

Assabet After Dark

Experience More

215 Fitchburg Street • Marlborough, MA 01752
(508) 263-9651 • AssabetAfterDark.com

Dear Future Certified Nursing Assistant:

Thank you for your interest in our Certified Nursing Assistant program. In just 20 classes you will be prepared to take the Massachusetts State Board examination.

Program Information

Program Name:	CRM12-S19
Start Date:	Monday, May 20, 2019
End Date:	Tuesday, June 25, 2019
No Class:	Monday, May 27, 2019
Classroom Days & Time:	Monday, Tuesday & Thursday / 3 nights per week / 5 pm to 10pm
Clinical Days & Time:	Saturday & Sunday / June 15, 16 & June 22, 23 / 7:00am to 2:00pm
Total Cost:	\$999

Registration Process

PREREQUISITE TO APPLY TO THE CNA PROGRAM

Please email (cmadzar@assabetafterdark.com), mail, or hand deliver the following documents to the Assabet After Dark office:

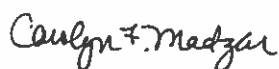
1. Completed CORI form
2. Copy of valid Driver's License or government issued photo ID
3. You must be fluent in English and have strong written and verbal skills

PROGRAM REQUIREMENTS

Please mail or hand deliver the following documents to the Assabet After Dark office:

1. Completed Application for Admission
2. Signed Acknowledgement of Understanding from Student Handbook
3. Completed Health Clearance Form
4. Copy of Health Insurance Membership Card

Regards,



Carolyn F. Madzar
Director, Assabet After Dark

Ernest F. Houle
Superintendent-Director

Mark R. Hollick
Principal

Kristopher G. Luoto
Director of Business Operations

ASSABET

DO. MORE.

CRIMINAL OFFENDER RECORD INFORMATION (CORI) ACKNOWLEDGEMENT FORM

TO BE USED BY ORGANIZATIONS CONDUCTING CORI CHECKS FOR EMPLOYMENT, VOLUNTEER, SUBCONTRACTOR, LICENSING, AND HOUSING PURPOSES

Assabet Valley Regional Vocational School District is registered under the provisions of M.G.L. c. 6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to Assabet Valley Regional Vocational School District to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing Assabet Valley Regional Vocational School District with written notice of my intent to withdraw consent to a CORI check.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY: The Assabet Valley Regional Vocational School District may conduct subsequent CORI checks within one year of the date this Form was signed by me provided, however, that Assabet Valley Regional Vocational School District must first provide me with written notice of this check.

Last Name _____ First Name _____ Middle _____ Suffix _____

Maiden Name (or other name(s) by which you have been known) _____

Position with Assabet Valley RVSD _____

Subject Information: Last Six Digits of Your Social Security Number (required): ____ - ____

Date of Birth _____ Place of Birth _____

Driver's License or ID Number: _____ State of Issue: _____

Mother's Full Maiden Name _____ Father's Full Name _____

Current Street Number & Name City/Town State Zip _____

Former Street Number & Name City/Town State Zip _____

By signing below, I provide my consent to a CORI check and acknowledge that the information provided on this Acknowledgement Form is true and accurate.

Signature _____ Date _____

The above information was verified by reviewing the following form(s) of government issued identification:

VERIFIED BY: _____
Name of Verifying School Employee (Please Print) Signature of Verifying Employee

Please attach a copy of a government issued photo ID

Application for Admission

Spring 2019 Certified Nursing Assistant Program

STUDENT INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____

City/Town: _____ State: _____ Zip: _____

Date of Birth: ____/____/____

Cell Phone #: _____ Home Phone #: _____

Email: _____

EMERGENCY CONTACT

Name: _____ Relation: _____

Cell Phone #: _____ Home Phone #: _____

REGISTRATION & PAYMENT INFORMATION

Course #: _____

Payment: \$999

Payment Method: Check MasterCard Visa Discover AmEx

Credit/Debit Card Account #: _____ Exp. Date: ____/____

Cardholder's Name (printed): _____ Security Code: _____

Cardholder's Signature: _____ Date: ____/____/____

Applicant Signature

Date

Director, Assabet After Dark

Date

HEALTH CLEARANCE FORM



Student Name: _____ Date of Birth: ____/____/____.

For the protection of students, patients, faculty, and other personnel, individuals accepted to the CNA Program must provide documented proof of specific immunizations and/or immunity as appropriate. Failure to provide all required documentation may exclude the CNA student from clinical practice.

TO BE COMPLETED BY THE STUDENT'S HEALTH CARE PROVIDER

This is to verify that _____, was examined by me on ____/____/____.

Summary of Findings (check one):

- Well student, no conditions identified that would limit the ability to participate in the CNA Program and safely perform nursing assistant activities.
- Conditions have been identified that would limit the ability to participate in the CNA Program and perform nursing assistant activities. The identified condition(s) does not pose a risk to safe nursing assistant practice. (Please identify condition, limitation, and rational.)

By signing below, I find her/him to be free of any health impairment which is of potential risk to students, patients, faculty, and other personnel and which might interfere with the safe performance of her/his nursing assistant student responsibilities, with or without reasonable accommodation.

Signature* of Examining Healthcare Provider: _____ Date: ____/____/____

*Stamp is NOT ACCEPTABLE in place of signature

Stamp, copy of letterhead, or business card may be used for the following required information:

Print Name: _____

Office or Agency Name: _____

Address: _____

Telephone Number: _____

HEALTH CLEARANCE FORM - Continued

Student Name: _____

Date of Birth: ___/___/___

Immunizations

Tuberculin (PPD) – within the last 5 years

Date: ___/___/___ Result: _____

If Positive: Chest x-ray _____

Measles, Mumps, Rubella

MMR x 2: Vaccine #1 date: ___/___/___ Vaccine #2 date: ___/___/___

OR Positive Titre:

Measles _____

Mumps _____

Rubella _____

Chicken Pox

Varicella x 2: Dose #1 date: ___/___/___

Dose #2 date: ___/___/___

OR Positive Titre: _____

Hepatitis B

Hepatitis x 3: Dose #1 date: ___/___/___

Dose #2 date: ___/___/___ (First two Required)

Dose #3 date: ___/___/___

OR Positive Titre: _____

T DaP within 10 years: Date: ___/___/___

Seasonal Flu: Date: ___/___/___

SIGNATURE OF HEALTH CARE PROVIDER OR DESIGNEE IS REQUIRED

Signature

Printed name

Street Address / City / State / Zip

Assabet After Dark

Experience More

Adult Continuing Education

Certified Nurse Assistant
Student Handbook

Assabet Valley Regional Technical High School

215 Fitchburg Street
Marlborough, MA 01752

AssabetAfterDark.com
508-263-9651

Assabet After Dark – Adult Continuing Education
CNA Program

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General Information

Assabet's Mission

Assabet is a dynamic and supportive school system that prepares students to meet the challenges of the future by providing a rigorous and relevant education in a safe and secure environment resulting in academic, career and technical proficiency.

Assabet After Dark's Mission

Assabet After Dark cultivates adult learning opportunities for our community members to pursue their professional and personal goals.

Program Objectives

The Certified Nursing Assistant Program prepares you to enter the health care field as an entry level Certified Nursing Assistant. Upon completion of this program you will be eligible to sit for the Nurse Assistant Competency Evaluation administered by the American Red Cross. This program trains you to care for patients in a Long Term Care or a hospital setting.

At the conclusion of the training you will be able to:

1. Demonstrate basic technical skills which facilitate an optimal level of functioning for client or resident, recognizing individual, cultural, and religious diversity.
2. Exhibit behavior which maintains and respects client or resident rights and promotes independence, regardless of race, religion, lifestyle, sexual preference, disease process, or ability to pay.
3. Communicate clearly and effectively to patients, family and staff.
4. Use standard and transmission based precautions to prevent the spread of microorganisms while identifying and implementing safety and emergency procedures

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Health Technologies Classroom and Clinical Location

Our program is delivered in a health technologies classroom equipped with the most up to date medical equipment available as well as a full computer lab. Students will also participate in a clinical setting located at a local long term care facility to obtain their practicum hours.

Tuition

CNA tuition \$999.00

We accept VISA, MasterCard, Discover, American Express, cash, check, and money order.

There is a \$20 fee for any returned checks.

Refund Policy

If you withdraw from this course within one week before or 6 days after the start date, you will be refunded 75% of the course fee.

If you withdraw from this course 7 days after the start date, you will not be refunded.

If Assabet After Dark cancels the course you will receive a 100% refund.

Attendance Policy

The Massachusetts Department of Public Health and Community Health requires that students successfully complete 100 hours of training (76 hours classroom and 24 hours clinical) in order to take the Massachusetts State approved Nurse Aide Test. Assabet After Dark's program consists of 104 hours which includes one make up class. Should class be canceled due to inclement weather the hours will be made up at the end of the program.

If a student is going to be absent from class, he or she needs to notify the instructor prior to the start of the class. If a student is excessively absent or tardy, he or she will meet with the CNA Instructor and/or the Assabet After Dark Director.

Make-Up Policy

Students are expected to attend all classes and clinical as scheduled. We recognize that unexpected situations may arise that make it necessary to miss a class. Make-up time must be approved by the Assabet After Dark Director and/or the CNA Instructor.

- Students will assume all costs related to make-up time.
- Make-up time is billed to the student at \$65/hour.

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Student Expectations

- Students are expected to maintain a grade average of 80%
- Students are expected to maintain regular attendance and make satisfactory progress.
- Students are expected to wear a uniform that consists of galaxy blue scrubs and closed toe shoes or sneakers at clinical.
- All work must be done under the supervision of an instructor and with the instructor's permission.
- Students are required to fulfill all the instructor's assignments.
- Any student not in compliance with the rules may be ultimately terminated from the program.

Dress Code

Students shall wear navy blue scrubs and closed toe shoes or sneakers at clinical. Students can buy scrubs at any medical uniform vendor.

Pictures / Video Taping

Students may be photographed or videotaped as part of the school's effort to document student work or to promote vocational/technical education and the school. Such products are the property of the School District. If a student objects to being photographed or videotaped, they must inform the Director in writing at the start of their program.

Grounds for Termination

Students may be withdrawn from the program for the following offenses:

- Demonstrating unprofessional behavior
- Not adhering to the Code of Conduct
- Insubordination regarding client work or classroom instruction
- Excessive absences and tardies

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Nondiscrimination Policy

Assabet After Dark welcomes and admits students of any race, color, religion, handicap, national and ethnic origin and extends all the rights and privileges, programs and activities generally accorded and made available to Continuing Education students.

Participation & Conduct

Code of Conduct

✓ Be Respectful of Others

✓ Avoid Distractions or Disruptions

- Silence all **cell phones** and communication devices
- Do not hold conversations with others while the class is in progress
- Pay attention to the instructor

✓ Disruptions and unprofessional behavior which may result in expulsion from class and forfeiture of payment include, but are not limited to:

- Physical or verbal abuse, threats, intimidation, sexual harassment, bullying, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- Physical altercations.
- Attempted or actual theft of and/or damage to personal or public property.
- Violation of federal, state, or local law on premises, including but not limited to the following:
 - Use, possession or distribution of narcotic or other controlled substances.
 - Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
 - Intoxication, use, possession or distribution of alcoholic beverages.
 - Use of tobacco in any form on school property. Tobacco products are defined as any product or substance containing tobacco include smoking and chewing items.

Assabet After Dark – Adult Continuing Education
CNA Program
Sexual Harassment

State Law, Federal Law and Regulations define sexual harassment as follows:

1. In Relation to Employees – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2. In Relation to Students – The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature when: (1) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive education environment.

Sexual harassment is unlawful and is barred by District Policy for all staff and students employed or enrolled by Assabet.

It should be clear from the above definition that sexual harassment not only includes touches or requests for sexual favors, but may also involve conduct such as sexual innuendoes, jokes, comments, pictures or questions. Such verbal activity is not and will not be permitted.

While the definition for employees refers to "unwelcome" sexual advances, staff members are notified that any and all sexual advances between a staff member and a student are prohibited.

Reporting: If you believe you have been harassed, if you witness harassment, or if a student reports to you harassment, you should report it immediately to the Assabet After Dark Director. All reports of harassment will be fully and completely investigated. If it is determined that harassment has occurred, the director will take action to stop it. Individuals who engage in harassment will be subject to discipline, up to and including termination or withdrawal.

If a staff or student is dissatisfied with the results of the school's investigation of a harassment charge, such dissatisfaction may be discussed directly with the Superintendent-Director. In all cases involving such charges, the parties involved will be accorded the utmost protection of privacy.

If you have questions about this policy, please direct them to the Director of Assabet After Dark.

Nothing in this policy is intended to circumvent the right to bring such complaints to State and Federal Commissions on Discrimination. The policy is intended, however, to correct the issue internally.

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Harassment

The School District shall not tolerate harassment of students, patrons, or employees. As an employer, the District is responsible for its actions and those of its agents. Teachers and other staff members serve as agents of the school and are directed not to harass, participate in, condone or allow harassment, and are directed to report its occurrence promptly.

Staff Members' Responsibility

1. All staff members have the professional responsibility to ensure that all students in their charge and control can make decisions without fear, regardless of their race, color, sex, religion, national origin, sexual orientation or disability.
2. Harassment as defined in State and Federal statutes, is a form of discrimination and therefore a denial of civil rights. Civil rights legislation is different from most other laws in that a staff member charged with a civil rights violation must prove his/her innocence. Ignorance of these laws is not a defense.
3. No one has the right to abuse another person. Any act or series of actions that forces or causes an individual or a group of persons to make decisions or take actions against their own judgment can be viewed by that individual or those persons as a wrong. If a staff member allows such behavior to take place, he/she can be charged by the offended person(s) as being an accessory before or after the fact.
4. If a staff member pleads ignorance of the actions, and it becomes obvious that such actions have been permitted by the staff member on previous occasions, and have thus been condoned, the staff member can be charged as an accessory to the denial of civil rights.
5. Harassment among students: If a student seeks help in this regard, and the staff member cannot provide correction, the staff member should discuss the matter with the Director of Assabet After Dark, who will investigate the charge. If the director determines that probable cause exists, the matter must be documented and a decision made as to consequences.
6. If the parties involved are not satisfied with the decision-making at this level, the matter may be referred to the Superintendent-Director or to a grievance procedure.

Assabet recognizes the responsibility to teach students and employees guidelines for interpersonal behavior to protect the rights of every member of the school community to work and learn in a safe and positive atmosphere, free of harassment. Because individuals are affected differently by the words and actions of others, it is necessary to be sensitive to the feelings of others and to respect the differences among colleagues and students.

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Grievance Procedure
Titles I, II, VI, VII, IX, Section 504, Chapter 622

Before this grievance procedure is enacted, a complainant is encouraged but not required to discuss any perceived discrimination with the coordinator. Every effort will be made to affect a prompt and satisfactory resolution of the difficulty.

Any student or employee of this District, or applicant for employment, who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity on the basis of disability under Title I or II; on the basis of sex under Title IX; on the basis of race, color, sex, religion, national origin, or sexual orientation under Title VI or VII or Chapter 622; or on the basis of handicap under Section 504, may file a written complaint with the Coordinator of such programs at Assabet.

1. The Assabet After Dark Director shall cause a review of the written complaint to be conducted and shall mail a written response to the complainant within 10 working days after receipt of the written complaint.
2. If the complainant is not satisfied with such response of the Director, he or she may appeal to the Superintendent-Director.
3. The Superintendent-Director shall review all written materials and schedule a hearing with all parties involved at the earliest possible date, and shall mail a written decision to the complainant within 5 working days after the hearing.
4. The Superintendent-Director's decision is final.

Nothing in this grievance procedure shall limit the right of the person affected to follow the complaint procedure outlined under S.9 and S.10 of the regulations for Chapter 622 including requesting aid from the Bureau of Equal Educational Opportunity, Massachusetts Department of Education. Complaints under Titles I, II, VI, VII, IX and Section 504 may also be made directly to the Office of Civil Rights, Region I, Boston, MA.

Superintendent-Director:

Ernest F. Houle, Superintendent-Director
508-485-9430 Ext. 1431

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Smoking

Assabet is a **SMOKE FREE** school. This includes use of all tobacco products in school buildings and buses, on school grounds or at off-campus work sites by students, school personnel and visitors.

Drugs/Alcohol

It is the policy of the School District to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, use of, or being under the influence of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent-Director of any criminal drug conviction within five (5) days of such a conviction if the violation occurred in the workplace. Assabet has an obligation to notify the appropriate federal agency within ten (10) days of receiving such a notice of conviction. Further, no later than thirty (30) days of notice of a conviction, the Superintendent-Director will take disciplinary action up to and including dismissal from employment.

If administration believes that an employee is under the influence of drugs or alcohol, the employee will not be allowed to continue his/her work assignment. Further investigation may result in a disciplinary action up to and including termination of employment.

Weapons

Possession of any weapon is strictly forbidden. A weapon is any object that may be used to assault or intimidate, such as a knife. Any knife required within a technical shop will be issued by the school. Any infraction of this restriction calls for an immediate suspension. Staff member will be notified and may be referred to the police for violating State Law and Marlborough City Ordinance. Disciplinary action up to and including termination may result.

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Technology Acceptable Use Policy

Assabet provides computer resources and Internet access for teachers, staff and students to promote educational excellence in the school by facilitating resource sharing and communications. The intent of this policy is that staff will use computer networks only for purposes consistent with their position of employment. All school computers are to be used in a responsible, efficient, ethical and legal manner. The use of the district's computers is a privilege, not a right. All users are expected to exercise this privilege in a manner consistent with the educational objectives of the district. All staff and students must be responsible for their own professional behavior when accessing district computer equipment.

Anyone who uses school computers for unethical, illegal or mischievous purposes will be referred to the Assabet After Dark Director for disciplinary action, possible cancellation of computer privileges or termination of employment or enrollment.

Definitions

The following definitions may be used for clarification throughout this Acceptable Use Policy:

- The term **computer resources** includes, but is not limited to: desktop computers, portable computers, servers, PDAs, Ipods, flash drives, printers, scanners, modems, and other peripheral equipment; network equipment and lines; all software and files; multimedia, video, cable, TV, voicemail, telephone, and fax equipment; cell phones; specialized technology equipment in academic and technical areas; Internet and email accounts; firewalls; and computer supplies.
- **Inappropriate material** is defined as material that is obscene, harmful to minors, intended to support illegal activity, sexually explicit, or otherwise inappropriate for educational uses.

Right of Access and Review

Users should have no expectation of privacy (this includes your password) using district computer resources or other equipment connected to the district's equipment. All material that is electronically stored by use of the school's computer equipment is the property of Assabet. This includes material stored using removable media such as writeable CD-ROMs, zip drives, flash drives, MP3 players, as well as non-removable media. The school retains the right to access, review, edit, delete, and confiscate all user files, email and any material stored on any system provided by the district or connected to equipment belonging to the district. School officials reserve the right to monitor all uses of the district's resources and other equipment connected to district computer resources as they are occurring in real-time; as well as to access all data stored using district property, or transported using district property, or stored in activity logs.

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The administration may suspend specific user access at any time pending review of circumstances by the Director or Superintendent-Director.

Account User and Password

All students will be assigned a generic user ID and a password. Students are to access only those applications and files they are assigned and store files only on network space designated for the individual's or class storage.

- Log off network whenever computer is left unattended.
- Respect commonly accepted Internet Etiquette and Safety that include, but are not limited to: Be polite, use appropriate language, and do not use the network in such a way that would disrupt the use of the network by others.
- Always remember that email, however confidential or damaging, may be required to be disclosed or used in legal proceedings.
- Disciplinary action will be taken against anyone who sends inappropriate or offensive emails using district computer equipment.

Software Copyrights and Intellectual Property

Assabet does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states, "It is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). "The only exception is the exclusive user's right to make a backup copy for archival purposes" (Section 117). The law protects the rights of the copyright holder and does not give users the right to copy software unless the manufacturer does not provide a backup copy. Unauthorized duplication of software is a federal crime.

Any user, who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to Assabet or who uses unauthorized software on Assabet premises or equipment shall be subject to disciplinary action, up to and including termination of employment.

Software Acquisition

Staff and students may not upload or download any unauthorized software on any district electronic device. The Assabet After Dark Director may authorize downloading of software for district devices.

Wasteful or Inappropriate Use of Educational Resources

These technical tools are valuable resources to be used for educational purposes only. They are not to be used for commercial gain, obscene or illegal purposes. All computer resources should be treated with

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utmost care and respect. Do not waste electronic storage space on frivolous files or programs. Game playing is often destructive to equipment. Therefore, games other than those provided by the school and approved by administration for educational use related to a particular course or school activity are prohibited.

Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Vandalism will result in cancellation of privileges in addition to actions as dictated by existing school policies and regulations.

Network Security

In an effort to protect district computer resources, Assabet uses virus-scanning software. All email and outside connections will be scanned as a normal part of network security.

All computers in Assabet that have access to the Internet are equipped with filtering software designed to identify and prohibit access to sites that educators believe contain inappropriate material for educational users. It is important to remember, however, that no system is perfect. Ultimately, all users must take responsibility for their own actions and take the necessary steps to safeguard themselves. Teachers are responsible for the supervision of all students' use of computers and access to the Internet.

Only the school's technology staff, under the direction of the Technology Department, shall perform the configuration and installation of computer equipment for use on the district network. This is true whether these devices are owned by the district or not, and anyone who attempts to connect equipment not authorized by the school's Technology Department to the school's network shall be liable for disciplinary and possible legal action.

Snooping, probing or breaking into the district's network or restricted network resource, such as student data records, financial records, or medical records is unlawful. Users caught in any such activity could face administrative action, suspension, employment termination or legal action.

In an effort to protect the schools' network, the following procedures will be adopted:

- Unauthorized technology or software that is not property of Assabet will not be brought into the school district.
- No dial out modems or Wi-Fi access points shall be set up without permission of the Technology Manager.
- All requests for technology repairs or upgrades must be sent to the Director of Assabet After Dark.

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Acknowledgement of Understanding

Please sign the form and return the Assabet After Dark Director
along with your Application for Admission.

Thank you for your cooperation.

I have read the Assabet After Dark Certified Nursing Assistant Student Handbook for Assabet Valley
Regional Technical School. I have read and understand the material and agree to abide by the rules and
regulations of the program and the policies and procedures of the school.

Printed Legal Name:

Signature:

Date:

PLEDGE

I pledge upon my honor that my actions throughout the program will reflect my own preparation and
performance and I take full responsibility for these actions.