



BOARD OF EDUCATION

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NEW POLICY - VOLUME 16, NO. 2

STUDENT SUPERVISION AND WELFARE

Administrators shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

The Superintendent shall maintain and enforce the following standards:

- ✗ Each administrator shall report immediately to the Superintendent or [title] any accident, safety hazard, or other potentially harmful designee condition or situation s/he detects.
- ✗ Each administrator shall immediately report to the Superintendent any knowledge of threats or violence by students.
- ✗ An administrator shall not send students on any personal errands.
- ✗ An administrator shall not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any administrator will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.



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- ✕ If a student approaches an administrator to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc., the administrator may attempt to assist the student by facilitating contact with certified or licensed individuals in the District or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. However, under no circumstances should an administrator attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should such administrator inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- ✕ An administrator shall not transport students in a private vehicle without the approval of the Superintendent.
- ✕ A student shall not be required to perform work or services that may be detrimental to his/her health.
- ✕ Administrators shall only engage in electronic communication with students via email, texting, social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., when such communication is directly related to curricular matters or co-curricular/extracurricular events or activities with prior approval of the principal.
- ✕ Administrators are prohibited from electronically transmitting any personally identifiable image of a student(s), including video, photographs, streaming video, etc. via email, text message, or through the use of social media and/or online networking media, such as Facebook, Twitter, YouTube, MySpace, Skype, blogs, etc., unless such transmission has been made as part of a pre-approved curricular matter or co-curricular/extracurricular event or activity such as a school-sponsored publication or production in accordance with Policy 5722.



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- ☒ Since most information concerning a child in school, other than directory information described in Policy 8330, is confidential under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities, immediately, any sign of suspected child abuse or neglect.

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**2270 - RELIGION IN THE CURRICULUM**

The Board of Education believes that an understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. **To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.**

The Board acknowledges the degree to which a religious consciousness has permeated the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may be religious in nature shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets.

Accordingly, no student shall be exempted from attendance in a required course of study on the grounds that the instruction therein interferes with the free exercise of his/her religion.

**In accordance with the Silent Reflection and Student Prayer Act, each teacher in charge of a classroom shall observe a brief period of silence with the participation of all the students in the classroom at the beginning of each school day. Note that this period shall not be conducted as a religious exercise, but it shall be an opportunity for silent prayer or reflection on the anticipated activities of the day.**

The Superintendent shall prepare administrative guidelines which ensure that students are not influenced to accept a particular religious belief or point of view.

20 U.S.C. Section 7904, U.S. Constitutional Amendment 1  
**105 ILC 20/0.01 et seq.**



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**NEW POLICY - VOLUME 16, NO. 2**

**RECORDING OF IEP TEAM MEETINGS**

**[SELECT OPTION # 1 OR OPTION # 2]**

**[OPTION #1]**

- In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings in accordance with the procedures set forth.
- A. Parents wishing to audio record an IEP Team meeting must utilize their own recording device and tapes and provide notice to the District prior to the date of the scheduled IEP Team meeting.
- B. If parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.

**[OPTION #2]**

The recording of IEP Team meetings is prohibited unless it is necessary in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEIA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.

- A. If a parent believes that audio recording an IEP Team meeting is necessary, s/he should notify \_\_\_\_\_ [Building Principal or Director of Pupil Services or Director of Special Education] in writing, preferably at least two (2) school days before the IEP Team meeting, of his/her desire to audio record the meeting and the reason the recording is required. \_\_\_\_\_ will notify the parent at least one (1) school day before the meeting if s/he intends to deny the parent's request to record the meeting.

*the Director of Special Services  
or designee*



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- B. If the District representative denies the request, s/he will state in writing the reasons for the denial. Authorized exceptions to the general prohibition against the audio recording of IEP Team meetings will typically involve situations when a parent or other IEP Team member has a disability recognized under Section 504/ADA or a language barrier that would preclude the individual's ability to understand and/or meaningfully participate in the IEP process. The District representative may ask for documentation of the existence of any such disability or language barrier. If a parent is permitted to audio record the meeting, s/he must use his/her own recording device and the District will similarly record the meeting.
- C. If the parent(s) are permitted to audio record an IEP Team meeting, the District will also record the meeting.

**[END OF OPTIONS]**

Video recording an IEP Team meeting is strictly prohibited.

If the District audio records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

*Cross Reference Policy 8330 (Student Records)*

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**3215 - USE OF TOBACCO BY PROFESSIONAL STAFF**

In order to promote a healthier work environment for its employees and to model the importance of good health practices, the Board of Education has determined that all of our schools and other school district properties will be free from smoking and all other forms of tobacco use at all times.

School properties shall include school buildings, the District's administrative office, warehouse, playgrounds, adjacent parkways, entry areas, and parking lots.

Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. **Further, the "use of tobacco" includes the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.**

105 ILCS 5/10-20.56  
20 U.S.C. 6083

Revised 12/14/05



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**DELETE POLICY - VOLUME 16, NO. 2 - REPLACED BY 3437.01**

**MILITARY LEAVE**

An employee of the School District who is a member of the United States Armed Forces, the Army National Guard, the Air National Guard, any reserve component of the United States Armed Forces or of the Illinois State Militia, the Illinois National Guard, or the Public Health Service commissioned corps, shall be granted leave from his/her public employment for any period actively spent in military service, including: basic training, special or advanced training, annual training, voluntary and involuntary active duty, full-time National Guard duty, and any other training or duty required by the United States Armed Forces. All seniority and benefits available to that employee or similarly situated employees shall continue to accrue during the employee's military leave.

The School District shall not require an employee to first use all sick or vacation time prior to taking leave pursuant to this policy. An employee of the School District shall be re-employed, upon proper notice to the School District, to the position in the School District commensurate with the various Illinois and Federal requirements current as of the employee's return to work.

If the military leave for a full-time employee is related to a reserve component of the United States Armed Forces or of the Illinois State Militia, the School District shall pay the regular compensation to the School District employee for any mobilization to active duty and leave due to annual training. During leaves for basic training, and for up to sixty (60) days of special or advanced training, and for any other training or duty required by the United States Armed Forces, the School District will pay the difference between the employee's military base pay and his/her regular compensation from the School District.

An employee of the School District who is a member of the civilian auxiliary of the United States Air Force, or the Civil Air Patrol, and who is performing a civil air patrol mission, is eligible for unpaid Civil Air Patrol Leave if s/he has been employed by the District for at least twelve (12) months and has completed at least 1,250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave. In order to receive these Civil Air Patrol benefits, an employee must give at least fourteen (14) days notice to the District.





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The School District ( ) **will** ( ) **may** require certification from the applicable military authority to verify the employee's eligibility for any of the applicable military leaves. Furthermore, the employee should give proper notice regarding his/her return to active employment with the School District. The School District will provide employees the full extent of their rights pursuant to applicable Illinois and Federal laws regarding notice.

The School District encourages employees who know of upcoming military leaves covered under these policies to provide as much advance notice as possible prior to these leaves. The School District also urges its employees to familiarize themselves with the various Illinois and Federal Statutes regarding military leave.

The School District will satisfy its obligation to comply with any collective bargaining agreement or employee benefit plan that provides greater leave rights to employees than the rights provided in Illinois or Federal law.

- 5 ILCS 325/0.0 et seq., (Illinois Military Leaves of Absence Act)
- 5 ILCS 330/1 et seq. (Illinois Public Employee Armed Services Rights Act)
- 20 ILCS 1805-30 (Military Code of Illinois)
- 105 ILCS 5/1-20.7 (Illinois School Code)
- 330 ILCS 60/1 et seq. (Illinois Service Member's Employment Tenure Act)
- 820 ILCS 148-5 et seq. (Illinois Civil Air Patrol Leave Act)
- 38 U.S.C. 431 et seq., (Uniformed Services Employment and Reemployment Rights Act)

**DELETE**

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**4215 - USE OF TOBACCO BY SUPPORT STAFF**

In order to promote a healthier work environment for its employees and to model the importance of good health practices, the School Board has determined that all of our schools and other school district properties will be free from smoking and all other forms of tobacco use at all times.

School properties shall include school buildings, the District's administrative office, warehouse, playgrounds, adjacent parkways, entry areas, and parking lots.

Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. **Further, the "use of tobacco" includes the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.**

105 ILCS 5/10-20.5b  
20 U.S.C. 6083

Revised 12/14/05

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**5512 - USE OF TOBACCO**

In compliance with State law, the Board of Education prohibits the use of tobacco by all persons on school property or in school buildings at all times and at any school-sanctioned activity outside of school property (ie field trips, special events, etc.)

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. **Further, the "use of tobacco" includes the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.**

105 ILCS 5/10-20.5b  
20 U.S.C. 6083

Cross Reference Policy 5600 (Student Discipline)

Revised 10/4/06

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**7434 - USE OF TOBACCO ON SCHOOL PREMISES**

In order to promote a healthier environment and to model the importance of good health practices, the Board has determined that all of our schools and other District properties will be free from smoking and all other forms of tobacco use at all times.

School properties shall include school buildings, the District's administrative office, warehouse, playgrounds, adjacent parkways, entry areas, and parking lots.

Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. **Further, the "use of tobacco" includes the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substances.**

Groups requesting the use of District facilities shall be advised of this policy and shall be required to adhere to it.

105 ILCS 5/10-20.5b  
20 U.S.C. 6081 et seq.  
U.S.D.O.E. Memorandum, 1995

Revised 6/14/06



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**NEW POLICY - VOLUME 16, NO. 1**

**Version # 2**

**STAFF USE OF WIRELESS COMMUNICATION DEVICES**

The Board of Education will provide wireless communication devices ("WCDs") (i.e. cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs) ~~BlackBerries/Smartphones, WiFi-enabled or broadcast access devices, etc.)~~ 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. WCDs are provided as a tool to conduct Board business and to enhance business efficiencies. WCDs 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 wireless services plan are billed on a time-used basis, Board-owned WCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).

**[NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2]**

**Option #1**

**[SELECT ONE]**

- The Superintendent will recommend and the Board will approve the staff members who will be issued a Board-owned WCD and provided with a wireless service plan.
- The Superintendent is authorized to designate those staff members who will be issued a Board-owned WCD and provided with a wireless service plan.

**[END OF SELECTIONS]**

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

- A. the need for each Board-owned WCD and wireless service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;



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- C. employees provided with wireless service plans are notified of the purpose and limitations of usage;
- D. wireless 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 WCD is returned and the corresponding wireless 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.

X

In deciding which staff members should receive a Board-owned WCD, the Superintendent will consider whether their jobs:

- A. require them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and have regular access to telephone and/or Internet connections while outside their office or assigned work area;
- B. require them to be accessible outside of scheduled or normal working hours or to be contracted and respond in the event of an emergency; or
- C. consistently require timely and business critical two (2) way communication for which there is not reasonable alternative technology. (This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home).
- ( ) safety requirements indicate having a WCD is an integral part of meeting the requirements of the employee's job description;
- ( ) more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;



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- the employee is required to be contacted on a regular basis outside normal work hours;
- the employee is required to be on-call 24/7; or
- the employee's job requirements include critical District-wide decision-making.

**[END OF OPTION #1]**

**Option #2**

[ ] The Board of Education requires the staff members listed below to be accessible by telephone for Board business and exigencies when and if need arises. WCDs enable individuals to be reached whenever a situation arises necessitating immediate contact, regardless of the person's location at that time. Therefore, a Board-owned WCD ( ) may ( ) shall be issued to the Superintendent ( ) as well as the following staff members:

- assistant superintendent(s): \_\_\_\_\_
- District-level administrators: \_\_\_\_\_
- supervisors: \_\_\_\_\_
- principals: \_\_\_\_\_
- bus drivers: \_\_\_\_\_
- teachers (specify): \_\_\_\_\_
- coaches and/or extra-curricular activity advisors: \_\_\_\_\_
- \_\_\_\_\_ (other)



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**[NOTE: SELECT THE FOLLOWING PARAGRAPH(S) IF ONLY ADMINISTRATORS/SUPERVISORS ARE SELECTED ABOVE.]**

- Since the staff members listed above are expected to be readily accessible day and night, seven (7) days a week during the course of their employment, the Board considers WCDs to be essential equipment for the performance of their duties, and determines that the provision of WCD to the above-mentioned staff members serves a valid public purpose.
  
- Accordingly, the individual employment contracts of these staff members shall affirm that the staff member shall be provided with a WCD, describe the permissible and impermissible uses of that device, and describe the staff member's financial obligations, if any, for the service.

**[NOTE: END OF FIRST SET OF OPTIONS]**

- Board-owned WCDs and/or their related wireless service plan are to be used only to place calls, access the Internet, or receive/send e-mails, instant messages or text messages for District-related business.
  
- Furthermore, Board-owned WCDs are not to be used to place calls or send/receive e-mails, instant messages or text messages of a personal nature, or access the Internet for personal business.

Wireless service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The wireless 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 wireless 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 wireless 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.





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Thereafter, an annual review of the service plans available shall be made to determine if the District's wireless service 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 WCD and/or selection of a different wireless 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 devices and/or service plans shall be presented to the Board for consideration and approval.

Possessing a Board-owned WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost effectiveness of WCD use by utilizing assigned landline and/or designated computers as available and appropriate. Employees should know that using a WCD 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 WCD, staff members are required to answer all calls on his/her WCD and promptly respond to any messages.

[ ] **[Select this alternative language if non-exempt Policy 6700 (for Fair Labor Standard Act ("FLSA") purposes employee's receive the Board-owned WCD]** In order to continue to receive the Board-owned WCD, non-exempt employees are required to answer all calls on his/her WCD and promptly respond to any messages during his/her work hours.

Employee safety is a priority of the Board, and responsible use of WCDs includes safe use.



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**[NOTE: START OF SECOND SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2 OR OPTION #3]**

**Option #1**

- Employees whose job responsibilities include regular or occasional driving and who are issued a Board-owned WCD for business use are expected to refrain from using the device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to 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. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g. headsets or voice activation) if available, refrain from discussion of complicated or emotional topics, and keep their eyes on the road. Additionally, special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.
- In situations where job responsibilities include regular driving and accepting of business calls, hands-free equipment may be provided to facilitate the provisions of this policy.

**Option #2**

- Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner and therefore, employees are prohibited from using WCDs while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.



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**Option #3**

- [ ] Using a WCD while operating a vehicle is strongly discouraged. Employees should plan accordingly so that calls are placed, text messages, instant messages or e-mails sent/read, and/or the Internet browsed either prior to traveling or while on rest breaks. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

**[NOTE: END OF SECOND SET OF OPTIONS]**

**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 WCDs.

Wireless communications, including calls, text messages, instant messages, and e-mails sent from WCDs may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using their Board-owned WCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records. Finally wireless communications and other electronically stored information (ESI) stored on the staff member's Board-owned WCD may be subject to a Litigation Hold pursuant to Policy 8315 - Information Management. Staff are required to comply with District requests to produce copies of wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.



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Except in emergency situations, employees are prohibited from using WCDs to capture, record or transmit the words (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, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal or Superintendent.

At no time may any WCD be utilized by an employee in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

### **Employee's Responsibilities**

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

Reasonable precautions should be taken to prevent unauthorized use/access to, or loss, damage, theft and/or vandalism to said devices. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the WCD 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 ( ) will 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 WCD is required to keep a log documenting the calls made, e-mails, instant messages or text messages sent/receive, or Internet sites accessed with a notation of the purpose of each action.



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Each employee issued a Board-owned WCD will receive a detailed monthly statement for all charges. The employee must review the monthly statement for billing accuracy, then sign and date it verifying the employee's review and attesting that there are no charges for personal calls, text messages, instant messages or e-mails. A copy of the signed and dated statement is to be submitted to the Superintendent within 5 days of receipt of it by the employee. 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 WCD, 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 WCD to send/receive personal e-mails, text messages, or instant messages, shall be subject to disciplinary action. Use of a Board-owned WCD by an employee to access a personal e-mail account or connect to the Internet for personal business is strictly prohibited.

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

Cellular telephone numbers provided by the Board, via contract with a wireless service provider/vendor, are considered business numbers of the District 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 cellular telephone number to a Board-owned WCD.



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The Board reserves the right to audit all Board-owned WCDs, 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 WCDs as well as invoices and payment documents related to these accounts are public records and, as such, may be subject to disclosure and review.

**Privacy Issues**

**[NOTE: START OF THIRD SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2 OR OPTION #3 OR OPTION #4]**

**Option #1**

The use of WCDs that contain built-in cameras (i.e. devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, bathrooms ( ) and/or swimming pool.

**Option #2**

The use of WCDs in locker rooms, classrooms, bathrooms and/or ( ) swimming pool is prohibited.

**Option #3**

WCDs, including but not limited to those with cameras, may not be ~~possessed~~, activated or utilized at any time in any school situation where reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, ~~( ) classrooms~~, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

**Option #4**

The use of WCDs that contain built-in cameras is prohibited in school, on school property, during after school activities, and at school-related functions.

**[NOTE: END OF THIRD SET OF OPTIONS]**



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**Use of Board-owned WCDs for Personal Calls**

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned WCD 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 WCD for personal business will result in disciplinary action.

**[NOTE: START OF FOURTH SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2]**

**Option #1**

- If unforeseen circumstances develop where employees must use their Board-issued WCD for personal reasons (i.e. 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.
- Employees are responsible for maintaining a log/record of the telephone numbers dialed or calls received and/or e-mails, text messages or instant messages sent or received, and names of persons or businesses that were contacted, or who contacted the employee for personal reasons and provide a copy of the records to \_\_\_\_\_.
- The Board <sup>70% designee</sup> will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to ensure that the costs associated with any personal calls made by the employee (including the employee's pro rata share of the monthly service charge) are timely reimbursed to the Board.



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**Option #2**

[ ] WCDs provided by the Board are a public resource and may be used for Board business only. Employees are advised to obtain and carry their own WCD for personal use at their own expense. Board-owned WCDs may not be used for personal uses, except in clearly urgent situations, when no other telephone is readily available, and the call is related to the conduct of official business. Thus, calls, e-mails, text messages, or instant messages home notifying family of the employee's whereabouts, etc. when required to work extended hours shall be considered business-related. Such communications should be kept brief and to the point. Board-owned WCDs should not be misused for personal business. If an employee determines the need to make or receive a personal call on a Board-owned WCD, or send or receive a text message, instant message or e-mail of a personal nature then the employee is required to pay the Board the full cost related to such activity, including the pro rata amount of the monthly service charge. Employees in such circumstances are responsible for generating their own log/record of business and personal communications made on the Board-owned WCD, reviewing the monthly statement to differentiate between business-related and personal calls, and remitting the full amount owed for personal calls within thirty (30) days of the receipt of the monthly statement. The Board will engage in a mandatory monthly audit of the employee's records and the monthly statement to verify that reimbursements are both accurate and timely made, and to verify that the employee is charged the appropriate pro rata amount of the monthly service charge. Failure to reimburse the Board within the specified period may result in deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if the employee has received his/her final check upon termination of employment.

- ( ) The Board reserves the right to withhold any unreimbursed amount from the employee's wages.
- ( ) Employees will be expected to sign an agreement that allows the Board to deduct the cost of unpaid calls from the employee's paycheck.

**[NOTE: END OF FOURTH SET OF OPTIONS]**





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**Use of a Personal WCD While at Work**

**[NOTE: START OF FIFTH SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2]**

**Option #1**

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

**Option #2**

- Board employees may carry personal WCDs with them while on Board time and/or while operating Board equipment, but are subject to the following restrictions:
- A. Excessive use of a WCD for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
  - B. Employees are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using WCDs while operating such vehicles or equipment.
  - C. Employees are personally and solely responsible for the care and security of their personal WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices.



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- D. When authorized in writing by the Superintendent the cost of using a personal WCD for official business may be reimbursed to the employee. Having a personal WCD is a choice the employee makes, and if the device is used for business purposes, any reimbursement will be for reasonable costs in excess of the base service plan plus any additional charges such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instances will the employee be reimbursed more than the monthly cost to the employee. To receive the reimbursement, the employee must document the inbound/outbound telephone number, name of person called, texted, or e-mailed or the individual who called, texted or e-mailed the employee, and the date and purpose of the communication along with the original service plan bill.

**[NOTE: END OF FIFTH SET OF OPTIONS]**



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**Potential Disciplinary Action/Cancellation of Board-Owned WCD**

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

**X** **Reimbursement for Business Calls on Personal WCD [NOTE: This language may be used in place of Paragraph D in the preceding set of options.]**

If a Board employee's job duties do not include frequent need for a WCD, the employee is not eligible to receive a Board-owned WCD. Such employees, however, may request reimbursement for the actual extra expenses of business cell phone calls. Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the employee's personal plan will not be reimbursed. The employee should make personal payment to the provider, and then submit a request for reimbursement, which details the date/time of the call, to whom the call was placed or from whom the call was received, and a brief description of the purpose of the call. A copy of the employee's wireless service bill must be attached to the request for reimbursement (the employee **X** may ) should redact any personal calls from the bill prior to submitting it). Business calls made on school property should be made from traditional land-line phones, when readily accessible, and therefore will not be reimbursed if made on a personal WCD.



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**REVISED POLICY - VOLUME 16, NO. 1**

**COMPUTER TECHNOLOGY AND NETWORKS**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board-District operations. It also recognizes that safeguards have to be established to ensure that the Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. **However, the use of the District's network and technology by students is a privilege, not a right.**

The Superintendent <sup>or designee</sup> shall develop and implement a written Technology Procedure. Guidelines for the proper acquisition of technology shall be set forth in the procedure. The procedure shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's network(s). The procedure shall also inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal or unethical manner.

Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and ~~inhibits the 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, in recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of District policy, and learning appropriate responses if they are victims of cyberbullying.

[CHOOSE ONE OF THE TWO OPTIONS, IF DESIRED]

**OPTION #1**

[ ] Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the District's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the principal.

ensures its appropriate use  
by District employees and  
students.



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However, personal access and use of social media, blogs, or chat rooms from the District's network is expressly prohibited and shall subject students

and staff members

to discipline in accordance with Board policy.

OR

OPTION #2

*Social media shall be defined as internet-based applications (e.g., Facebook, Twitter, etc.) or forms of electronic communication (e.g., web sites, blogs, etc.) that turn communication into an interactive dialogue between users and create online communities that are used to share information,*

Social media shall be defined as internet-based applications (such as Facebook, My Space, Twitter, et cetera) that turn communication into interactive dialogue between users. The Board prohibits any access and use of social media by students

*ideas, personal messages and other content.*

and staff members

from the District's network.

[END OF FIRST SET OF OPTIONS]

[CHOOSE SECOND OPTION, IF DESIRED]

The Board authorizes the access and use of social media from the District's network to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided such access and use is approved in advance by the Superintendent.

~~The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the computers and other equipment as well as any networks that may be established.~~

The Superintendent shall establish appropriate procedures to inform both staff and students are adequately informed about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.



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The Superintendent shall review the procedure as necessary and report any changes, amendments, or revisions to the Board annually.

Children's Internet Protection Act



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**REVISED POLICY - VOLUME 16, NO. 1**

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

The District makes access to interconnected computer systems within the District as well as the Internet available to students to provide various means of accessing educational materials and opportunities.

The District's Internet system has a limited educational purpose and is not intended to serve as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's computer system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy, the related guidelines and the student disciplinary process.

The Board encourages students to utilize the Internet to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides 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.

First, and foremost, the Board may not be able to technologically limit access, to services through the Board's Internet connection to only those 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, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.



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The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access. The Technology Protection Measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. The Superintendent or DESIGNEE may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the Technology Protection measure. 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 Measure.  The Superintendent or DESIGNER may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.





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Parents are advised that a determined user may be able to gain access to services 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/guardians may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

**Pursuant to Federal Law, students shall receive education about:**

- A. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications;**
- B. the dangers inherent with the online disclosure of personally identifiable information; and**
- C. about the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online.**

Building principals are responsible for providing training so that Internet 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 Internet. All Internet 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.



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Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. ~~Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.~~

[Note: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

Students shall not access social media for personal use from the District'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 granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.~~

The Board designates the Superintendent and DESIGNEE as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000, as amended  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended

18 U.S.C. 2256 *Social media shall be defined as internet-based applications*  
18 U.S.C. 1460 *(e.g., Facebook, Twitter, etc.) or forms of electronic communication*  
18 U.S.C. 2246 *(e.g., Web sites, blogs, etc.) that turn communication into an*  
© NEOLA 2010 *interactive dialogue between users and create online*

*communities that are used to share information, ideas, personal messages and other content.*



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**REVISED POLICY - VOLUME 16, NO. 1**

**STAFF NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet service to its staff. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's computers, network and Internet services ("Network") is in accord with its limited educational purpose. Staff use of the District's "Network" will be governed by this policy and the related administrative guidelines, and any applicable employment contracts and collective bargaining agreements. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages staff to utilize the Internet 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 to enrich educational activities. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is a global information and communication network that provides an incredible opportunity to bring previously unimaginable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides 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.



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First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those 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, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. (X) The Superintendent or ~~DESIGNEE~~ may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

~~The Superintendent is directed to prepare guidelines which address staff members' safety and security while using e-mail, chat rooms, instant messaging, and other forms of direct electronic communication, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online. Staff members are reminded that personally identifiable student information is confidential and may not be disclosed without prior written parental permission.~~

**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 networking sites and other forms of electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and
- C. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students or staff online.



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Furthermore staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above.

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

Building principals are responsible for providing training so that Internet 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 Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for good behavior on Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. ~~Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.~~

[Note: If language about social media is added to Policy 7540, choose the appropriate option to match that language.]

Staff members shall not access social media for personal use on the District's network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal's approval of that plan in advance.

Staff members shall not access social media from the District's network for either personal or educational use.

Social media shall be defined as internet-based applications (e.g., Facebook, Twitter, etc.) or forms of electronic communication (e.g., Websites, blogs, etc.) that turn communication into an interactive dialogue between users and create online communities

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that are used to share information, ideas, personal messages and other content.



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Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this policy and its accompanying guidelines.

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

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 , as amended  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246

# Oak Park Elementary School District #97

## Bylaws & Policies

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### 9150 - SCHOOL/CLASSROOM VISITS

The Board of Education values the partnership of our stakeholders and welcomes their interest in our academic process. To facilitate that partnership, every effort will be made to accommodate requests from stakeholders to visit our facilities. To ensure appropriate access and minimize disruption to the learning environment, the Board of Education developed the following policy regarding visits to District 97 schools and classrooms.

#### General Information

School and classroom visits must be unobtrusive to the educational process and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building principal, his/her designee or teacher at least one (1) day in advance. A request made through the teacher or designee must be communicated by the teacher or designee to the building principal as soon as possible.

In general, visits should not exceed forty (40) minutes or the duration of one (1) class period. Any exceptions to this time guideline must be approved by the principal or designee.

**Except as set forth in District policy or in the case of “service animals” required for use by a person with a disability, visitors shall not bring animals on District property at any time.**

Additional information about school and classroom visits, including the number of people who can participate in a visit, the process for viewing instructional materials and the protection of the privacy of students, is available in the administrative guidelines that correspond with this policy. These guidelines can be found on the District's Web site.

#### Visits by Parents/Guardians of Current Students

Parents/guardians of current students visit the schools for various reasons, including:

- A. Participating in school/classroom activities
- B. Volunteering in their child's school
- C. Observing their child in one (1) or more of his/her classrooms
- D. Observing an educational placement or program that has or may be proposed for their child

Arrangements for school/classroom visits must be made at least one (1) day in advance. If a special circumstance arises that prevents parents/guardians from giving a day's notice, they must contact the principal, his/her designee or teacher as soon as possible to make arrangements. A request made through the teacher or designee must be communicated by the teacher or designee to the building principal as soon as possible.

## **Visits by Individuals Other Than Parents/Guardians of Current Students**

In addition to parents/guardians, there are a number of other individuals who visit our schools on a regular basis. These individuals include, but are not limited to:

- A. Parents/guardians of prospective students
- B. Community volunteers
- C. Qualified professionals
- D. Members of the media
- E. Student visitors
- F. Invited guests participating in a specific school/classroom activity

With the exception of members of the media, arrangements for visits by these individuals should be made with the principal or designee as far in advance as possible, but no later than one (1) day in advance.

Parents/guardians of prospective students will be accompanied at all times by the principal or designee during their visit.

Members of the media will make arrangements for visits through the District's communications coordinator or designee as far in advance as possible. These individuals will be accompanied at all times by the communications coordinator or designee during their visit.

105 ILCS 5/10-20.6  
105 ILCS 5/14-8.02  
105 ILCS 5/24-25  
IL Public Act 96-0657

Revised 4/12/11