) days** in all classes. The incident will be documented and will be reported during the review at the student's next scheduled MDT. Your Treatment Manager will be notified of the incident and is involved in the educational process. Corrective measures will also be administered by the OYA discipline matrix. Students may be responsible for covering all college expenses, cost of classes & books.

- **Third Offense:** the student may be banned permanently from internet access at MacLaren, William P. Lord High School. The suspension may be indefinite from internet access up to twelve **12 months**. The incident will be documented and reported during the student's next MDT. After a specific amount of time, at the student's request, an MDT will be convened to consider reinstatement of internet privileges. *A student may be permanently barred from internet access after a third instance of misuse based upon treatment and safety concerns. (Youth Access to Electronic Network Notification of Acceptable use YA 0060 REV 08/15).*

55. Students must follow staff directives immediately.

56. The college classroom noise level will remain at a "library" level atmosphere in all areas of the classroom, except when staff have placed the classroom "on silence".

57. No unapproved materials are allowed in the testing area.

58. When you are ready to leave the College Center, **log out of your computer and applications, Reboot and Restart your computer before you leave**, so the next person can sign in without accessing your information. The college staff will contact school security, who will call you out to your next destination.

59. I _____ understand that by accepting FAFSA PELL Grant Funds, if I drop classes or do not comply with the academic or funding requirements during any given term, I may have to repay or return a portion or all funds I received back to the college, and that the college may be forced to turn the billing over to collections.

60. I will not accept any student loans.

61. I will not attempt to create any online businesses.

➤ I _____ have read and understand the MacLaren College Handbook guidelines and agree to abide by these provisions and grant permission to WESD/OYA full education and financial aid records disclosure while attending college on campus or online during my stay at MacLaren. I have also read, signed, and understood the "OYA Offender Access to Electronic Network Notification of Acceptable Use" form. I understand that if I break any of these rules that I will be subject to possible suspension for the term or more, even if it is too late to receive a refund for my class. I understand and agree that all computers will be used for college-related work only. I agree to the following statements and conditions above. I understand I will have my computer privileges revoked.

➤ I _____ confirm by signature below that I fully understand my responsibilities in the use, operation and care of the technology entrusted to me.

AGREEMENTS:

- I agree to use college computers for college & career courses or transition-related work only.
- I agree that I will be the only person who uses the chromebook/laptop assigned to me.
- I will not attempt to alter or change any of the settings on the computer without permission. I will make only those changes that are specifically approved.
- I agree to never erase any history on my computer.
- I agree if an inappropriate "Pop-Up" appears on my computer screen, I will immediately stop my work and report this to staff so they can see that I was not visiting a site that was not school-related.
- I agree to provide all passwords and sign-in information and will not change any password without permission from the College Center or computer lab advisor or IT.
- I understand that if I violate the rules, all privileges will be revoked.

Print name _____ Student ID # _____

Signature _____ Date signed _____

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Signature _____ Date signed _____

Signature _____ Date signed _____

Signature _____ Date signed _____

Final Note: Have fun and enjoy your college experience!

Appendix

All sites dealing with the following categories are considered unacceptable:

- i. Adult/Sexually Explicit;*
- ii. Advertisements & Popups;*
- iii. Alcohol & Tobacco;*
- iv. Blogs & Forums;*
- v. Chat rooms;*
- vi. Criminal Activity*
- vii. Downloads*
- viii. Gambling*
- ix. Games;*
- x. Glamour & Intimate Apparel;*
- xi. Hacking;*
- xii. Illegal Drugs;*
- xiii. Intolerance & Hate;*
- xiv. Inappropriate Music Videos*
- xv. Personals & Dating;*
- xvi. Phishing & Fraud*
- xvii. Proxies & Peer-to-Peer;*
- xviii. Tasteless & Offensive;*