



FOREST LAKE AREA SCHOOLS

6100 N 210th St • Forest Lake MN 55025

(651) 982-8100 • www.flaschools.org

Superintendent.....Dr. Linda M. Madsen
Administration & Human Resources..... Donna M. Friedmann
Business Services..... Lawrence A. Martini
Community Education..... Julie A. Ohman
Special Education.....Deborah A. Wall
Teaching & Learning..... Jennifer S. Tolzmann

November 1, 2012

TO: John Beckstrom
Jim Caldwell
Carol Geiger
Julie Greiman
Kathy McMorrow
Karen Morehead
Jeanette Spanjers
Garret Swanson
Gail Theisen
Erin Turner
Deborah Wall

FROM: Donna M. Friedmann
Director of Administration & Human Resources

SUBJ: POLICY COMMITTEE MEETING

The next meeting of the Policy Committee will be held promptly at 7:00 p.m. on Thursday, November 8, in the boardroom at the district office. The agenda for this meeting is enclosed. Please contact me at (651) 982-8123 if you are unable to attend this meeting.

DMF/kk

Inspire the learner; ignite the potential!

Forest Lake Area Schools Independent School District 831 Equal Opportunity Employer

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota 55025

***Policy Committee Meeting
November 8, 2012 – 7:00 p.m. – District Office Boardroom***

AGENDA

- | |
|---|
| <ol style="list-style-type: none">1. Field Trips-Competitive Co-Curricular Activity Trips – Other Trips Policy 6062. Activities Requiring Long Distance Travel Policy 6073. Technology Acceptable Use and Safety Policy 540 (Annual Review) |
|---|
4. Consideration of Other Policies to be Scheduled for Review
 5. Other Matters
 6. Annual Policy Reviews
 - Student Transportation Safety Policy 531 (~~November~~ December 2012)
 - School Board Member Reimbursement Guidelines Policy 103A (December 2012)
 - Out-of-State Travel by School Board Members Policy 103B (December 2012)
 - Anti-Bullying Policy 541 (January 2013)
 - Wellness Policy 546 (January 2013)
 - Crisis Management Policy 538 (February 2013)
 - Discipline Policy 515 (March/April 2013)
 - Harassment and Violence Policy 425 (April 2013)
 - Family & Medical Leave Policy 428 (September 2013)
 - Mandated Reporting of Maltreatment of Vulnerable Adults Policy 414 (September 2013)
 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy 522 (September 2013)
 - Student Sex Nondiscrimination Policy 421 (October 2013)
 - Technology Acceptable Use and Safety Policy 540 (December 2013)
 7. Future Policy Review
 - Naming of School Buildings or Portions Thereof Such as Naming a Gymnasium
 - Random Drug Testing
 8. Policies at School Board for Action on 11/1/12:
 - Community Use of School Facilities Policy 701 (2nd reading-approved)
 - Student Sex Nondiscrimination Policy 421 (1st reading)
 - Use of Wireless Communication Devices Policy 547 (1st reading-approved)

FIELD TRIPS - COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS - OTHER TRIPS

FIELD TRIPS - THE EXPANDED CLASSROOM

1. Field trips outside of the school buildings and grounds may afford invaluable direct learning experiences for students. Such trips are to be encouraged when they: (1) have education values that can best be realized by direct observation of, or participation in, the community and (2) provide important group experiences for class discussion, creative expression, or cultural growth.
2. All field trips shall be approved by the building principal. In addition, all field trips outside a 100 mile radius shall be approved by the Superintendent of Schools.
3. The cost of transporting students on field trips shall be borne by the School District.
4. Field trips shall normally be considered as those trips scheduled within the student day.

COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS

1. Co-curricular competition has become a very important part of the total school program. The School District recognizes its responsibility to provide all students with appropriate experiences in all areas of co-curricular competition.
2. Competitive co-curricular activity trips shall be defined as those trips involving approved intramural or interscholastic competition, as formally organized and sponsored by the School District.
3. The cost of transporting students on competitive co-curricular activities shall be borne by the School District.

OTHER TRIPS

1. The School Board recognizes that today there should be numerous extra-curricular activities available to the students of this District. Most of these activities are carried on within District facilities at no expense to the students.
2. However, there are times when these organizations, clubs, and activities request transportation for special functions, which most often provide life enjoyment and recreation.
3. Examples of such trips are: Skiing, Swimming, Roller Skating, Picnics, Pro-ball Games, Theaters, Restaurants and Pep Buses.

**FIELD TRIPS - COMPETITIVE CO-CURRICULAR ACTIVITY TRIPS -
OTHER TRIPS** - Cont'd

4. It shall be the policy of District 831 to assess students for the cost of such transportation. Prior to August 1 of each year the Director of Business Affairs shall inform the Principals of the average maintenance cost per mile and the bus drivers hourly rate to be charged for trips of this type. Principals are to pro-rate the total cost per trip and assess each student accordingly.

REVISED: 9/20/76

1. The Board recognizes that public performances by school groups or other special activities may have considerable value to the students and groups involved. Such unique activities often involve travel over long distances however, having implications beyond the scope of the ordinary curriculum.
2. It is, therefore, the policy of the Board to require specific Superintendent's approval for any student group activity requiring overnight travel if the activity is under school jurisdiction.
3. The Superintendent will report approved trips to the School Board at its next regular meeting.

REVISED: 5/3/99

Procedures Related to Policy 607 Activities Requiring Long Distance Travel

When planning an activity which requires long distance, overnight travel and falls under policy 607, complete Part A of this form and submit it to the Superintendent as soon as plans are formulated but not yet finalized. Part A should be completed and submitted prior to final confirmation with a tour company, students, parents, and any other individual or organization associated with the activity. No money should be collected or paid prior to submission and approval of Part A. The Superintendent will review the request and make a decision regarding initial approval within two weeks.

PART A

1. Name of person requesting approval of the activity_____
2. School_____
3. List the details of the activity (purpose, number of students, criteria for selecting students, location(s) and itinerary, dates, cost per student, transportation, contact people and local telephone numbers at the activity site, special needs/conditions or circumstances to consider, requirements and evaluations of students, expectations for student behavior, procedures to deal with disciplinary issues, the agency/company that is organizing the activity, planned fund-raising events, other information as necessary). Attach any information that will clarify the purpose and details of the activity.

Chaperones who are directly involved with the planning of the activity and whose class will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity.

4. List the chaperones (if any are known at this time) directly involved with this activity and where they are employed in the district.

Other chaperones may be attending the activity as well. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity.

5. List the other chaperones (if any are known at this time) and indicate whether or not they are school district employees. Chaperones who are not district employees will require a criminal background check.

6. Ratio of chaperones to students _____

7. Ratio of male chaperones to male students _____

8. Ratio of female chaperones to female students _____

9. Describe, in detail, the supervision schedule for students.

Signature of person submitting the request _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding initial approval within two weeks.

Superintendent's Signature _____

Date _____

Approved _____ Not approved _____

PART B

After Part A has been returned and the activity has been approved, Part B should be completed and returned to the Superintendent for final approval at least six months before the activity. The Superintendent will review the request and make a decision regarding final approval within two weeks.

1. Name of person requesting approval of the activity_____
2. School_____
3. . List the details of the activity (purpose, number of students, criteria for selecting students, location(s) and itinerary, dates, cost per student, transportation, contact people and local telephone numbers at the activity site, special needs/conditions or circumstances to consider, requirements and evaluations of students, expectations for student behavior, procedures to deal with disciplinary issues, the agency/company that is organizing the activity, planned fund-raising events, other information as necessary). Attach any information that will clarify the purpose and details of the activity.

Chaperones who are directly involved with the planning of the activity and whose class will benefit from the activity will be provided substitutes for the days absent from school during the time of the activity.

4. List the chaperones directly involved with this activity and where they are employed in the district.

Other chaperones may be attending the activity as well. If other chaperones are district employees, they can utilize personal days, comp time, vacation time, or unpaid leave during the time of the activity. List the other chaperones participating in this activity.

5. List the other chaperones and indicate whether or not they are school district employees. Chaperones who are not district employees will require a criminal background check. If chaperones have had a criminal background check within the past year, another one is not required. Criminal background checks should be kept on file at the district office.

6. Ratio of chaperones to students_____

7. Ratio of male chaperones to male students_____

8. Ratio of female chaperones to female students_____

9. Describe, in detail, the supervision schedule for students.

Signature of person submitting the request _____

Date _____

Principal's signature _____

Date _____

The Superintendent will review the request and make a decision regarding final approval within two weeks.

Superintendent's Signature _____

Date _____

Approved _____ Not approved _____

Kim Kolberg - Fwd: Technology Acceptable Use and Safety Policy 540

From: Tim Brockman
To: Donna Friedmann
Date: 10/2/2012 9:01 AM
Subject: Fwd: Technology Acceptable Use and Safety Policy 540
Attachments: 540 eff 010512.doc

Donna,

I went through and read the policy in its entirety. Although it is fine, I did find 3 items that you may want to consider:

Section 5,A, Items 6 and 7 refer to Users not accessing others accounts. Not sure if anything needs to be said about technology specialists that login to others accounts or not. Probably not but just saying...

Section 5,A, Item 9 refers to Users will not conduct business. Business is not defined. I understand that it is meant to refer to for profit business but purchasing items, transferring cash in an account, paying bills, etc. may fall under this. Again, just saying....

Section 9, Item B talks about student use only happening with supervision etc. Our networks are open. Anyone can walk in and use the internet without supervision.

I am not sure anything has to change but since I read the entire thing I figured I would point these items out. Take care!

Timothy A. Brockman
Supervisor of Information Systems
Forest Lake Area Schools

[651-982-8147](tel:651-982-8147)>>> Kim Kolberg 10/2/2012 8:26 AM >>>

This policy will go before the School Board Policy Committee in November so let me know if you have any changes to it prior to 11/5/12. I've attached a copy below just in case you need it.

Thank you,
Kim Kolberg (651/982-8124)
Forest Lake Area Schools
Administrative Assistant to the Director of Administration & Human Resources
kkolberg@forestlake.k12.mn.us

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer systems and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore global resources. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. Acceptable uses are determined at the sole discretion of the district.

IV. USE OF SYSTEM IS A PRIVILEGE

While the school district's electronic systems are provided for the conduct of the school district's mission, it is understood that they may be used occasionally for personal use as well. Reasonable personal use is permitted, so long as it does not interfere with users' performance of their responsibilities and complies with applicable laws and policies. The personal use of both audio and video streaming media as well as the downloading of excessively large files for personal use interferes with the school district's use of the Internet and delivery of electronic mail and is therefore not acceptable personal use of the Internet.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one

or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. language or images that are inappropriate in the education setting or disruptive to the educational process;
 - c. information or materials that could cause damage or danger of disruption to the educational process;
 - d. language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination, except as allowed in Policy 602 Controversial Issues.
2. Users shall not use district e-mail as part of a political campaign to support or oppose a political issue or the nomination or election of a candidate for public office except as otherwise agreed upon in school district employment agreements.
3. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass or bully another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
4. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
5. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

6. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 7. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another owner's property without the owner's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, school district personnel will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. 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; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right to investigate or review the contents of files generated by their student.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in

compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district media, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for loss or damage to personal devices or media attached to district equipment. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district media.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student or staff member through the Internet is the sole responsibility of the student and/or the student's parents/guardians or the staff member incurring the obligation.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 505, Use of Student Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy.
- B. The school district shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district technology policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of technology, the school board shall conduct a periodic review of this policy.

ADOPTED: May 6, 2002
June 7, 2004
October 5, 2006
November 1, 2007 (No Changes)
January 7, 2010
March 3, 2011
January 5, 2012 (No Changes)