



Book	Policy Manual
Section	7000 Property
Title	FACILITIES PLANNING
Code	po7100
Status	Active
Adopted	September 13, 2005

7100 - **FACILITIES PLANNING**

The School Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future Corporation construction supports the educational program and responds to community needs, the Board will prepare a capital construction plan and will revise that plan periodically thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the Board's capital construction plan, the Superintendent shall:

- A. annually report to the Board on the number of resident students attending school; and/or number of new residential units approved in the Corporation;
- B. report to the Board on the enrollment by grades during the school year each semester;
- C. conduct a "kindergarten roundup" each spring of the number of students who will be enrolled in the schools of the Corporation in September of the year in which the estimate is made and report the results to the Board;
- D. prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

Information reported shall include the grade, gender, race, and/or disability of each child in this Corporation.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

In the case of a remonstrance to proposed remodeling or construction of a school facility, school facilities and equipment may not be used to respond to the remonstrance unless equal access to such facilities and equipment is provided to persons whose position is in opposition to that of the School Board.

The law prohibits the expenditure of money by the School Corporation to promote a position or to pay for the gathering of signatures on a petition or remonstrance; the use of an employee to promote a position on a petition or remonstrance during the employee's work hours or paid overtime hours; and using students to transport written materials to their residences including a statement within any other communication sent to the student's residence. However, this section does not prohibit an employee of a political subdivision from carrying out duties with respect to a petition or remonstrance that are part of the normal and regular contract.

Legal	I.C. 6-1.1-20-10
	511 IAC 21-2-15



Book	Policy Manual
Section	7000 Property
Title	NOTICE OF PROCUREMENT OF PROFESSIONAL SERVICES
Code	po7101
Status	Active
Adopted	January 9, 2001

7101 - NOTICE OF PROCUREMENT OF PROFESSIONAL SERVICES

The School Board, pursuant to Indiana law, hereby determines to neither provide nor publish a notice for the requirement of professional services for a project under consideration by the Board involving the construction, remodeling, rehabilitation, or repair of any building or facility owned or leased by the School Corporation.

However, the Board, by a majority vote, may determine to provide or to publish a notice for professional services required for a project. If the Board determines to provide or to publish a notice, the notice shall comply with the requirements of Indiana law.

For purposes of this policy, professional services mean those services performed by a licensed architect, a professional engineer, or a land surveyor.

Legal	I.C. 5-16-11.1.2, 5-16-11.1-4
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Book	Policy Manual
Section	7000 Property
Title	POSSESSION OF FIREARMS AND WEAPONS BY VISITORS
Code	po7217
Status	Active
Adopted	January 9, 2001
Last Revised	December 9, 2014

7217 - POSSESSION OF FIREARMS AND WEAPONS BY VISITORS

Application of this Policy

This policy applies to "visitors" meaning persons who come onto property or a vehicle owned by the Corporation or used by the Corporation for school purposes. The term includes members of the general public, students enrolled in other schools or school corporations, and employees of entities providing services to the Corporation, but does not include Corporation employees covered by Policy 1617, Policy 3217, or Policy 4217 or currently enrolled students covered by Policy 5772.

Possession of a "Weapon" other than a "Firearm" by a Visitor

The Board prohibits visitors from possessing, storing, making, or using a weapon other than a firearm in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle. This prohibition does not apply to weapons under the control of a law enforcement officer.

The term "weapon" means an object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary device, grenade, Molotov cocktail, or rocket, with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

Possession of a "Firearm" by a Visitor

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. As used in this policy and as defined by Indiana law, "firearm" means any weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion. However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

Reporting Violations of this Policy

The Superintendent will report a visitor who violates this policy to law enforcement officials and is authorized to take any steps necessary to exclude the visitor from Corporation property and Corporation sponsored events.

If authorized by the Board, exceptions will be permitted for:

- A. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
- B. theatrical props used in appropriate settings;
- C. starter pistols used in appropriate school related sporting events.

Revised 7/03

Revised 8/14/12

Revised 9/9/14

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Legal

- I.C. 34-28-7-2;
- I.C. 35-47-1-5
- I.C. 35-47-5-2.5;
- I.C. 35-47-9;
- 20 U.S.C. 7151



Book	Policy Manual
Section	7000 Property
Title	GIFTS, GRANTS, AND BEQUESTS
Code	po7230
Status	Active
Adopted	January 9, 2001

7230 - GIFTS, GRANTS, AND BEQUESTS

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

All gifts, grants, or bequests shall be accepted and acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment purchased by an organization for use in the school or at a Corporation-related event shall be submitted to the Board, prior to purchase, so it can determine if the Corporation would incur any liability by its use.

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or Corporation employees.

Legal	I.C. 20-5-20-1 et seq.
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Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF SCHOOL FACILITIES
Code	po7250
Status	Active
Adopted	January 9, 2001

7250 - COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the School Board may wish to commemorate a school or Corporation facility (gymnasium, swimming pool, athletic field, etc.) by means of a plaque, naming the facility after a person, or some other honor. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the Corporation in particular or to the well-being of the Corporation, community, State or nation.

Any employee of the Corporation thus honored must be deceased or no longer employed by the Corporation prior to the Board's selection of his/her name for commemoration honor.



Book	Policy Manual
Section	7000 Property
Title	DISPOSITION OF REAL PROPERTY
Code	po7300
Status	Active
Adopted	January 9, 2001
Last Revised	May 12, 2020

7300 - **DISPOSITION OF REAL PROPERTY**

The School Board believes that the efficient administration of the School Corporation requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the Corporation.

"Real Property" means land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment.

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public School Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.

All property considered for disposition (sale) shall be subjected to two (2) current, outside, professional appraisals prior to the solicitation of offers.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.

In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.

Potential purchasers or lessees shall demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

Potential purchasers shall demonstrate reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

Money derived from the sale or exchange of property that is no longer needed for school purposes shall be placed in any school fund established by law that the Board considers appropriate.

Lease or Sale of Property to Charter School:

Except as specified below, before the Board may dispose of real property previously used for instruction, the Board shall make available for lease or purchase to any charter school any school building owned by the Corporation or any other entity that is related in any way to, or created by, the Corporation or the Board, including but not limited to a building corporation, that is vacant and unused and previously was used for classroom instruction in order for the charter school to conduct kindergarten through grade 12 classroom instruction.

No later than ten (10) days after passing a resolution or taking other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction, the Board shall:

- A. notify the State Department of Education (SBOE) of the official action and the effective date that the school building will be closed, no longer used, or no longer occupied;
- B. make the school building available for inspection by a charter school that notifies the SBOE that it is interested in leasing or purchasing the school building; and
- C. make the following information available to that charter school:
 1. Estimates of the operating expenses for the school building for the past three (3) years.
 2. Written information regarding the condition of the building, including the age of the roof and the HVAC system, and any known conditions which, in the Board's opinion, require prompt repair or replacement.
 3. A description of the property as shown on the current tax statement.

The Corporation shall lease the school building to a charter school for one dollar (\$1) per year for as long as the charter school uses the school building for classroom instruction for a term at the charter school's discretion, or sell the school building for one dollar (\$1), if the charter school does the following:

- A. Within thirty (30) days of receiving notice from the SBOE, a charter school must submit a preliminary request to purchase or lease the school building.
- B. Within ninety (90) days of receiving the SBOE's notice, a charter school must submit to the Corporation the following information:
 1. The name of the charter school that is interested in leasing or purchasing the vacant or unused school building.
 2. A time frame, which may not exceed two (2) years from the date that the school building is to be closed, no longer used, or no longer occupied, in which the charter school intends to begin providing classroom instruction in the vacant or unused school building.
 3. A resolution, adopted by the board of the charter school stating that the board has determined that, after the charter school has made any necessary repairs or modifications, the school building will be sufficient to meet the charter school's needs and can be operated within the charter school's budget.
 4. If the vacant or unused school building is more than two hundred thousand (200,000) gross square feet, then in addition to the information provided above, a charter school shall submit the following:
 - a. The charter school's projected enrollment when all of the grade levels are added.
 - b. A letter from the charter school's authorizer or prospective authorizer that indicates that the charter school's authorizer or prospective authorizer has reviewed the items described in subsections 2 and 3 and that the projected enrollment of the charter school when all of the grade levels are added or fully implemented will be at least sixty percent (60%) of the maximum annual student enrollment of the school building during the past twenty-five (25) years as validated by records maintained or created by the SBOE.

Upon receipt of the SBOE's notification that it has not received any preliminary requests to purchase or lease the school building, the Corporation may sell or otherwise dispose of the school building in accordance with I.C. 36-1-11, I.C. 20-25-4-14, I.C. 20-26-5-4(7), and I.C. 20-26-7.1-8.

If a Corporation school building is sold to a charter school pursuant to this procedure, and the charter school, or any subsequent owner, subsequently sells or transfers the school building to a third party, the charter school or subsequent owner must transfer an amount equal to the gain in the property minus the adjusted basis (including costs of improvements to the school building) to the Corporation. Gain and adjusted basis shall be determined in the manner prescribed by the Internal Revenue Code and the applicable Internal Revenue Service regulations and guidelines.

A charter school that purchases a school building from the Corporation assumes total control of the school building and must maintain the school building, including utilities, insurance, maintenance, and repairs. In the event a charter school does not use the school building for classroom instruction within two (2) years after acquiring the school building, the school building shall revert to the Corporation, which may sell or otherwise dispose of the school building under I.C. 36-1-11.

During the term of a lease, the charter school is responsible for the direct expenses related to the school building leased, including utilities, insurance, maintenance, repairs, and remodeling. If the lease involves co-locating charter schools, the obligations under the lease of the school building shall be joint and several. The Corporation is responsible for any debt incurred for or liens that attached to the school building before the charter school leased the school building.

Exceptions:

The procedure described above does not apply to:

- A. A school building that has been vacated to renovate the building for future use by the Corporation;
- B. A school building that has been vacated to demolish the building and build a new school building on the same site;
- C. An emergency manager of a distressed school corporation under I.C. 6-1.1-20.3.

A lease entered into by the Board under I.C. 20-26-5-4(7) prior to July 1, 2019, with an accredited nonpublic school shall remain in full force and effect. The Board may, during or at the expiration of the term of such lease, sell the school building leased under I.C. 20-26-5-4(7) to the nonpublic school at a purchase price mutually agreed to by the Board and the nonpublic school.

Sale of Building with 200,000 Gross Square Feet or Less:

This section applies to a school building with a gross square footage of two hundred thousand (200,000) square feet or less.

If the Corporation receives notification from the SDOE that it has not received any preliminary requests to purchase or lease a vacant or unused school building with a gross square footage of two hundred thousand (200,000) square feet or less or a charter school has not met the requirements for purchase or lease, the Corporation must sell the school building to an accredited nonpublic school or postsecondary educational institution that sends a letter of intent to the Corporation to purchase the vacant or unused school building for an amount not more than the minimum bid for the vacant or unused school building determined in accordance with I.C. 36-1-11, or an amount agreed to by both parties.

The accredited nonpublic school or postsecondary educational institution must submit its letter of intent to purchase the school building within thirty (30) days of the date the Corporation passes a resolution or takes other official action to close, no longer use, or no longer occupy a school building that previously was used for classroom instruction. However, in the event that a charter school has submitted a preliminary request to purchase or lease a school building, the accredited nonpublic school or postsecondary educational institution may send a letter of intent to purchase or lease the school building within ninety (90) days of the date that the Corporation passed a resolution or took official action to close, no longer use, or no longer occupy a school building.

Within forty-five (45) days of notice of the minimum bid, the accredited nonpublic school or postsecondary educational institution must provide a binding offer to the Corporation to purchase the property in its current condition and provide a nonrefundable down payment equal to five percent (5%) of the minimum bid or an amount agreed to by both parties. In the event that two (2) or more binding offers are submitted to the Corporation, the Corporation may select which offer to accept.

If the sale of the property does not close within one hundred eighty (180) days of the Corporation's receipt of the binding offer, and the delay in closing is not caused by the Corporation or its representatives, the Corporation may refund the down payment and sell or otherwise dispose of the school building under I.C. 20-25-4-14, I.C. 20-26-5-4(7), or I.C. 36-1-11.

Sale of Building with More than 200,000 Gross Square Feet:

This section applies to the sale of a vacant or unused school building with more than two hundred thousand (200,000) gross square feet under I.C. 36-1-11.

In determining whether to accept a proposal to purchase and redevelop the school building and any adjacent property, the Board must ensure that a charter school that is located within one (1) mile of the site to be redeveloped and has notified the Board in writing of its interest in locating the charter school on the redeveloped site is provided with the opportunity to lease adequate facilities on the redeveloped site at fifty percent (50%) or less than the current market rate for the redeveloped property or a rate agreed upon by the parties.

In the event that a charter school does not enter into a lease for the appropriate facilities as part of the initial development of the school building parcel, this section shall no longer be binding on the Corporation or the purchaser of the property, which shall not be

required to make the space available for use by another charter school.

Limitations on Disposal of Property Received from City, Town, or Township

When a consolidated school corporation decides that property acquired from a city, town or township is no longer needed for school purposes, the Board shall offer the property as a gift to the city, town or township that owned the property before the school was consolidated.

If the property contains a structure that the Board wishes to demolish, the Board shall give written notice of the proposed demolition to the city, town or township, as applicable. Within ninety (90) days after receiving the notice, the city, town or township shall inform the Board in writing as to whether it wishes to retain the structure. If the city, town or township wishes to retain the structure, the Board may not demolish the structure before transferring the property.

If the city, town or township accepts the offer, the Board shall give it a quitclaim deed to the property. If the city, town or township refuses the offer, the Board may sell the property pursuant to I.C. 20-23-6-9(e).

Revised 6/7/16

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Legal	I.C. 20-23-6-9
	I.C. 20-26-5-4
	I.C. 20-26-7-1
	I.C. 20-26-7.1
	I.C. 36-1-11
	2 C.F.R. 200.78, 200.85



Book	Policy Manual
Section	7000 Property
Title	DISPOSITION OF SURPLUS PROPERTY
Code	po7310
Status	Active
Adopted	January 9, 2001
Last Revised	June 7, 2016

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The School Board requires the Superintendent to review the property of the School Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Textbooks

The Corporation shall dispose of textbooks in accordance with the procedures prescribed by statute.

The Corporation shall dispose of textbooks determined by Corporation officials to no longer be of use in the Corporation pursuant to Section D below.

D. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste disposal.

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the Corporation shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non- Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

The Corporation may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the Corporation shall be entitled to compensation for its attributable percentage of the current fair market value of the property.

Revised 4/12/16

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Legal 2 C.F.R. 200.312, 200.313
 I.C. 20-26-5-4
 I.C. 36-1-11



Book	Policy Manual
Section	7000 Property
Title	HYGIENIC MANAGEMENT
Code	po7420
Status	Active
Adopted	January 9, 2001

7420 - **HYGIENIC MANAGEMENT**

The School Board recognizes that the health and physical well-being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, the school grounds, and school equipment pursuant to law.

The cleanliness of each school building shall be the responsibility of the principal.

Legal	I.C. 20-5-2-2(17), 16-10-7 410 IAC 1-4
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Book	Policy Manual
Section	7000 Property
Title	SAFETY STANDARDS
Code	po7430
Status	Active
Adopted	January 9, 2001

7430 - **SAFETY STANDARDS**

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

The Superintendent shall, with the approval of the Board, designate an individual to serve as the school safety specialist for the School Corporation. The school safety specialist shall:

- A. conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, and report any violations to the Superintendent;
- B. have the authority to organize and direct the activities of a Corporation safety committee;
- C. serve on the county safety commission, if one is established within the county;
- D. participate in the school safety training when the county safety council determines it is to be held;
- E. assist the county safety council with the development of a safety plan for each school in the Corporation;
- F. coordinate the safety plans of each school in the School Corporation as required by rules adopted by the Indiana State Board of Education;
- G. act as a resource for other individuals in the School Corporation on issues related to school discipline, safety, and security.

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

Legal	I.C. 5-2-10.1-9, 20-8.1-8.1 511 IAC 2-4-1
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Book	Policy Manual
Section	7000 Property
Title	USE OF TOBACCO BY VISITORS
Code	po7434
Status	Active
Adopted	January 9, 2001
Last Revised	December 9, 2014

7434 - **USE OF TOBACCO BY VISITORS**

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

Such prohibition also applies on school grounds, on school buses and/or at any school-related event.

The Superintendent and Building Principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

Revised 4/12/05

Revised 8/14/12

Revised 6/11/13

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Legal	I.C. 7.1-5-12 Prohibition of Smoking in Public Places and on School Buses
	I.C. 16-41-37.5 Indoor Air Quality in Schools
	20 U.S.C. 6081 et seq.
	20 U.S.C. 7182
	U.S.D.O.E. Memorandum, 1995



Book	Policy Manual
Section	7000 Property
Title	FACILITY SECURITY PROGRAM
Code	po7440
Status	Active
Adopted	January 9, 2001
Last Revised	April 9, 2019

7440 - **FACILITY SECURITY PROGRAM**

Construction and maintenance of safe and secure facilities to support the instruction of students by the School Corporation's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the School Board protect its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds, and equipment. This program may include the use of video and audio monitoring and recording equipment on the Corporation's grounds and in the Corporation's vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on Corporation property, leave Corporation property, or that s/he may not attend a Corporation activity when the Superintendent determines that the person's presence may be a danger to others. If a person does not comply with such a directive, the Board authorizes the Superintendent to seek the arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at I.C. 35-43-2-2(b)(1) or (2). A decision by a designee of the Superintendent may be reviewed and modified by the Superintendent.

The Superintendent is authorized to purchase and install walk-through metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, parents and other visitors, and Corporation property.

The Superintendent also is authorized to purchase hand-held metal detectors and permit administrative staff, school resource officers, and other personnel trained in the usage of hand-held metal detectors to utilize such metal detectors as a part of a comprehensive program of school security and safety of students, staff, parents and other visitors.

Metal detectors, both walk-through and hand-held wands, will be used only in accordance with the Superintendent's administrative guidelines.

When a school administrator has a reasonable suspicion to believe a weapon is in the possession of a person, student, staff member, parent or another visitor, walk-through and hand-held metal detectors may be used.

The Board authorizes the random search of all persons, students, staff members, parents and other visitors entering Corporation buildings, boarding or riding Corporation buses/vehicles owned by, or contracted for, the Corporation, entering Corporation property, attending events on Corporation property, attending school activities off-site. Such searches may be conducted using walk-through or hand-held metal detectors as a part of a comprehensive program of safety and security.

If a person has a medical condition that prohibits them from going through a walk-through metal detector, then only a hand-held metal detector may be used.

The Superintendent shall require that notice of the Corporation's intent to conduct such searches is provided at least annually to all Corporation staff members, students and their parents, and visitors, including an outline of the procedure to be utilized during a search.

No person shall be selected to be searched based solely upon his/her gender, race, ethnicity, religion, disability, physical appearance, manner of dress, or association with any particular group of persons.

The Superintendent shall report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

Revised 12/14/10

Revised 6/11/13

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Legal I.C. 20-26-5-4(a)(2), (4) and (5)

I.C. 20-33-8



Book	Policy Manual
Section	7000 Property
Title	ELECTRONIC MONITORING AND RECORDING
Code	po7440.01
Status	Active
Adopted	June 11, 2013
Last Revised	November 9, 2021

7440.01 - **ELECTRONIC MONITORING AND RECORDING**

In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism). In order to protect School Corporation property, promote security and protect the health, welfare and safety of students, staff and visitors, the School Board authorizes the use of video and audio monitoring equipment on Corporation property, and on school buses. Information obtained through video and audio monitoring may be used to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct.

The Superintendent is responsible for approving where and when to install and operate fixed-location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Corporation facilities. Common areas include hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with Corporation legal counsel before authorizing placement of monitoring equipment in private areas in which privileged communications occur (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained. Corporation employees are authorized to carry and use video and audio recording equipment when video and audio documentation would assist in performing the duties of their position. The Board authorizes security personnel to use body-worn monitoring equipment while on duty.

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Signs shall be placed at the main entrance to buildings in which monitoring equipment may be deployed. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility they are entering. Students and staff shall also be advised of the use of monitoring the recording equipment in Corporation facilities and on Corporation property.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the Corporation's schools and facilities. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Records obtained through the use of monitoring equipment installed and operated in compliance with this policy may be authenticated and used as evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

Monitoring and recording equipment capability shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility of monitoring and recording. The results of monitoring or recording shall not

be used for any tortious or criminal purpose and shall never be used in violation of the rights of the persons whose communication is monitored or recorded.

Not all monitoring will result in recording of what is monitored. Where a recording is made, not all recordings will include both audio and video, and the quality of recorded audio or video is not warranted to always be intelligible. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

Monitoring and recording equipment will not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation, subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a student, and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the building principal, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.

The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, or the Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after ten (10) days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of two (2) years from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Corporation.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

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Legal	FERPA, 20 U.S.C. 1232g
	34 C.F.R. 99.1-99.67
	Title I of the Electronic Communication Privacy Act of 1986
	18 U.S.C. 2510-2521



Book	Policy Manual
Section	7000 Property
Title	SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	Active
Adopted	May 12, 2020

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS**

The School Board prohibits the operation of small Unmanned Aircraft Systems (sUAS) at any time on property that is owned or leased or contracted for by the Board by any individual who is not authorized to do so by the Superintendent. Small Unmanned Aircraft Systems are commonly known as drones.

Pursuant to the Indiana High School Athletic Association's (Association) Administrative Procedures, Guidelines and Policies, the Board also prohibits the operation of a sUAS at any Association event conducted on property owned or leased or contracted for by the Board. School Corporation officials shall deny admission or entry to anyone attempting to use a sUAS until the event has been completed.

To be authorized to operate a sUAS on property owned or leased or contracted for by the Board, a staff member or administrator or other individual (agent) under contract with the Board must have a Remote Pilot Certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 CFR Part 107.

A staff member, administrator, or agent of the Board who is authorized to operate a sUAS on property owned or leased or contracted for by the Board also must also comply with all rules set forth in 14 CFR Part 107. (See Administrative Guideline 7440.03)

Failure to adhere by all rules set forth in 14 CFR Part 107 and Administrative Guideline 7440.03 may result in loss of authorization to operate a sUAS on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student.

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Book	Policy Manual
Section	7000 Property
Title	PROPERTY INVENTORY
Code	po7450
Status	Active
Adopted	June 7, 2016
Last Revised	November 9, 2021

7450 - **PROPERTY INVENTORY**

As steward of the School Corporation's property, the School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all Corporation-owned equipment and the results reconciled with the property records at least once every two (2) years.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is non-expendable, costs at least \$5,000 as a single unit and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than \$5,000.00.

It shall be the duty of the Technology Director to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Each principal/supervisor shall conduct an annual spot-check inventory of major items of equipment to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

The Technology Director shall maintain a system of property records which shall show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, and location.

Equipment acquired under a Federal award will vest upon acquisition to the Corporation, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may be only used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300, Policy 7310, and AG 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.

- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.
- H. Proper sales procedures shall be established to ensure the highest possible return, in the event the Corporation is authorized or required to sell the equipment/property.
- I. When original or replacement equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal awarding agency, and except as otherwise provided by Federal statutes, regulations, or Federal awarding agency disposition instructions, the Corporation shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of 2 C.F.R. 200.313.

Revised 1/14/20

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Legal 2 C.F.R. 200.313



Book	Policy Manual
Section	7000 Property
Title	ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455
Status	Active
Adopted	November 9, 2021

7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The School Board shall maintain a capital-asset accounting system. The capital-asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- B. adequate insurance coverage
- C. control and accountability

Capital assets are defined as those tangible assets of the School Corporation:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines;
- C. which are capitalized in accordance with GAAP; and
- D. which the Corporation intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital-asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Leased capital assets and assets which are jointly-owned shall be identified and recorded on the capital-asset system.

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Business Manager

The Corporation will capitalize items with an individual value equal to or greater than \$5,000. Improvements or renovations to existing machinery and equipment will be capitalized only if the change causes the total cost to exceed \$5,000 extends its useful life two (2) or more years, and if the total costs will be greater than the current book value and less than fair market value.

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of capital assets.

Depreciation shall be recorded for funded capital assets using the method(s) agreed upon by the Superintendent and the Business Manager.

The following information shall be maintained for all capital assets:

- A. description

- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

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Book	Policy Manual
Section	7000 Property
Title	USE OF SCHOOL FACILITIES
Code	po7510
Status	Active
Adopted	January 9, 2001
Last Revised	October 9, 2018

7510 - USE OF SCHOOL FACILITIES

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this Corporation.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. uses directly related to the schools and the operations of the schools
- B. uses by not-for-profit or for-profit organizations providing child care programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. uses and groups indirectly related to the schools
- D. meetings of employee associations
- E. uses for voter registration and elections
- F. departments or agencies of the municipal government
- G. other governmental agencies
- H. community organizations or groups of individuals formed for charitable, civic, social, educational, political, religious, and/or recreational purpose
- I. commercial or profit-making organizations or individuals offering services for profit

The use of Corporation grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the county to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by Corporation guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where guidelines so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.
- D. Users shall not possess, consume, or distribute alcoholic beverages or other controlled substances, nor shall any betting occur, at any function occurring on Corporation premises.
- E. Corporation-related organizations may be permitted to have raffles and similar forms of fundraising only when specifically authorized in advance by the Superintendent pursuant to Policy 9211 – Corporation Support Organizations and Policy 9700 – Relations with Special Interest Groups.

No liability shall attach to this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

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Legal I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1
 511 IAC 6-2-1(b)(5)



Book	Policy Manual
Section	7000 Property
Title	USE OF CORPORATION PHYSICAL FITNESS FACILITIES
Code	po7510.01
Status	Active
Adopted	September 9, 2014
Last Revised	April 12, 2016

7510.01 - **USE OF CORPORATION PHYSICAL FITNESS FACILITIES**

In addition to the use of the Corporation's physical fitness facilities by students and staff, the Board authorizes use of these facilities by community participants other than students and staff subject to the requirements of this policy.

For purposes of this policy:

- A. "Corporation physical fitness facilities" means Corporation property, Corporation equipment, or a Corporation facility used by a community participant to participate in a physical fitness activity.
- B. "Community participant" means a person who uses one or more Corporation physical fitness facilities. Excluded from this definition and therefore this policy are students participating in an activity as part of an official school function, and current employees who use one or more Corporation physical fitness facilities in the course of their employment by the Board.
- C. "Inherent risk of injury in a physical fitness activity" means a condition, danger, or hazard that is an integral part of a physical fitness activity, the use of exercise equipment, or the use of a facility provided by the Corporation as determined by a reasonable person considering the nature of the activity, equipment, or facility. The term includes the negligent acts of a community participant that may contribute to injury to the community participant or others, including failing to follow instructions; failing to exercise reasonable caution while engaging in an activity; or failing to obey written warnings or postings.
- D. "Operator" means an elementary school (as defined under I.C. 20-18-2-4) or an approved secondary school (as defined under I.C. 21-12-1-5) that owns, manages, controls, directs, or has operational responsibility for a recreational facility.
- E. "Recreation" includes physical exercise, leisure, or sports.
- F. "Recreational facility" means a building, location, or area primarily designed and used for purposes of recreation. The term includes:
 - 1. a gymnasium;
 - 2. a park;
 - 3. a playground;
 - 4. a swimming pool;
 - 5. a fieldhouse;
 - 6. a beach;

7. a stadium;
8. a golf course;
9. a campground;
10. a boat launching site;
11. an arboretum;
12. a bicycle path;
13. a bridle path;
14. a community center;
15. a bowling alley;
16. a billiard hall;
17. a court, field, or other area designated for sports; and
18. any other building, location, or area specifically set aside for recreation.

Corporation physical fitness facilities that are operated by an elementary school or an approved secondary school fall within the definition of "recreational facility" for purposes of this policy.

G. "Recreational user" means an authorized user of a recreational facility who is using the facility for the recreational purpose for which it was primarily designed. However, the term does not include a person participating in or attending an intercollegiate or interscholastic event. A community participant is considered to be a "recreational user" for purposes of this policy when using Corporation physical fitness facilities that fall within the meaning of "recreational facility" for recreation.

Community participants and recreational users may use the Corporation physical fitness facilities and recreational facilities at times and in a manner approved by the Superintendent.

Community participants and recreational users may pay a fee as determined by the Board as a condition for the use of Corporation physical fitness facilities or recreational facilities.

As an additional condition for the use of Corporation physical fitness facilities and recreational facilities, a community participant or recreational user and the parent/guardian of a community participant or recreational user under eighteen (18) years of age shall execute a release in which s/he agrees to assume the inherent risk of injury in physical fitness activities and acknowledges receipt of the following written warning:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

The WARNING language set out above shall be included verbatim in a written agreement executed by each community participant and recreational user before their first use of Corporation physical fitness facilities or recreational facilities. The WARNING shall be set out in the written agreement in bold font no smaller than fourteen (14) point. A copy of this written agreement shall be given to each community participant and recreational user at the time the agreement is signed.

The WARNING also shall be posted in letters at least one (1) inch in height on a sign placed in a location in Corporation physical fitness facilities and recreational facilities where community participants and recreational users are likely to be present and where it is visible to community participants and recreational users.

The operator of a recreational facility shall:

- A. post the duties of recreational users and the duties, obligations and liabilities of the operator in at least three (3) conspicuous locations in or along the recreational facility;
- B. maintain the stability and legibility of all signs, symbols, and posted notices required by this policy;
- C. ensure that, with respect to a recreational facility that is located in a building, at least one (1) floor supervisor is on duty when the recreational facility is open;

A floor supervisor must have received appropriate training to carry out the floor supervisor's duties and must use reasonable care in carrying out the floor supervisor's duties.

- D. maintain the floor or surface of the recreational facility in proper and reasonably safe condition;
- E. if the recreational facility is located in a building or includes a building, maintain in good and safe condition the areas of the building open to recreational users;
- F. maintain equipment in good mechanical condition;
- G. comply with all applicable State and local fire safety codes, building codes, and other safety codes applicable to a recreational facility;

Recreational users have the following duties:

- A. Maintain reasonable control of the recreational user's speed and course at all times.
- B. Use due care while operating or using equipment.
- C. Heed all posted signs and warnings.
- D. Maintain a proper view to avoid other recreational users, individuals, and objects.
- E. Accept responsibility for knowing the range of the recreational user's ability and using the recreational facility within the limits of the recreational user's ability.
- F. Refrain from acting in a manner that may cause or contribute to the injury of the recreational user or any other individual.

Recreational users are considered to have knowledge of and assume the risks of using the recreational facility.

For purposes of this policy, risks of using a recreational facility include the following:

- A. Injuries that result from collisions or incidental contact with other recreational users or other individuals who are properly present at the recreational facility.
- B. Injuries that result from falls caused by loss of balance.
- C. Injuries that involve objects or artificial structures that are not otherwise attributable to an operator's breach of the operator's duties or responsibilities under this policy.
- D. Injuries that result from the recreational user's violation of the recreational user's duties listed above.

Unless an operator violates the operator's duties or responsibilities, the assumption of risk set forth above is a complete defense to an action against an operator by a recreational user for injuries and property damage resulting from the assumed risks.

The measures taken by the Board in this policy to implement the limitation of liability permitted by I.C. 34-31-10 and I.C. 34-31-11.4 are not intended to be an election of a defense or a waiver of any other defense or limitation on Board or employee liability.

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Legal

- I.C. 34-6-2-91; Definition of operator
- I.C. 34-6-2-129.4; Definition of recreation
- I.C. 34-6-2-129.5; Definition of recreational facility
- I.C. 34-6-2-129.6; Definition of recreational user
- I.C. 34-13-3; Immunity of governmental entity or employee for tort claims
- I.C. 34-13-4; Personal civil liability under civil rights laws
- I.C. 34-31-10; Limited liability arising from the public use of school facilities for physical fitness activities
- I.C. 34-31-11.4; Limited liability for operators of recreational facilities



Book	Policy Manual
Section	7000 Property
Title	BOARD-OWNED PERSONAL COMMUNICATION DEVICES
Code	po7530.01
Status	Active
Adopted	June 11, 2013

7530.01 - **BOARD-OWNED PERSONAL COMMUNICATION DEVICES**

The School Board will provide personal communication devices ("PCDs") to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.]), and/or other web-enabled devices of any type. PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e., because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

The Superintendent shall designate those staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

The Superintendent or his/her designee is responsible for verifying:

- A. the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;
- E. employees reimburse the Board for non-business use; and
- F. a Board-owned cell phone is returned and the corresponding cellular telephone and/or wireless Internet/data service plan is terminated when it is no longer justified by business requirements, the employee leaves the Board's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.

Board-owned cell phones and/or their related service plans are to be used only to place calls, access the Internet, or receive/send e-mails, instant messages or text messages for Board business purposes.

Cellular and wireless Internet/data service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether or not the service plan includes text messaging, instant message and/or e-mail capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

The Board shall approve the Superintendent's recommendation regarding the type and level of cellular telephone and wireless Internet/data service appropriate for each staff member listed above. In all cases, the Superintendent shall take the steps necessary to secure the most economical and responsible service available.

Thereafter, an annual review of the service plans available shall be made to determine if the Corporation's plans are the most economical and responsible available. Additionally, at least once annually, the Superintendent shall review the employee's actual usage (i.e., type and level of service) with the employee and, if warranted, authorize the acquisition of a different cell phone and/or selection of a different service plan that more nearly matches the employee's recurring business needs. Any such change in provider and/or necessary adjustments to individual staff member's device and/or service plan shall be presented to the Board for consideration and approval.

Possessing a Board-owned cell phone and/or other PCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of their cell phone and/or PCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a cell phone to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

In order to continue to be eligible to receive a Board-owned cell phone, staff members are required to answer all calls on his/her Board-owned cell phone and promptly respond to any messages.

Safe and Appropriate Use of Board-Owned PCDs, Including Cell Phones

Employee safety is a priority of the Board, and responsible use of Board-owned PCDs, including cell phones, requires safe use. See Policy 7530.02 - Staff Use of Personal Communication Devices.

Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information; Public and Student Record Requirements

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their Board-owned PCDs. See Policy 7530.02 - Staff Use of Personal Communication Devices.

When the Board intends to dispose of, or otherwise stop using, a Board-owned PCD on which an employee has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the Corporation's IT department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or otherwise ceasing to use, the PCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the Board-owned PCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

Employee's Responsibilities

Employees are responsible for the safekeeping, care and custody of the Board-owned PCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the Board-owned PCDs provided to them. The Board does not provide or purchase insurance to cover loss or damage to its PCDs.

Reasonable precautions should be taken to prevent theft, loss or damage to, or misuse or unauthorized use/access to, Board-owned PCDs. Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce the Board-owned PCD issued to him/her for return or inspection. Employees unable to present the device in good working condition within the time period requested (e.g., twenty-four (24) hours) might be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Each employee issued a Board-owned cell phone will be contacted by the business manager should there be a billing question. In the event that a personal call is inadvertently made or received, or a text message, instant message or e-mail of a personal nature is sent or received on the employee's Board-owned cell phone, the employee shall be billed for the actual cost of the personal calls made or received, or the text messages, instant messages or e-mails sent or received. In addition, the employee shall also be charged a portion of the monthly service fee. If the employee's service plan is all-inclusive and charges are not assessed for individual calls, text messages, instant messages or e-mails, then the employee will be charged a pro-rated share of the monthly charge. Any amount owed will be deducted from the employee's paycheck in the following pay cycle.

Any employee who regularly places or receives personal calls, or uses his/her Board-owned cell phone to send/receive personal e-mails, text messages, or instant messages, shall be subject to disciplinary action. Use of a Board-owned PCD by an employee to access a personal e-mail account or connect to the Internet for personal business is strictly prohibited.

PCDs may not be transferred to any other employee without prior notification and approval of the Superintendent. Employees provided with a PCD understand that the PCD is owned by the Board. Any alteration or switching of PCDs must be approved in advance by the Superintendent.

Cell phone numbers provided by the Board, via contract with a cellular telephone service provider/vendor, are considered business numbers of the Corporation which shall remain and belong to the Board for its use, unless otherwise changed by the service provider/vendor or as mandated by the Federal Communications Commission. Employees are not allowed to transfer/port a previous personal cell phone number to a Board-owned cell phone.

The Board reserves the right to audit all Board-owned cell phones, which will include, but not be limited to, a review of the detailed monthly statement upon submission after the requisite review by the employee. The detailed monthly service statements for all Board-owned cell phones, as well as invoices and payment documents related to these accounts, are public records and, as such, may be subject to disclosure and review.

Use of Board-owned Cell Phones for Personal Calls

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision and that repeated use of a Board-owned cell phone for personal business will result in disciplinary action.

If unforeseen circumstances develop where employees must use their Board-issued cell phone for personal reasons (e.g., to let family know that the employee will be home late, etc.) it is up to the Superintendent or his/her designee to determine whether the employee should reimburse the Board.

Potential Disciplinary Action/Cancellation of Board-Owned PCD

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of the Board-owned PCD in any manner contrary to local, State or Federal laws will constitute misuse, and will result in the Board canceling the employee's privilege to use the PCD and requiring the employee to immediately return the device.

Employee Use of Board-Owned Cell Phones

The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform Corporation functions (e.g., school safety, physical plant maintenance, etc.) and expect never to use these devices for personal use. The Superintendent must approve such exceptions. Employees who qualify for this exception must submit to the Treasurer's Office monthly documentation in the form of a copy of their respective cell phone usage logs, verifying business use. The log must note the date/time of the phone call, to whom the call was placed or from whom the call was received, a brief statement of the purpose of the call, and if the cell phone has wireless Internet/data service, a statement that all use of the wireless Internet/data service was business related. The employee's immediate supervisor will be required to approve all charges, attesting that all calls were business related, by initialing the copy of the usage logs. If an employee fails to keep current with this documentation requirement, s/he will be required to return the Board-owned cell phone.

The employee will be required to reimburse the Corporation for a prorated portion of that month's bill, which is related to the employee's personal use of the device.

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Book	Policy Manual
Section	7000 Property
Title	STAFF USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
Status	Active
Adopted	June 11, 2013
Last Revised	November 9, 2021

7530.02 - **STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCDs") has become pervasive in the workplace. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones [e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.], and/or other web-enabled devices of any type. Whether the PCD is Corporation-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Corporation pays the employee or school official an allowance for his/her use of the device, the Corporation reimburses the employee or school official on a per-use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD), the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guidelines, as well as other pertinent Board policies.

Conducting Corporation Business Using a PCD

Employees and school officials are permitted to use a Corporation-owned and/or personally owned-PCD to make/receive calls, send/receive emails, send/receive texts, send/receive instant messages, or that concern Corporation business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the Corporation's requirements.

Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones

Employees and school officials whose job responsibilities include driving are prohibited from holding or using their device while operating a moving motor vehicle during work duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials shall pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while operating a moving motor vehicle is strictly prohibited. Exceptions to these prohibitions are to place a call to 911 to report a bona fide emergency or using the telecommunications device with hands-free or voice-activated technology. In cases of reporting a bona fide emergency, if possible, the driver should move to the side of the road and stop the vehicle before using the cell phone, electronic device, mobile phone, or telecommunications device. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or holding/using a cell phone or other PCD while driving.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty To Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on a PCD regardless of whether they are Corporation-owned and assigned to a specific employee

or school official or personally-owned by the employee or school official.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received, may not be secure. Therefore, employees and school officials should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages and e-mails sent and/or received by a Corporation employee or school official using his/her PCD, may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a Corporation employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. PCD communications that are student records should be maintained pursuant to Policy 8330 – Students Records.

It is the responsibility of the Corporation employee or school official who uses a PCD for Corporation business-related use to archive all text messages, instant messages and e-mails sent and/or received using his/her PCD in accordance with the Corporation's requirements.

Finally, PCD communications and other electronically stored information (ESI) stored on the employee's or school official's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Employees and school officials are required to comply with Corporation requests to produce copies of PCD communications in their possession that are either public records or education records or that constitute ESI that is subject to a Litigation Hold.

At the conclusion of an individual's employment or official service (whether through resignation, nonrenewal, or termination), the employee or school official is responsible for verifying all public records, student records and ESI subject to a Litigation Hold that are maintained on the employee's or school official's PCD are transferred to the Corporation's custody (e.g., server, alternative storage device). The Corporation's IT department/staff is available to assist in this process. Once all public records, student records and ESI subject to a Litigation Hold are transferred to the Corporation's custody, the employee or school official is required to delete the records/ESI from his/her PCD. The employee or school official will be required to sign a document confirming that all such records/information have been transferred to the Corporation's custody and deleted from his/her PCD.

Similarly, if an employee or school official intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the employee or school official must transfer the records/ESI to the Corporation's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee or school official is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD. Failure to comply with these requirements may result in disciplinary action.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must notify the Superintendent immediately so a determination can be made as to whether any public records, student records and/or ESI subject to a Litigation Hold have been compromised and/or lost. Pursuant to Policy 8305 Information Security and its accompanying guidelines, the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD were encrypted.

The Board prohibits employees and school officials from maintaining the following types of records and/or information on their PCDs cell phones:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

If an employee or school official maintains records and/or information on a (x) PCD (x) cell phone that is confidential, privileged or otherwise protected by State and/or Federal law, the employee or school official is required to encrypt the records and/or information.

It is suggested that employees and school officials lock and password-protect their PCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the Superintendent or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances **include but are not limited to** locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Personal Use of PCDs While at Work

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods and to inform friends and family members of the Board's policy in this regard.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws also may result in disciplinary action up to and including termination.

Archived 10/9/18

Revised 5/12/20

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Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
	Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
	20 U.S.C. 1232g
	34 CFR Part 99



Book	Policy Manual
Section	7000 Property
Title	TECHNOLOGY
Code	po7540
Status	Active
Adopted	January 9, 2001
Last Revised	May 12, 2020

7540 - **TECHNOLOGY**

The School Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of School Corporation operations.

Although students' use of Corporation technology resources (see definition in Bylaw 0100) is required to participate in and benefit from certain aspects of the Corporation's curriculum and to participate in online assessment, unsupervised use of technology resources may be limited or denied if such use is not under the direct supervision of school staff if a student's use of Corporation technology resources is in violation of the Corporation's policy regarding acceptable use. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form. (See also, Policy 7540.03)

The Superintendent shall develop, recommend for approval by the Board, and implement a written Corporation Technology Plan (CTP) annually. One of the primary purposes of the CTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective Corporation operations. The Board will financially support, as the budget permits, the CTP, including recommendations to provide new and developing technology for students and staff.

Annually the Superintendent shall require the review of the implementation of the current CTP, update that plan as need be, and recommend the updated plan for approval by the Board. The CTP will address the need for Corporation technology resources for all the Corporation's instructional, operational and business functions, including, but not limited to software licenses, infrastructure hardware and software, technical support, telecommunication devices, servers, data storage, and recovery systems (both internal and external).

The Superintendent shall create a Technology Governance Committee to oversee and guide the development of the CTP. The Superintendent shall appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative and business/operational areas in the Corporation.

The CTP shall state the procedures for the proper acquisition of technology. The CTP also shall provide guidance to staff and students about making safe, appropriate and ethical use of Corporation Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 – Student Technology Acceptable Use and Safety and AG 7540.03 – Student Technology Acceptable Use and Safety, and Policy 7540.04 – Staff Technology Acceptable Use and Safety and AG 7540.04 – Staff Technology Acceptable Use and Safety.

The Superintendent, in conjunction with the Technology Director, shall review the CTP and report and recommend the approval of any changes, amendments, or revisions to the Board annually.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (PCDs) (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using Corporation Technology Resources (including but not limited to privacy in the content of their personal files, e-mails and records of their online activity when using the Corporation's computer network and/or Internet connection).

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to: using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

Staff use of Corporation-approved social media platforms/sites shall be consistent with Policy 7544.

Instructional staff and their students may use Corporation Technology Resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.

Students shall comply with Policy 7540.03 and Policy 5136 when using Corporation Technology Resources to access and/or use Corporation-approved social media platforms/sites.

Similarly, staff shall comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using Corporation Technology Resources to access and/or use Corporation-approved social media platforms/sites.

Revised 6/13/17

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Book	Policy Manual
Section	7000 Property
Title	TECHNOLOGY PRIVACY
Code	po7540.01
Status	Active
Adopted	January 9, 2001
Last Revised	June 13, 2017

7540.01 - **TECHNOLOGY PRIVACY**

The School Board recognizes its staff members' right to privacy in their personal lives. This policy serves to inform staff members of the Corporation's position with respect to staff member privacy in the educational and workplace setting and to protect the Corporation's interests.

All Corporation Technology Resources (as defined in Bylaw 0100) are the Corporation's property and are to be used primarily for business purposes. The Corporation retains the right to access and review all Information Resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Corporation's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information or data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Corporation with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Corporation retains the right to access information in spite of a password.

Corporation Technology Resources are to be used for business and educational purposes.

Personal messages via Corporation Technology Resources should be limited in accordance with the Superintendent's guidelines.

Staff members are encouraged to keep their personal records and personal business at home.

Because Corporation Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

Corporation Technology Resources must be used properly. Review of computer files, electronic mail, and voice mail will be done only in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Corporation except to the extent necessary to determine if the Corporation's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All Corporation Technology Resources and Corporation Information Resources are the property of the Board. Staff members shall not copy, delete, or remove any information or data contained on Corporation Technology Resources or communicate any such information to unauthorized individuals without the express permission of the Superintendent. In addition, staff members shall not copy or download software onto any Corporation Technology Resources and shall not bring software from outside sources for use on Corporation Technology Resources without the prior approval of the Network Administrator. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.



Book	Policy Manual
Section	7000 Property
Title	WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES
Code	po7540.02
Status	Active
Adopted	January 9, 2001
Last Revised	January 12, 2021

7540.02 - **WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES**

Creating Content for Web Pages/Sites, Apps and Services

The School Board authorizes staff members and students to create content for web pages/site(s) and apps and services (see Bylaw 0100 - Definitions) that will be hosted by the School Corporation on its servers or Corporation-affiliated servers and published on the Internet.

The content of web pages/site(s) apps and services must comply with State and Federal law, e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA), and reflect the professional image/brand of the Corporation, its employees, and students. Content of web pages/site(s) and apps and services must be consistent with the Corporation's Mission Statement and staff-created content for web pages/site(s) and apps and services is subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created content for web pages/site(s) and apps, and services is subject to Policy 5722 - School-Sponsored Student Publications and Productions.

The creation of content for web pages/site(s) and apps and services by students must be done under the supervision of a professional staff member.

Purpose of Content of Corporation Web Pages/Sites, Apps and Services

The Superintendent shall have final editorial authority over all content placed on the Corporation's servers or Corporation-affiliated servers and displayed on the Corporation's web pages/site(s), and/or apps and services. The Superintendent has the right to remove pages or links from any web page/site, as well as require that an app or service created by a Corporation staff member be removed from the Corporation's servers or Corporation-affiliated servers, based upon his/her determination that the content is inappropriate or is not accessible to individuals with disabilities.

The purpose of the content of web pages/site(s) and apps and services hosted by the Corporation on its servers or Corporation-affiliated servers is to educate, inform, and communicate. The following criteria should be used to guide the development of such content for web pages/site(s) and apps and services:

A. Educate

Content provided should be suitable for and usable by students and teachers to support the curriculum and Corporation's Objectives as listed in the Corporation's Strategic Plan.

B. Inform

Content may inform the community about the school, teachers, students, or departments, including information about

curriculum, events, class projects, student activities, and departmental policies.

C. Communicate

Content may communicate information about the plans, policies, and operations of the Corporation to members of the public and other persons who may be affected by Corporation matters.

The information contained on the Corporation's web pages/site(s) and apps and services should reflect and support the Corporation's Mission Statement, Educational Philosophy, and the Academic Improvement Process.

When the content includes a photograph or information relating to a student, including Corporation-issued email accounts, the Corporation will abide by the provisions of Policy 8330 - Student Records.

All links included on the Corporation's web pages/site(s) and apps and services also must meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the Corporation from linking the Corporation's web pages/site(s) and apps and services to 1) recognized news/media outlets, e.g., local newspapers' websites, local television stations' websites, or 2) to web pages/sites and apps and services that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web pages/sites and apps and services may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances are Corporation-created web pages/site(s) and apps and services to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student. As part of this prohibition, content of web pages/site(s) and apps and services contained on the Corporation's website shall not: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or the passage of a tax levy or bond issue; 2) include a link to a website of another organization if the other website includes such a message; or 3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Under no circumstances are staff member-created web pages/site(s) and apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation-specified web page/site, app or service, e.g., Canvas or Infinite Campus for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including but not limited to Facebook, Instagram, or Pinterest) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content for web pages/site(s), apps or services related to his/her class, they must be hosted on the Corporation's server or a Corporation-affiliated server.

Unless the content of web pages/site(s) and apps, and services includes a student's personally identifiable information, Corporation web pages/site(s) and apps and services that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the web page/site, app or service. Community members, parents, employees, staff, students, and other users generally will be given full access to the Corporation's web pages/site(s) and apps and services.

The content of school web pages/site(s) and apps and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/site(s) and apps and services must be located on Corporation-owned or Corporation-affiliated servers.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Corporation's web pages/site(s) and apps and services and the creation of web pages/site(s) and apps and services by staff.

The Corporation retains all proprietary rights related to the design of web pages/site(s) and apps and services that are hosted on Corporation-owned or Corporation-affiliated servers, absent written agreement to the contrary.

Students who want their classwork or information regarding their athletic endeavors, if applicable, to be displayed on the Corporation's web pages/site(s) and apps and services must have written parent permission and expressly license the display of those endeavors and any related photographs without cost to the Corporation.

Prior written parental permission is necessary for a student to be identified by name on the Corporation's website, web pages/site(s) and apps and services.

Website Accessibility

The Corporation is committed to providing individuals with disabilities an opportunity equal to that of individuals without disabilities to participate in the Corporation's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The Corporation is further committed to ensuring individuals with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Corporation programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the Corporation's programs, services, and activities delivered online.

The Corporation adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794 and 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35, in all respects.

A. Technical Standards

The Corporation will adhere to the technical standards of compliance identified at www.indiancreekschools.com. The Corporation measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite (WAI-ARIA 1.1) for web content.

B. Web Accessibility Coordinator

The Board designates its Technology Director as the Corporation's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

The Board commits to providing the Web Accessibility Coordinator with sufficient resources and authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board.

The Corporation's Web Accessibility Coordinator(s) can be reached at Technology Director, 801 W. Indian Creek Dr. Trafalgar, IN 317-878-2130.

C. Third Party Content

Links included on the Board's web page/site(s) and apps and services that pertain to its programs, benefits, and/or services also must meet the above criteria and comply with State and Federal law (e.g., copyright laws, CIPA, Section 504, ADA, and COPPA). While the Corporation strives to provide access through its web pages/site(s) and apps and services to content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The Corporation's administrators and staff, however, are aware of this requirement with respect to the selection of content provided to students. The Corporation's Web Accessibility Coordinator or his/her designees will vet content available on its web pages/site(s) and apps and services that is related to the Corporation's programs, benefits, and/or services for compliance with these criteria for all new content placed on the Corporation's web pages/site(s) and apps and services after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the Corporation from including links on the Board's web pages/site(s) and apps and services to:

1. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites); or
2. web pages/sites, apps or services that are developed and hosted by outside vendors or organizations that are not part of the Corporation's program, benefits, or services.

The Board recognizes that such third party web pages/sites and apps and services may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

D. Regular Audits

The Corporation, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will audit at regular intervals the Corporation's online content and measure this content against the technical standards adopted above.

This audit will occur no less than once every two (2) years.

If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

E. Reporting Concerns or Possible Violations

If any student, prospective student, employee, guest, or visitor believes that the Corporation has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/He also may file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.

Instructional Use of Apps, and Services

The Board authorizes the use of apps, and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

The Board requires the Technology Director pre-approve each app or service that a teacher intends to use to supplement and enhance student learning. To be approved, the app or service must have a FERPA-compliant privacy policy and comply with all requirements of COPPA and CIPA.

A teacher who elects to supplement and enhance student learning through the use of apps or services is responsible for verifying/certifying to the Technology Director that the app or service has a FERPA-compliant privacy policy and complies with all requirements of COPPA and CIPA.

The Board further requires the use of a Corporation-issued e-mail address in the login process.

Training

The Corporation will provide periodic training for its employees who are responsible for creating or distributing information through web pages/site(s) and apps and services so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, accessibility, documents and multimedia content.

Such training shall be facilitated by an individual with sufficient knowledge, skill and experience to understand and employ the technical standards set forth in Board policies and administrative guideline(s).

One-Way Communication Using Corporation Web Pages/Site(s) and Apps and Services

The Corporation is authorized to use web pages/site(s) and apps and services to promote school activities and inform stakeholders and the general public about Corporation news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via Corporation web pages/site(s) and apps and services to be one-way communication, public comments are not solicited or desired, and the web page/site, app or service is to be considered a nonpublic forum.

If the Corporation uses an app or service that does not allow the Corporation to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the Corporation's use of that app or service will be subject to Policy 7544 - Use of Social Media, unless the Corporation is able to withhold all public comments automatically.

If unsolicited public comments can be withheld automatically, the Corporation will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Requests for Public Records and AG 8310E - Record Retention and Disposal), but it will not review or consider those comments.

Revised 4/14/15

Revised 6/13/17

Revised 5/12/20

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Legal

P.L. 106-554, Children's Internet Protection Act

15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act

20 U.S.C. 6777, 9134

47 U.S.C. 254, Communications Act of 1934, as amended

34 C.F.R. Part 99, Family Educational Rights and Privacy Act

47 C.F.R. 54.520, Children's Internet Protection Act



Book	Policy Manual
Section	7000 Property
Title	STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Active
Adopted	August 14, 2012
Last Revised	April 14, 2015

7540.03 - **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of School Trustees provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The School Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The Corporation's Internet system does not serve as a public access service or a public forum, and the School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the Corporation's personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech").

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Board Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), when connected to the Corporation's network, the Corporation's Internet connection, and online educational services ("Education Technology" or "Ed-Tech").

The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Corporation may not be able to technologically limit access, to services through its Education Technology, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to

materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Ed-Tech users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Corporation's computers/network and Educational Technology just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Corporation's Education Technology are personally responsible and liable both civilly and criminally, for uses of Education Technology not authorized by this Corporation Policy and its accompanying guidelines.

The School Board designates the Superintendent and Technology Director as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of the Corporation's Education Technology.

Revised 12/11/12

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Legal

P.L. 106-554 (2000), Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 - 54.523



Book	Policy Manual
Section	7000 Property
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	Active
Adopted	June 11, 2002
Last Revised	May 12, 2020

7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The School Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Corporation's educational mission. This policy, its related administrative guidelines, and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Corporation's Technology Resources and Information Resources and staff's personal communication devices (PCDs) when they are connected to the Corporation's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 7530.02).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources and Information Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources and Information Resources (including but not limited to privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 – Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, Corporation Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Corporation may not be able to limit access technologically through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past,

when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Corporation has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The Superintendent or Technology Director may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Corporation Technology Resources. All users of Corporation Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Corporation.

With prior approval from the Superintendent or Technology Director, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior on Corporation Technology and Information Resources, i.e., behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events.

Communications on Education Technology are often public in nature. The Board does not approve any use of its Technology Resources and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members' use of Corporation Technology Resources to access or use social media shall be consistent with Policy 7544 and its accompanying guidelines.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Technology Resources not authorized by this Board Policy and its accompanying guidelines.

The Board designates the Superintendent and the Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation Technology and Information Resources.

Social Media Use

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Revised 4/14/15

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Legal	P.L. 106-554 (2000), Children's Internet Protection Act
	47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
	18 U.S.C. 1460
	18 U.S.C. 2246
	18 U.S.C. 2256
	20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
	20 U.S.C. 6777, 9134 (2003)
	47 C.F.R. 54.500 - 54.523



Book	Policy Manual
Section	7000 Property
Title	ACCESS TO CORPORATION TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES
Code	po7542
Status	Active
Adopted	June 11, 2013

7542 - **ACCESS TO CORPORATION TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES**

The Board permits employees, students, Board members, and guests, as well as contractors, vendors, and agents, to use their personal communication devices ("PCDs") to wirelessly access the Corporation's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any Corporation facility. Access to the business/guest network shall require authentication.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.)), and/or other web-enabled devices of any type.

If the user wants to access the Corporation's technology resources through a hard-wired connection, the user's PCD must first be checked by the Technology Department to verify it meets the established standards for equipment used to access the network.

The Technology Department is charged with developing [or, is directed to develop] the necessary standards for connecting PCDs to the Corporation's technology resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of sensitive Corporation data, illegal access to confidential data, damage to the Corporation's intellectual property, damage to the Corporation's public image, and damage to the Corporation's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Network and Internet Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Network and Internet Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Device, and Policy 7530.02 - Staff Use of Communication Devices. When an individual connects to and uses the Corporation's technology resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the Corporation's technology resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the Corporation's technology resources without authorization may be prospectively denied access to the Corporation's technology resources. If the violation is committed by a contractor, vendor or agent of the Corporation, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the Corporation.

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Book	Policy Manual
Section	7000 Property
Title	USE OF SOCIAL MEDIA
Code	po7544
Status	Active
Adopted	May 12, 2020

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff (including School Corporation-approved volunteers), and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the Corporation-approved social media platforms/sites, which shall be listed on the Corporation's website.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that afford students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the Corporation provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The Corporation recognizes that employees may use social media for personal as well as professional reasons. The Corporation neither encourages nor discourages employees' use of social media for personal purposes. The Corporation regulates employees' use of social media for purposes related to their Corporation assignment to the same extent as it regulates any other form of employee communication in that regard.

The Corporation uses approved social media platforms/sites as interactive forms of communication and welcomes public comments. The Corporation-approved social media platforms/sites are considered limited public forums. As such, the Corporation will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each Corporation-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site and use of the account/site for only that/those purpose(s) and in accordance with any specified procedures and applicable terms of service. Users are personally responsible for the content of their posts.

Social Media for Instructional and School-Sponsored Activities

Staff (including Corporation-approved volunteers) may, with prior approval/authorization from the Principal, use social media platforms/sites for classroom instruction or school-sponsored activities. When a staff member uses a Corporation-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of Corporation-approved social media platforms/sites must be consistent with the Student Code of

Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through Corporation-approved social media without appropriate consent.

Staff members (including Corporation-approved volunteers) must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.

Expected Standards of Conduct on Corporation-Approved Social Media

Employees and Corporation-approved volunteers who access Corporation-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access Corporation-approved social media platforms similarly are expected to conduct themselves in a respectful, courteous, and civil manner.

Corporation-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with Corporation operations; or interferes with the rights of others. The Corporation may exercise editorial control over the style and content of student speech on Corporation-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The Corporation is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on Corporation-approved social media sites. Corporation employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or Corporation operations through social media without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning Corporation operations).

Corporation communications that occur through the use of Corporation-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A – Requests for Public Records)

If a staff member uses Corporation-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees and Corporation-approved volunteers are permitted to use Corporation technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's/volunteer's job performance.

They are reminded that the Corporation may monitor their use of Corporation technology resources.

Employees are permitted to use personal communication devices to access social media for personal work during work hours, provided it does not interfere with the employee's job performance.

Employees and Corporation-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job or violates State or Federal law, Board policies, or administrative guidelines, the Corporation may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

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Legal Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)