

Book 1ST DRAFT POLICY CLEAN
Section 7000 Property
Title Copy of FACILITIES PLANNING
Number po7100
Status

7100 - **FACILITIES PLANNING**

The Board of Education 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 District 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:

- report to the Board on the enrollment by grades during the school year each semester;
- 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 gathered in the conduct of the census shall include the age, gender, location, of each child between the ages of birth and twenty (20) in this District.

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.

Legal

Last Modified by Jennifer Hagemann on June 8, 2018

Book 1ST DRAFT POLICY CLEAN
Section 7000 Property
Title Copy of WEAPONS
Number po7217
Status

7217 - **WEAPONS**

The Board of Education prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle to the extent permitted by law. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

A volunteer who is a concealed carry permit licensee may transport students for school sponsored events or school-related purposes in his/her own vehicle only if the volunteer has agreed not to carry a concealed weapon while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer if only such students are being transported.

Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Definition of "Weapon"

The term "weapon" means any 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 (including, but not limited to firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas- powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
- C. items approved by a Principal, as part of a class or individual or group presentation under adult supervision, including, but not limited to hunters' education courses, if used for the purpose of and in the manner approved (working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved);
- D. theatrical props used in appropriate settings;
- E. starter pistols used in appropriate sporting events.

The Superintendent may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination. The staff member may also confront the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A summary of this policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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Legal	120.13(1), Wis. Stats.
	175.60, Wis. Stats.
	943.13, Wis. Stats.
	948.605, Wis. Stats.
	18 U.S.C. 921(a)(3)
	18 U.S.C. 922
	20 U.S.C. 7151

Cross References	Policy 3217
	Policy 4217
	Policy 5772

Last Modified by Jennifer Hagemann on June 11, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of GIFTS, GRANTS, AND BEQUESTS
Number po7230*
Status

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board of Education is 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.

The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

All gifts, grants, or bequests having a value of more than \$ 300 that are accepted will be acknowledged by the Board at a Board meeting. The Superintendent may accept for the Board gifts of lesser value on the Board's behalf.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$300 or more and any non-cash donation the value of which is \$300 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

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

The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

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Legal 118.13 Wis. Stats.
 118.27, Wis. Stats.
 I.R.C. 170(f)(8)
 I.R.C. 170(f)(12)
 Title VI, Civil Rights Act of 1964
 Title IX, Education Amendments of 1972
 Section 504, Rehabilitation Act of 1973
 Americans with Disabilities Act

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of SITE ACQUISITION
Number po7240*
Status

7240 - **SITE ACQUISITION**

It is the policy of the Board of Education that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not an enhancement of the value of the site to the seller.

The Superintendent shall be responsible for site acquisition negotiations. Negotiations for site acquisition shall be conducted as much as possible within the following guidelines:

Purchase price shall be based on the last transaction price, taxes on the property after platting, and a reasonable interest earning on the investment based on the current cost of money.

Roadways and utility costs to be shared will be calculated on a front footage basis of the proposed site and shall be included only where actual installation has occurred.

The Board shall not share such development costs as engineering, earthmoving, litigation, etc. in determining the fair value of the site to be purchased.

Discussion of possible school sites may be carried on in a closed session of the Board to the extent permitted by law, but all official actions must be taken in an open, public meeting. Approval by the electorate at an annual or special meeting shall be obtained to the extent required by law. Official Board action is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

Legal 120.10(5m), 120.13(20), Wis. Stats.

Last Modified by Jennifer Hagemann on June 4, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of COMMEMORATION OF SCHOOL FACILITIES
Number	po7250*
Status	

7250 - **COMMEMORATION OF SCHOOL FACILITIES**

The Board of Education may consider commemoration or the naming of School District facilities or buildings.

The District recognizes two circumstances where the District may grant naming rights: Naming Rights in Consideration and Naming Rights in Recognition. Both of these contributions would be at the discretion of the District with final approval retained by the Board of Education.

1. Naming Rights in Consideration is recognition for financial contributions, sponsorship or other commercial transactions (equipment, materials, land or services).
2. Naming Rights in Recognition is recognition of a significant contribution to the District that the District wishes to honor, such as recognition of outstanding service to the District while serving in an academic or administrative capacity or outstanding service to the Mauston community or recognition of the achievements of a distinguished alumni or recognition of a generous financial or other contribution from a donor often voluntary and not rendered in consideration of granting of naming rights.

Due regard should be taken of the need to maintain an appropriate balance between commercial considerations and the role which names of facilities and spaces contribute to the District's sense of identity; as well as their role in assisting staff, students and the community to orient themselves on a campus.

Decisions regarding the naming of facilities must be consistent with the District's mission and vision. Long-term effects of the naming rights must be considered.

The Board may identify facilities or buildings and other features within the District for which naming rights may be awarded such as auditoriums/theaters, gymnasiums, libraries, gardens/walks, athletic fields, concessions, locker rooms.

The Property and Transportation Committee, the Superintendent and two individuals appointed by the Superintendent (one staff member and one community citizen) shall serve as the Naming Rights Committee to review requests from citizens or groups for naming rights of District facilities or areas.

Any school staff member or administrator who is contacted by an individual wishing to propose naming a District facility or area either in recognition of a person or in consideration of a donation will forward that request to the Superintendent. The Naming Rights Committee shall establish the monetary valuation of each naming right. The District will not grant a naming right without the informed consent of the named party, or without the consent of his or her family in the event the individual is deceased.

The Naming Rights Committee will consider all names suggested and may seek input from the community at large and/or from District staff regarding the request(s).

The Naming Rights Committee will develop a recommendation to be submitted to the Board of Education. The recommendation shall address and take the following into consideration.

1. What is the current name of the facility or area?
2. What is the proposed name of the facility or area?
3. If there is a name change involved – why change?
4. What is the background of the potential donor or individual name being initiated?
5. In addition to the proposed financial contribution, has the potential donor rendered a significant contribution to the school or community?
6. Is the naming of the facility or area after the potential donor consistent with the District's mission or vision?
7. How long will the naming rights be in effect?
8. The fiscal condition of the District and any financial limitations of the District.

The Board of Education shall accept, reject or modify the Committee recommendation regarding the naming rights. If accepted, and if the naming right is granted in consideration of a donation, the District and the donor shall enter into a written agreement detailing the amount of the contribution, the duration of the naming rights, the transferability of the rights, the grounds and conditions upon which the naming rights may be rescinded and the additional provision by the District and the donor.

The Board may choose to hold appropriate dedication ceremonies for building projects. The Board President shall appoint a committee, including the Superintendent, to plan the dedication program and ceremonies.

Legal

Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of DISPOSITION OF REAL PROPERTY
Number po7300*
Status

7300 - **DISPOSITION OF REAL PROPERTY**

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

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

"Personal Property" means tangible property other than real property. It may be tangible, having physical existence, or intangible and may include automotive vehicles, equipment, and materials.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes. Approval of the electorate at an annual or special meeting shall be obtained to the extent required by law.

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 (sale) disposition may be subjected to a current, outside, professional appraisal 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 District 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.

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Legal 120.10(12), Wis. Stats.

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Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of DISPOSITION OF SURPLUS PROPERTY
Number po7310*
Status

7310 - **DISPOSITION OF SURPLUS PROPERTY**

The Board of Education requires the Superintendent to review the property of the District 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 District 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 District 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 the 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. **Disposition**

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, posting on the website, auction, rummage sale, by donation to appropriate parties, or by proper waste removal. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

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 District 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 (10%) of the proceeds, whichever is less, for its selling and handling expenses.

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2 C.F.R. 200.312, 200.313

120.10(12), Wis. Stats.

Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of MAINTENANCE
Number po7410*
Status

7410 - **MAINTENANCE**

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include:

 a regular summer program of facilities repair and conditioning;

 an equipment replacement program;

 a long-range program of building modernization;

 repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop and promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law.

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Last Modified by Jennifer Hagemann on June 4, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of HYGIENIC MANAGEMENT
Number	po7420*
Status	

7420 - **HYGIENIC MANAGEMENT**

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

The Superintendent shall request that each facility be inspected for cleanliness and sanitation by the lead custodian.

The Superintendent shall prepare, in consultation with the School Nurse, 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.

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

Legal

Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title SAFETY STANDARDS
Number po7430*
Status

7430 - **SAFETY STANDARDS**

The Board of Education believes that the employees and students of this District, 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, students, and visitors.

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof and report such actions to the Superintendent.

The Superintendent shall ascertain that the employees and students of this District 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 rules and records are maintained to meet the requirements of the law.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Board at the meeting following the receipt of the State report.

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Legal 101.055, Wis. Stats.

Last Modified by Jennifer Hagemann on May 9, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of USE OF TOBACCO ON SCHOOL PREMISES
Number po7434*
Status

7434 - USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or any other nicotine delivery systems or devices, or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District-sponsored events.

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Legal 120.12(20), Wis. Stats.
 111.321, Wis. Stats.
 20 U.S.C. 6081 et seq.
 U.S.D.O.E. Memorandum, 1995
 20 U.S.C. 7182

Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of FACILITY SECURITY
Number po7440*
Status

7440 - **FACILITY SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent shall develop and supervise a program for the security of the District's students, staff, visitors, school buildings, school grounds, and school equipment in compliance with State and Federal laws. Such a program may include the use of video surveillance and electronic monitoring equipment in appropriate areas in and around the schools and other District facilities, and on school buses.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and Board property and to require prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent is authorized to install metal detectors and video surveillance/electronic monitoring equipment on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property, and other security devices that would assist in the detection of guns and dangerous weapons:

in school buildings;

on District property.

The Superintendent shall report to the Board any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

Public Access to School Facilities

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the main office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

All persons other than students and building staff shall check in with the main office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.

Visitors that intend to visit a classroom during the instructional day may be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. Main office staff must contact the classroom teacher to verify that the visitor is expected.

All visitors are expected to sign out prior to departing the building.

Any visitor to the school may be refused entry or asked to leave the building at any time if the Building Administrator determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator, the administrator shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor, unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000 in circumstances tending to provoke a disturbance of the peace, may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the main office. In the event the main office does not have record of such visitor properly checking in, the office staff shall immediately contact an administrator or, if any administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.

Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the main office in the same fashion as a visitor.

Parents that do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the Building Administrator. Any decision to permanently expel a parent may only be made by the Superintendent due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

Court Imposed Restrictions

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the Building Administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact the Building Administrator, law enforcement and the main office.

Sex Offenders on School Property

Any person that is a registered sex offender under Wisconsin Law is required to notify the Superintendent of the specific date, time and place of the person's visit to any school facility and must notify the Administrator of his/her status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of his/her status as a registered sex offender and that s/he has a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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120.13(35), 301.475, Wis. Stat.

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Book Mauston - Neola Model Policies

Section 7000 Property

Title Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Number po7440.01*

Status

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Administrators are authorized to carry and use portable video cameras when responding to incidents.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

Ordinarily video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property.

The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e. the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released through subpoena or court order.

The Board shall maintain video surveillance/electronic 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 a formal complaint is being investigated, recordings shall be destroyed after fifteen (15) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

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Legal	19.31 – 19.39, 118.125 Wis. Stats. 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
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Last Modified by Jennifer Hagemann on June 4, 2018

Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of PROPERTY INVENTORY
Number po7450*
Status

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education 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 District-owned equipment and supplies, including computing devices annually.

For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one (1) year and a per-unit acquisition cost which equals or exceeds \$5,000.00.

Capital assets include equipment as well as the following:

- A. land, buildings (facilities), and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease- purchase, exchange, or through capital leases
- 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)

Capital expenditures, which are expenditures for capital assets, require prior written approval in order to be allowable in certain situations. General purpose equipment, buildings, and land, as well as improvements to land, buildings, or equipment which materially increase their value or useful life, are unallowable as direct charges unless the Federal awarding agency or pass-through entity provides prior written approval. Whereas capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of \$5,000 or more have the prior written approval of the Federal awarding agency or pass-through entity.

"Computing devices" are machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories for printing, transmitting and receiving, or storing electronic information. Examples of computing devices include laptops, smartphones, tablets, etc. Computing devices are classified as equipment if their acquisition cost meets the above-mentioned equipment threshold. Computing devices that do not meet the acquisition cost threshold are considered supplies. Regardless of whether a computing device is classified as an equipment or supply, it must be counted during the inventory.

It shall be the duty of the Business Manager 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.

The Business Manager shall maintain a system of property records which shall show, as appropriate to the item recorded, the:

description of the property;

serial number or other identification number;

source of funding for the property;

acquisition date;

acquisition cost;

percentage of Federal participation in the project costs for the Federal award under which the property was acquired;

location;

ultimate disposition data including the date of disposal and sales price.

Equipment and computing devices acquired under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The property shall be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the Federal award.
 - 1. When no longer needed for the original program or project, the property may be used in other activities in the following order of priority: 1) activities under a Federal award from the Federal awarding agency which funded the original program or project; then 2) activities under Federal awards from other Federal awarding agencies.
 - 2. During the time that property is used on the project or program for which it was acquired, the District must also make the property available for use on other projects or programs currently or previously supported by the Federal program, provided that the use will not interfere with the work on the original project or program.
- B. The property shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The property may only be used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310.
- D. Property records shall be maintained that include a description of the property, a serial number or other identification number, the source of funding for the property (including the FAIN), title entity, acquisition date, cost of the property, percentage of Federal participation in the project costs for the award under which the property was acquired, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property, in accordance with this policy.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years, in accordance with this policy.
- 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.

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2 C.F.R. 200.313

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Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of ACCOUNTING SYSTEM FOR FIXED ASSETS
Number po7455*
Status

7455 - **ACCOUNTING SYSTEM FOR FIXED ASSETS**

The Board of Education shall maintain a fixed-asset accounting system. The fixed-asset system shall maintain sufficient information to permit the following:

- the preparation of year-end financial statements in accordance with generally-accepted, accounting principles
- adequate insurance coverage
- control and accountability

The Business Manager shall be responsible for the development and maintenance of the fixed-asset accounting system. The Business Manager shall develop procedures to ensure compliance with all fixed-asset policies. The Account Receivable/Payable Bookkeeper shall be assigned fixed-asset responsibilities.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000.00. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines
- I. construction-in-progress

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

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the auditor.

Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the auditor.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets, to the extent possible:

- 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 Mauston - Neola Model Policies
Section 7000 Property
Title Copy of CONSERVATION OF NATURAL AND MATERIAL RESOURCES
Number po7460*
Status

7460 - **CONSERVATION OF NATURAL AND MATERIAL RESOURCES**

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate, the District implements strategies which

encourages and supports an energy conservation program to lower consumption of electricity, natural gas, and water
as well as the proper recycling of reusable materials.

The Board of Education directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

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Legal 101.027, Wis. Stats.

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Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of USE OF DISTRICT FACILITIES
Number po7510*
Status

7510 - **USE OF DISTRICT FACILITIES**

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school-related groups, or for school-related functions. No non-school related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the District supports, endorses, or is a partner with the group or individual's cause.

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

The use of District grounds and facilities shall not be granted for:

any purpose which is prohibited by law;

District facilities and/or grounds will be made available for community use in the following order of priority:

1. The requirements of the School District of Mauston student programs shall receive first consideration in the assignment of school facilities.
2. Approved youth groups shall be given consideration over adult groups.
3. School-related organizations such as PTC (Parents and Teachers for Children) and adult education programs shall be given priority over non-school-related organizations.
4. ~~In-district~~ Organizations within the School District community, including Lyndon Station, shall be given priority over ~~out-of-district~~ organizations outside of the community.

Any group or organizations wishing to use school buildings or property for meetings, recreation, or other purposes must make written applications using the facilities reservation form provided by the District.

Use of school buildings and facilities shall be in accordance with established rule and School Board policies. Fees will be charged in accordance with this policy (see below). ~~with Rule 830R—Use of School Facilities (Rule).~~

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

The Superintendent may authorize the use of facilities, equipment, and services within the following requirements:

1. The groups or individuals applying for the use of the school facilities will guarantee orderly behavior and will be responsible for the cost of any damages that may result from such use.
2. The applicants may be required to file a certificate of insurance and must assume complete responsibility for all liabilities.
3. The following classifications of groups and schedule of rates shall apply to organizations or individuals reserving and/or renting school facilities:

CLASS I GROUPS: Free Use of School Facilities

1. Free use of school facilities may be granted to the following organizations:
 - A. School Organized or Affiliated Groups: parent-teacher groups, teachers' associations, scholarship associations, school committees, non-profit tutoring classes, booster clubs, school groups for performance events, and staff-or teacher-led social/activity groups. For example: PTC, Golden Eagles Athletic Booster Club, Band Boosters, youth soccer and wrestling signups, District concerts.
 - B. Youth Services Groups. For example: Boy Scouts, Girl Scouts, 4-H groups, Brownies, Cub Scouts.

C. Civic, recreation and citizen organizations: District citizen groups and civic organizations, recreation programs and municipal trainings or small-group meetings. For example: Mauston Summer Recreation, City fireworks, Mauston Food Pantry, American Red Cross.

2. Free use of school facilities may be granted to the above groups, as approved by the School Principal and Superintendent provided that:

\$25 \$30 Library No Charge \$20 \$30 \$40 Computer Lab No Charge \$25 \$40 \$50 Gymnasium No Charge \$50 \$75 \$100 Wrestling Room No Charge \$30 \$50 \$75 Kitchen² No Charge \$75 \$85 \$100/\$200 OMS/HS Auditorium No Charge \$75 \$100 \$150/\$300³ Commons/Cafeterias No Charge \$50 \$75 \$100/\$200³ Swimming Pool No Charge \$75 \$100 \$125 Athletic Fields No Charge \$25 \$40 \$50/100³ Green Space No Charge \$50 \$75 \$100/200³ Parking Lot(s) No Charge \$25 \$40 \$50/100³

¹The above fees may be modified at the discretion of the Superintendent.

²The District requires that when kitchen space is used by groups or organizations, a District food service staff member must be on site. Actual hourly wages will be invoiced.

³Fees may be doubled for Class IV Groups with more than 100 attendees, at the discretion of the Superintendent.

All requests for use of District facilities by any outside organization shall be made as follows, and in agreement with the following guidelines:

1. All applications for the use of District facilities shall be submitted on facilities reservation forms secured from the school offices or the District Office.
2. An application for use of the gymnasiums or athletic fields must be submitted to the Athletic Director and School Principal for signature verifying that the facility is available on the date and time requested.
3. An application for the use of any school building or room must be submitted to the school principal for signature verifying that the facility is available on the date and time requested.
4. Following the school principal's approval, the application is submitted to the Superintendent for review and approval. The District and/or the Superintendent have the right to deny the application.
5. The School District of Mauston has the right to assess and invoice rental fees in accordance with established charges, including any additional costs incurred by the need for custodial or kitchen staff to be present.
6. The School District of Mauston reserves the right to suspend or modify designated fees when mitigating circumstances of individual applicants indicate such modification is in order.
7. All applications for the use of school facilities must comply with the legal requirements as prescribed by the Wisconsin Statutes.
8. The use or sale of tobacco, alcoholic beverages, or illegal substances is prohibited in or on any school property at any time under any circumstances.
9. The use of signage or advertising which depicts alcoholic beverages, tobacco or other illegal substances is prohibited in or on any school property.
10. Property belonging to outside organizations or individuals shall not be stored on school property without prior approval of the Superintendent.
11. Any organization or individual using any District facility shall be responsible for any damage to or breakage of school property resulting during the period of use by such organization.
12. The applicant is held responsible for the preservation of order and the supervision of all participants by responsible adults.
13. The Superintendent will have free access to all rooms at all times.
14. Temporary school and/or room access keys will be issued only to authorized, designated personnel, as approved by the School Principal as needed. The applicant is responsible for securing the building or area after use, including locking doors, turning off lights, and placing garbage in the receptacles provided.

15. Applicants may not sublet any District facilities to other individuals, groups, or other organizations; nor allow any other unauthorized individual to have access to or use any keys/fobs issued for the original event and/or user.
16. Adult supervision is required at all times. Adult supervisors must be in the school or area at all times when students or group members who are minors are present.
17. Applicants or their adult designees are responsible to report any school or equipment damage to the custodial staff, the school principal, or to the Director of Buildings and Grounds.
18. The Board of Education has liability insurance which covers only school employees.
19. Any applicant who does not comply with the regulations may be denied future use of District facilities.
20. Where permitted by law, the applicant shall agree to indemnify, save and hold free and harmless, the School District of Mauston, their officers, agents, and employees from all claims demands, loss, liability, cost or expense of any kind or nature whatsoever which the School District of Mauston, their officers, agents, and employees, or any of them may sustain or incur, or deaths of persons or damages to property arising out of, connected with, or attributable to rental, use and occupancy of the public school building as provided herein.

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120.13(17), Wis. Stats.

895.523, Wis. Stats.

[School District Facility Use Request Form.pdf \(109 KB\)](#)

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Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of LENDING OF DISTRICT-OWNED EQUIPMENT
Number	po7530*
Status	

7530 - **LENDING OF DISTRICT-OWNED EQUIPMENT**

The Board of Education believes that District-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the educational program of the District.

The Board may lend specific items of equipment on the request of the user and approval granted by the Superintendent.

The user of District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

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Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of STAFF USE OF PERSONAL COMMUNICATION DEVICES
Number	po7530.02*
Status	

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., iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

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

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 PCDs 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.

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 PCDs.

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

Additionally, cellular/wireless 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 if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD 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 cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. 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 was encrypted.

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

- A. student personally identifiable information
- B. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

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

Employees 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 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.

Board employees may carry PCDs including cell phones with them while at work including while operating Board equipment, but are subject to the following restrictions:

- A. Excessive use of a PCD including cell phones for personal business during work hours is considered outside the employee's scope of employment and may result in disciplinary action.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally- owned PCDs brought onto its property, or the unauthorized use of such devices.

Potential Disciplinary Action

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

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Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of TECHNOLOGY
Number	po7540*
Status	

7540 - **TECHNOLOGY**

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

Students' use of District technology resources (see definition in Bylaw 0100) is a privilege not a right. Students and their parents must sign and submit a Responsible Use Technology and Internet Safety Parent Permission form annually. (See also, Policy 7540.03)

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 (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District 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 District'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.

For purposes of this policy, social media is defined as Internet-based applications that facilitate communication (e.g., interactive/two-way conversation/dialogue) and networking between individuals or groups. Social media is "essentially a category of online media where people are talking, participating, sharing, networking, and bookmarking online. Most social media services encourage discussion, feedback, voting, comments, and sharing of information from all interested parties." [Quote from Ron Jones of Search Engine Watch] Social media provides a way for people to stay "connected or linked to other sites, resources, and people." Examples include Facebook, Twitter, Instagram, webmail, text messaging, chat, blogs, and instant messaging (IM). Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

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Staff may use social media for business-related purposes. Authorized staff may use District technology resources to access and use social media to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of social media for business-related purposes is subject to Wisconsin's public records laws and staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records .

Instructional staff and their students may use District technology resources to access and use social media for educational purposes, provided the principal approves, in advance, such access and use.

Students must comply with Policy 7540.03 and Policy 5136 when using District technology resources to access and/or use social media. Similarly, staff must comply with Policy 7540.04 and Policy 7530.02 when using District technology resources to access and/or use social media.

Legal

948.11, Wis. Stats.

947.0125, Wis. Stats.

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Book Mauston - Neola Model Policies
Section 7000 Property
Title Copy of TECHNOLOGY PRIVACY
Number po7540.01*
Status

7540.01 - **TECHNOLOGY PRIVACY**

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

All District technology resources (as defined in Bylaw 0100) are the Board's property and are to be used primarily for business purposes. The Board 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 Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

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

Personal messages via Board-owned technology 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 District 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.

District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done 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 Board, except to the extent necessary to determine if the Board'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 District technology resources and District information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on the Board's computers/servers without the express permission of the Superintendent or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Director of Technology. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

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Legal 948.11, Wis. Stats.
 995.55, Wis. Stats.
 947.0125, Wis. Stats.

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Book 1ST DRAFT POLICY CLEAN
Section 7000 Property
Title WEB CONTENT, SERVICES, AND APPS
Number po7540.02
Status

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

Creating Web Pages/Sites/Services and Apps

The Board of Education authorizes staff members and students to create web content, apps, and web services (see Bylaw 0100 - Definitions) that will be hosted by the Board on its servers or District-affiliated servers and published on the Internet.

The web content, services, and apps must reflect the professional image/brand of the District, its employees, and students. Web content, services, and apps must be consistent with the Board's mission and staff- created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or utilized with students.

Student-created web content, services, and apps are subject to Policy 5722 – School Sponsored Publications and Production.

The creation of web content, services, and apps must be done under the supervision of a professional staff member.

The purpose of web content, services, and apps hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web content, services, and apps:

A. Educate

Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board'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 provide an avenue to communicate with the community.

The information contained on the Board's website(s) should reflect and support the Board's Mission, Educational Goals, and the School Improvement Process.

When the content includes a photograph or information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

All links included on the Board's website(s) or web services and apps must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's website(s) to (1) recognized news/media outlets (e.g., local newspapers' web sites, services, and/or apps, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites 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 is District-created web content, services, or apps to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's web site may: 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 passage of a tax levy or bond issue; 2) link to a web site of another organization if the other web site 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. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Under no circumstances is staff member-created web content, services, or apps, 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 Board-specified web site, service, or app (e.g. Skyward) 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, their Facebook, Instagram, Pinterest) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates web content, services, or apps related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the web content, service, or app contains student personally identifiable information, Board websites, services, and apps 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 site. Community members, parents, employees, staff, students, and other web site users will generally be given full access to the Board's website(s), services, and apps.

Web content, services, and apps should reflect an understanding that both internal and external audiences will be viewing the information.

School website(s), services, and apps must be located on Board-owned or District-affiliated servers.

The Board retains all proprietary rights to the design of web content, services, and apps that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's web site must have written permission from their parent and expressly license its display without cost to the Board.

Instructional Use of Web Services and Apps

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

A teacher who elects to supplement and enhance student learning through the use of web services and/or apps is responsible for verifying/certifying to the Family Education Rights and Privacy Act (FERPA)-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.

The Board further requires the use of a Board-issued e-mail address, for grades 3 through 12, in the login process.

Legal
995.55, Wis. Stats.
948.11, Wis. Stats.
947.0125, Wis. Stats.

Last Modified by Jennifer Hagemann on June 8, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of STUDENT RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY
Number	po7540.03*
Status	

7540.03 - **STUDENT RESPONSIBLE USE OF TECHNOLOGY AND INTERNET 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 Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District'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 District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct. This policy governs students' use of District technology resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from 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 including prejudicial or discriminatory attacks, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to users, or misrepresent themselves on any network without authorization. Users must not use technology for political lobbying, partisan political activity, or to advance specific political ideas or agendas unless specifically authorized by the District. Users also must not install unauthorized software or connect unauthorized hardware to District systems.

Users have no right or expectation to privacy when using District 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 District's computer network and/or Internet connection). The use of the District network is a privilege, not a right.

First, the Board may not be able to technologically limit access to services through its technology resources 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, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The District network is provided on an "as is, as available" basis. The District will not be responsible for any damage students may suffer. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network, nor is it responsible for damages or injuries from improper communication or damage to property used to access the District network. Routine maintenance and monitoring of electronic information, including the District network, may lead to a discovery that a student has violated this policy, and another District policy or federal or state law.

Pursuant to Federal law, 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, 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 technology protection measures may not be disabled at any time that students may be using the District technology resources 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.

Dependent on the nature and degree of the irresponsible use of the District network and a violation of it, irresponsible use of the District networks may result in one or more of the following consequences:

1. suspension or cancellation of use or access privileges
2. payment for damages or repairs
3. discipline or expulsion under appropriate District policies, or civil, criminal liability under other applicable laws.

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 District technology resources 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 Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps 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 Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents 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 to 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", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, the District shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Staff will monitor the online activities of students while at school. The District reserves the right to monitor, read or copy any item while using the District network. Students will not vandalize, damage, or disable any electronic technology or system used or owned by the District. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Students should not expect that files stored on the District servers will always be private. In addition, students are to store only school-related material for educational purposes.

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.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. This shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology

resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy.

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, peers, and individuals and/or organizations outside the District 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.

Users must maintain the privacy of their account information and shall not allow others to access their accounts unless otherwise required for educational purposes or otherwise required by law.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. Students are prohibited from using the Mauston School District's system for solicitations of any kind that are not educational related.

Users who disregard this policy 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 District technology resources that are not authorized by this policy.

The Board designates the Superintendent and the Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this policy as they apply to students' use of District technology resources.

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
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
47 C.F.R. 54.500
47 C.F.R. 54.501
47 C.F.R. 54.502
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47 C.F.R. 54.522
47 C.F.R. 54.523

[Student Responsible Use of Technology and Internet Safety Agreement Form.pdf \(14 KB\)](#)

Last Modified by Jennifer Hagemann on June 4, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of STAFF RESPONSIBLE USE OF TECHNOLOGY AND INTERNET SAFETY
Number	po7540.04*
Status	

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 Board of Education provides technology 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 District'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 district technology and information resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02).

Users are required to refrain from 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 including prejudicial or discriminatory attacks, and the like). Because its technology resources are not unlimited, the Board has also 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 district technology 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 District's computer network and/or Internet connection). The use of the District network is a privilege, not a right.

Staff members are expected to utilize District technology 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 staff 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 and online educational services will be guided by Board's Policy 2521 - Selection of Instructional Materials and Equipment. The District network shall not be used for unauthorized purposes or financial gain unrelated to the mission of the District.

The Internet is a global information and communication network that provides valuable 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 relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

First, Board may not be able to technologically limit access to services through its technology resources 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, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The District network is provided on an "as is, as available" basis. The District will not be responsible for any damage staff may suffer. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District network, nor is it responsible for damages or injuries from improper communication or damage to property used to access the District network. Routine maintenance and monitoring of electronic information, including the

District network, may lead to a discovery that a staff member has violated this policy, and another District policy or federal or state law.

Pursuant to Federal law, 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, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also 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 staff members 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 District's 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.

Dependent on the nature and degree of the irresponsible use of the District network and a violation of it, irresponsible use of the District networks may result in one or more of the following consequences:

1. suspension or cancellation of use or access privileges
2. payment for damages or repairs
3. discipline or discharge under other appropriate District policies, or civil, criminal liability under other applicable laws.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps 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. The Superintendent or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students.

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

- A. the safety and security of students while using e-mail, social networking 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 or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, the District shall provide instruction for students regarding the appropriate technology use and online safety and security as specified above. Staff will monitor students' online activities while at school. The District reserves the right to monitor, read or copy any item on or using the District network. Staff will not vandalize, damage, or disable any electronic technology or system used or owned by the District.

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.

The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources.

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 staff.

With prior approval from the Superintendent or the Director of Technology, 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 are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications

on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

- Staff may only use District technology resources to access or use social media if it is done for educational or business-related purposes.
- Staff will not use the District network for political campaigning, or to further political affiliation
- Staff shall not use the District network to vandalize, damage, or disable the property of another person or organization
- Staff will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means
- Staff shall not tamper with, modify, or change the District system software, hardware, or wiring or take any action to violate the District security system
- Staff will not use the District's electronic information in such a way as to disrupt the use of the system by other users
- Staff shall not use the District network to gain unauthorized access to another person's materials, information or files, without the implied or direct permission of that person
- Staff shall not deliberately or knowingly delete a student or employee file
- Staff shall not post private or confidential information about another individual, employee or student, on social networks
- Staff shall not attempt to gain unauthorized access to the District network or attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to them. Staff shall keep all account information and passwords private
- Staff shall not use the District network to violate copyright laws or usage licensing agreements
- All school/work-related social media information created by staff are considered school-sponsored and monitored and managed by the District.

General school rules for behavior and communication apply.

Use of a staff member's personal device or School District device and any form of communication about a student will be considered a pupil record under the Wisconsin Pupil Records Statute 118.125.

Use of a staff member's personal device or School District device and any form of communication that is school related is subjected to Wisconsin Statute 120.12(28), Public Record Access.

Staff is encouraged to use personal electronic storage when saving or storing personal information, such as pictures, videos, music, and other personal files.

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 District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff's use of District technology and information resources.

Social Media Use

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

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

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal	P.L. 106-554, Children's Internet Protection Act of 2000
	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 (2003)
	18 U.S.C. 2256
	18 U.S.C. 1460
	18 U.S.C. 2246
	20 U.S.C. 6777
	20 U.S.C. 9134 (2003)
	47 C.F.R. 54.500
	47 C.F.R. 54.501
	47 C.F.R. 54.502
	47 C.F.R. 54.503
	47 C.F.R. 54.504
	47 C.F.R. 54.505
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	47 C.F.R. 54.520
	47 C.F.R. 54.522
	47 C.F.R. 54.523

[Staff Responsible Use of Technology and Internet Safety Agreement Form.pdf \(10 KB\)](#)

Last Modified by Jennifer Hagemann on June 4, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
Number	po7540.05*
Status	

7540.05 - ASSISTIVE TECHNOLOGY AND SERVICES

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

The Board designates the Superintendent and the Director of Student Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

Legal

Individuals with Disabilities Education Act (IDEA), as amended

20 U.S.C. 1401

Section 504 Rehabilitation Act of 1973

Assistive Technology Act (P.L. 105 – 394) 1998

Last Modified by Jennifer Hagemann on June 4, 2018

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of DISTRICT-ISSUED STAFF E-MAIL ACCOUNT
Number	po7540.06*
Status	

7540.06 - **DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

Staff

The Board of Education is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents and community members.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. District staff are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Director of Technology and immediate supervisor, as appropriate.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff and Board members may be public records, or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. E-mails that are student records must be maintained pursuant to Policy 8330 - Student Records. Finally e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 - Information Management.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request.

E-mails written by or sent to District staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business, or education records if their content includes personally identifiable information about a student. Consequently, staff shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records, and e-mails that are subject to a litigation hold shall be retained.

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service, as required by law.

Unauthorized E-mail

The Board does not authorize the use of its technology resources, including its computer network ("network") to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.04, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the Responsible Use form annually.

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Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
Number	po7540.07*
Status	

7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District 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.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of the Principal.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other e-mail services do not become excessive .

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting the Responsible Use of Technology and Internet Safety for Students form.

Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES
Number	po7542*
Status	

7542 - **ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES**

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), mobile/cell phones, smartphones (e.g., iPhone, etc.), and/or other web-enabled devices of any type.

Board members, employees, students, as well as contractors, vendors, agents, of the District may use their PCD to wirelessly access the District's technology resources (guest or business networks, servers, printers, etc.) while they are on-site at any District facility. Access to the business/guest network shall require adherence to District policy and guidelines.

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

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 – Student Education Technology Acceptable Use and Safety, and Policy 7540.04 – Staff Education Technology Acceptable Use and Safety.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's technology resources server and network without authorization may be prospectively denied access to the District's technology resources. If the violation is committed by a contractor, vendor or agent of the District, 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 District.

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Book	Mauston - Neola Model Policies
Section	7000 Property
Title	Copy of INTER-LIBRARY LOANS
Number	po7550*
Status	

7550 - **INTER-LIBRARY LOANS**

The Board also authorizes District participation in Inter-Library Loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that school district.

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43.72, Wis. Stats.

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