School District of River Falls

Ad-Hoc Policy Committee

June 1, 2026 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022
Personnel Committee members: Stacy Johnson Myers (Chair) and Lindsey Curtis
A quorum of the School Board may be present for information-gathering purposes only.
Agendas can be viewed at https://www.rfsd.k12.wi.us/district/school-board.cfm or at https://meetings.boardbook.org/Public/Organization/1447

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **CONSENT AGENDA - NEOLA POLICY UPDATES: INITIAL READINGS** **4**

Description: The Policy Committee is conducting the initial readings of the following NEOLA policies as part of the review process. Approval by the Policy Committee will advance these policies to the full School Board for the first reading.

Policies Recommended for Initial Approval:

- Policy 7100 - Facilities Planning
- Policy 7217 - Weapons
- Policy 7250 - Naming School Facilities
- Policy 7250.01 - Memorials For Staff and Students
- Policy 7300 - Disposition of Real Property
- Policy 7310 - Disposition of Personal Property
- Policy 7430 - Safety Standards
- Policy 7434 - Use of Tobacco and Nicotine on School Premises
- Policy 7440 - Facility Security
- Policy 7440.01 - Video Surveillance and Electronic Monitoring
- Policy 7440.02 - Smart Sensor and Monitoring Technology
- Policy 7440.03 - Small Unmanned Aircraft Systems (Drones)
- Policy 7450 - Property Inventory
- Policy 7455 - Accounting System for Capital Assets
- Policy 7510 - Use of District Facilities
- Policy 7530 - Lending of District-Owned Equipment
- Policy 7530.01 - District-Owned Personal Communications Devices
- Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices
- Policy 7540.05 - Assistive Technology and Services
- Policy 7540.06 - District-Issued Staff E-mail Account
- Policy 7540.07 - District-Issued Student E-mail Account
- Policy 7541 - Electronic Data Processing Disaster Recovery Plan
- Policy 7542 - On-site Access to District Technology Resources From Personally-owned Communication Devices
- Policy 7550 - Cooperation with Local Governments

Recommended Action: Approve the above-listed NEOLA policies for the initial reading by the Policy Committee and recommend them for the first reading.

5. **NEOLA POLICY 7230 - GIFTS, GRANTS, AND BEQUESTS** **65**

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 7230 - Gifts, Grants, and Bequests for the initial reading by the Policy Committee and recommend it for the first reading.

6. **NEOLA POLICY 7540 - TECHNOLOGY** **67**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540 - Technology for the initial reading by the Policy Committee and recommend it for the first reading.

7. **NEOLA POLICY 7540.01 - TECHNOLOGY PRIVACY** **71**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540.01 - Technology Privacy for the initial reading by the Policy Committee and recommend it for the first reading.

8. **NEOLA POLICY 7540.02 - DIGITAL CONTENT AND ACCESSIBILITY** **72**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540.02 - Digital Content and Accessibility for the initial reading by the Policy Committee and recommend it for the first reading.

9. **NEOLA POLICY 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY** **80**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540.03 - Student Technology Acceptable Use and Safety for the initial reading by the Policy Committee and recommend it for the first reading.

10. **NEOLA POLICY 7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY** **84**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540.04 - Staff Technology Acceptable Use and Safety for the initial reading by the Policy Committee and recommend it for the first reading.

11. **NEOLA POLICY 7540.08 - ARTIFICIAL INTELLIGENCE (AI)** **89**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7540.08 - Artificial Intelligence (AI) for the initial reading by the Policy Committee and recommend it for the first reading.

12. **NEOLA POLICY 7544 - USE OF SOCIAL MEDIA** **93**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 7544 - Use of Social Media for the initial reading by the Policy Committee and recommend it for the first reading.

13. **NEOLA POLICY 6146 - POST-ISSUANCE TAX-EXEMPT BOND COMPLIANCE** **98**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 6146 - Post-Issuance Tax-Exempt Bond Compliance for the initial reading by the Policy Committee and recommend it for the first reading.

14. **NEOLA POLICY 6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS** **101**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 6325 - Procurement - Federal Grants/Funds for the initial reading by the Policy Committee and recommend it for the first reading.

15. **SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING**
Description: Upcoming committee meeting dates, times, and locations will be reviewed.
Recommended Action: Set the meeting schedule as follows:
Ad-Hoc Policy Committee meeting: Monday, July 7, 2026, 6:00 p.m.
The meeting will be held in the District Office conference room at 852 E. Division Street.

16. **ADJOURN**

Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	FACILITIES PLANNING
Code	po7100- 5/4
Status	

7100 - **FACILITIES PLANNING**

The School Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In an effort to align District facilities inventory with the needs of the educational program and of the community, the School Board will prepare a capital expenditures plan and will review and revise that plan periodically thereafter.

In order to apprise the School Board regarding the School Board's facilities construction plan, the Superintendent will:

A. ~~( )~~ annually report to the School Board on the:

1. ~~( )~~ number of resident students attending school;

2. ~~( ) number of new residential units approved in the District;~~

3. ~~( ) other factors impacting the enrollment or enrollment projections, such as open enrollment trends, community development initiatives, and other factors;~~

B. ~~( )~~ report to the School Board on the enrollment by grades during the school year

~~( ) monthly;~~

~~( ) each semester;~~

~~( )~~ annually;

C. ~~( )~~ conduct a "kindergarten census" each spring of the number of students who will be enrolled in the District schools in September ~~and report the results to the Board~~;

D. ~~( )~~ prepare student enrollment projections every

~~( )~~ year

~~( ) two (2) years~~

~~( ) _____~~

and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the School Board, any changes in enrollment trends; and

E. ~~( )~~ provide a report regarding the state of current District facilities, including maintenance needs and schedules, sufficiency of space, and additional space requirements~~;~~.

F. ~~( ) to the extent additional space needs are identified, provide possible solutions including building additions, renovations, new construction, availability of suitable space for lease, or other options.~~

In planning for the enlargement or modification of its facilities, the School Board will 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. In addition, the School Board may engage the services of an architectural firm to conduct a facilities study and to make recommendations.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	WEAPONS
Code	po7217-5/1
Status	
Legal	120.13(1), Wis. Stats. 175.60, Wis. Stats. 939.22(10), Wis. Stats. 941.295, Wis. Stats. 943.13, Wis. Stats. 948.605, Wis. Stats. 948.61, Wis. Stats. 18 U.S.C. 921(a)(3) 18 U.S.C. 922 20 U.S.C. 7151

7217 - **WEAPONS**

The School Board prohibits visitors and volunteers 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 ~~**( )**~~ without the permission of the ~~District Administrator~~Superintendent. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

~~**[ ]** This prohibition for visitors and volunteers does not apply to unloaded firearms in a locked vehicle or locked firearms case, or to separately stored ammunition, that is on any part of school grounds used as a parking facility **( )** provided, however, that the firearm case or rack is not visible to those passing by the vehicle (i.e., the case is in the vehicle trunk or, if not possible, covered with a blanket or in some fashion shielded from vision.)~~

~~**[ ]** A volunteer may transport students for school-sponsored events or school-related purposes in their own vehicle only if any and all firearms in said vehicle are cased, unloaded and in a trunk or separate compartment while transporting such students. This does not apply to the transportation of students related by blood or marriage to the volunteer member if only such students are being transported.~~

~~**[ ]** A volunteer who is a concealed carry permit licensee may transport students for school-sponsored events or school-related purposes in their 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 948.605(2)(b)1r, Wis. Stats., 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 (as defined in 941.295 (1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, 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, ( )~~ the Superintendent ~~**District Administrator ( )** School Board **[END OF OPTION]**~~ as part of a class or individual 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 will never be approved);

D. ~~( )~~ theatrical props used in appropriate settings;

E. ~~( )~~ starter pistols used in appropriate sporting events; and

F. ~~( )~~ a knife lawfully used for food consumption or preparation, or a knife used for a lawful purpose within the scope of the person's business while on District property or at a District-sponsored activity.

The Superintendent ~~District Administrator~~ 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 School Board.

Any staff member who has reason to believe that a person has or will violate this policy will 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.

~~This policy will be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	NAMING SCHOOL FACILITIES
Code	po7250-5/18
Status	

7250 - **NAMING ~~COMMEMORATION OF~~ SCHOOL FACILITIES**

Naming of school district facilities is the responsibility of the School Board A final decision will be made by majority vote of the entire Board. The School Board will appoint a facility naming committee. Written nominations for a facility name, which will contain the rationale for such nomination, may be solicited from the public. Once a facility has been officially named, it will not be renamed except for compelling reasons to be determined by the Board.

Criteria that may be considered when naming school facilities are:

- A facility may be named after a geographic location and/or a section of the district it serves.
- If a facility is to be named after a person, that person will be of exemplary moral character; have made an outstanding contribution to education, humanity or community; have displayed outstanding leadership or be a person of historical significance.
- Facilities may also be named after major contributors to the school district without whom new facilities would not have been possible.
- The name should not be in conflict with the names **of** other facilities in the system or in the surrounding area.
- The committee may use the following sources for the suggestion of names:

  - Public participation. This is to include announcements through the news media soliciting suggestions for facilities names

  - Student participation

  - Faculty/staff participation

  - Previous file of suggested names. A permanent file of previously suggested names will be maintained by the Superintendent.

All nominations will be in writing and should contain the rationale for such nomination.

Parts of facilities may be named using the same criteria for recognition of individuals and be identified in an appropriate and consistent manner as determined by the Board.

@RFSD 2025 Adapted from Policy 940

~~From time to time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State , or nation.~~

~~Any employee of the District thus honored must be deceased or no longer employed by the District prior to the School Board's selection of his/her name for a plaque or for the naming of a facility.~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	MEMORIALS FOR STAFF AND STUDENTS
Code	po7250.01-5/18
Status	

7250.01 - **MEMORIALS FOR STAFF AND STUDENTS**

The School District of River Falls recognizes that the death of a student, parent of a student, staff member and even a community member who has had lasting impact on the school can have a broad effect on our students, staff and members of the community. The District believes in the importance of recognizing the death by supporting students, staff and the River Falls community by honoring the deceased for their influence on our School District and Community.

A memorial is created or done to memorialize/honor a person who has died or to remind people of an event in which many people died. The purpose of this procedure is to provide guidelines for memorials that may be established within the school setting. There are many sensitive, logistical, and research-based approaches that are considered in the development of this procedure and its related implementation.

The School District of River Falls established the following guidelines for grieving students in the event of a death of a student or staff member. These guidelines will help to ensure that all memorials are consistent across the district.

1. The district crisis plan will be implemented.
2. The "Light of Life" at the middle school will be switched to blue when a death occurs and stay blue until after the funeral.
3. Grieving students will be excused from class to speak with counselors or other staff members.
4. Students wishing to attend services may be excused with written permission or a phone call from a parent. Students will be required to complete any missed assignments. Family members of the deceased will receive special arrangements from their teachers.
5. Whenever possible facilities on school grounds should not be utilized for funerals or memorial services.
6. In keeping with family's wishes a student or staff member who has died may be remembered in that year's school's yearbook. Information may include a photo, the student's name, and activities in which the student was involved.
7. If the student was in high school at the time the death occurred, a memorial page (picture of student, date they died, activities they were involved in) may be included in their graduation yearbook.
8. If the death is a result of suicide, there would not be a page in the yearbook, light of life, etc. due to the possibility of glorification and/or copycat suicides.
9. Memorials that will be allowed include: scholarships, books, funds for prevention, safety, mental health or educational materials, letters of remembrance, poetry, pictures and art projects to be given to the family of the deceased. A donation to a charity or program that is dedicated to helping students will also be allowed.
10. Permanent memorials will not be allowed on school grounds.
11. All spontaneous memorials will be monitored by staff members and given to the family the day of the funeral or during a natural break in the calendar such as a weekend, holiday or vacation.
12. If a death is to occur during a student's senior year, members of the administration will work with family members to recognize the student's completion of high school.
13. In no way is this procedure intended to interrupt the concept of "gift giving" which is appreciated by the district on behalf of the generosity of our community. For additional information regarding Public Gifts, Grants, and Bequests to the School District see Board Policy 7230.

@RFSD 2026 Adpated from RFSD Policy 739 and 739-Rule

The Board recognizes the far-reaching impact that a student's or staff member's death may have on other students, staff, families, and the community as well as the importance of remembering deaths of students or staff, and recommends that memorials take an active form.

Some examples of memorials include a blood drive, partnering with local nonprofit organizations and related activities, and/or establishing a scholarship. As a courtesy, the family of the deceased student or staff member should also provide consent before the activity is held. The Board believes that the remembrance of a student or staff member whose life ended should be consistent from case to case, considerate of the grief process of family and friends, and in accordance with this policy.

Generally, the Board does not support permanent memorials including, but not limited to, the use of memorial plaques or markers which are mounted or displayed on District buildings or grounds. Memorials are permissible only after a proposal is approved by the **( )** Board **( )** District Administrator **( )** _____ **[END OF OPTION]**. **[ ]** The **( )** District Administrator **( )** _____ **[END OF OPTION]** shall inform the Board of all such approved permanent memorials. **[END OF OPTION]**

[ ] When there is a death by suicide, it is important that the response to the death not serve as an incentive for self-inflicted acts by others. The American Association of Suicidology concludes that memorials contribute negatively to the contagion effect. Projects that are life-affirming are encouraged. Examples include volunteering, tutoring, fundraising for a charity, or community service.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DISPOSITION OF REAL PROPERTY
Code	po7300 5/4
Status	
Legal	120.10(12), Wis. Stats. 120.13(19m), Wis. Stats.

7300 - **DISPOSITION OF REAL PROPERTY**

The School Board 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 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. Disposition of personal property will be determined in accordance with Policy 7310 - Disposition of Personal Property.

The School Board will 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 will be obtained to the extent required by law.

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

B. ~~( )~~ Written offers will be referred to the School Board Finance and Facilities Committee for review and recommendations. Offers, when received, will be distributed to the members of the School Board.

C. ~~( )~~ All property considered for (sale) disposition

   ~~( )~~ may

   ~~( ) will~~

   be subjected to a current, outside, professional appraisal prior to the solicitation of offers.

D. ~~( )~~ All property considered for lease or sale will be reviewed by the School Board prior to solicitation of offers. The solicitation of offers by the School Board will include an expiration date.

E. ~~( )~~ The authorized agents of the School Board to review all purchase or lease offers pertaining to the sale or lease of property will be the ~~District Administrator~~ Superintendent and the School Board Finance and Facilities Committee. The School Board will give final approval of all contracts.

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

G. ( ) Potential purchasers or lessees will demonstrate financial capability to meet the terms and conditions of their purchase or lease offer.

H. ( ) Potential purchasers will demonstrate a reasonable likelihood of obtaining necessary city/township approvals and/or compliance with city/township zoning ordinances.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DISPOSITION OF PERSONAL PROPERTY
Code	po7310 5/4
Status	
Legal	2 C.F.R. 200.313, 200.314 120.10(12), Wis. Stats. 120.13(19m), Wis. Stats.

7310 - **DISPOSITION OF PERSONAL PROPERTY**

The School Board requires the Superintendent to review the personal 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. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

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

A. **Instructional Material**

The District will 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, or
3. worn beyond salvage.

B. **Equipment**

For purposes of this policy, equipment will mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds $5000 ~~( )~~ to replace ~~( )~~ as a single unit ~~**[END OF OPTIONS]**~~ and does not lose its identity when incorporated into a more complex unit.

The District will inspect the equipment used in the educational 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/or no longer contributing to the educational program;
4. some potential for sale at a school auction; or
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, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314. Disposal of surplus property purchased with Federal funds will be disposed of in accordance with Federal guidelines.

When there is a residual inventory of unused supplies exceeding $10,000 in aggregate value at the end of the period of performance and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

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 agency, the District will request disposition instructions from the Federal agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with the disposition instructions of the Federal agency.

Except as provided in §200.313 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 fair market value in excess of $10,000 (per unit) may be retained by the non-Federal entity or sold. The Federal agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale. If the equipment is sold, the Federal agency may permit the non-Federal entity to deduct and retain from the Federal share $1,000 or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment.

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

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the Wisconsin Department of Public Instruction (DPI) to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	SAFETY STANDARDS
Code	po7430 5/4
Status	
Legal	101.055, Wis. Stats.

7430 - **SAFETY STANDARDS**

The School Board 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 School Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

The Superintendent will be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. The Superintendent will designate an employee who will 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 discovered during such audits. Reports of violations and remediation actions will be provided to the Superintendent, who will keep the School Board informed of significant issues.

In the event an inspection is made by a representative of the State and a violation is indicated on the inspection report, the Superintendent will report the violation(s) and corrective action(s) to the School Board no later than at the meeting following the receipt of the State report.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	USE OF TOBACCO AND NICOTINE ON SCHOOL PREMISES
Code	po7434 5/4
Status	
Legal	111.321, Wis. Stats. 120.12(20), Wis. Stats. 20 U.S.C. 6081 et seq. 20 U.S.C. 7182

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

The School Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The School Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The School Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It will be a violation of this policy for any visitor of the District to use, consume, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. ~~(-)~~ ~~The School Board authorizes the Superintendent to take reasonable measures related to the School Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.~~

It will be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It will be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

Exceptions

It will not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

FDA-approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen (18) years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for the safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

~~(-)~~ Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

Policy Specific Definitions

~~The term "a~~**Any time**~~:" means~~ during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

~~The term "e~~**Electronic smoking device**~~:" means~~ any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

~~The term "i~~**Imitation tobacco product**~~:" means~~ any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include, but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

~~The term "o~~**Off-campus, school-sponsored event**~~:" means~~ any event sponsored by the school or ~~school d~~District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances, or theatrical productions.

~~The term "s~~**School property**~~:" means~~ all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff, and visitors.

~~The term "s~~**Smoking**~~" means~~ inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette~~, or~~ pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant-derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

~~The term "t~~**Tobacco products retailer**~~:" means~~ retailers whose primary business is to sell tobacco and/or tobacco-related products.

~~The term "t~~**Tobacco industry**~~" means~~ manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	FACILITY SECURITY
Code	po7440 5/4
Status	
Legal	120.13(35), Wis. Stats. 175.32(2), (3), Wis. Stat. 301.475, Wis. Stat. State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

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 School 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 School Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The Superintendent will develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

Law enforcement will be contacted, and District officials will fully cooperate with law enforcement's efforts to apprehend those who knowingly cause physical harm to students, staff, visitors, and School Board property and to request prosecution of those who bring harm to persons and/or property.

The School Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The School Board authorizes the Superintendent to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

~~[ ]~~ The Superintendent is authorized to utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors, and School Board property:

A. ~~( )~~ in school buildings~~;~~

B. ~~( )~~ on District property.

~~[ ]~~ The Superintendent will report to the School Board no later than the next regular School Board meeting, 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 School Board expects that during regular school hours only students and school staff need to be present in the school building. The School 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 will be followed:

A. All exterior doors to every school building will 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 will be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.

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

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

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

E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event or communication education classes) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor will 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, persons 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 will report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff will immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

Parents as Visitors

The School 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 School Board adopts the following requirements for parents visiting the school during the instructional day:

A. ~~( )~~ 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.

B. ~~( )~~ Parents, like any other visitor, must enter the building through only the approved visitor entrance and will check in at the school office in the same fashion as a visitor.

Parents visiting District schools will comply with Policy 9150 - School Visitors, and other relevant policies. ~~( ) and administrative guidelines **[END OF OPTION]**.~~

Parents who 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 restrict access of 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 will inform staff of the situation and if any staff member sees the individual on school premises that staff member will immediately contact law enforcement and the school office.

Sex Offenders on School Property

Any person who 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 Superintendent of their status as a registered sex offender.

Parents of students enrolled in the District must notify the Superintendent of their status as a registered sex offender and that they have 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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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	VIDEO SURVEILLANCE AND ELECTRONIC MONITORING
Code	po7440.01 5/4
Status	
Legal	19.31 - 19.39, 118.125, Wis. Stats. Wis. Admin. Code Trans 300.81(7) 18 U.S.C. 2510-2521 FERPA 20 U.S.C. 1232g 34 C.F.R. 99.1-99.67 Title I of the Electronic Communication Privacy Act of 1986

7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The School Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. No audio or video surveillance is permitted within the District other than those authorized by policy or the Superintendent, and only if clear and visible notice is provided to any persons entering an area or building subject to video and/or audio monitoring that such monitoring may occur. This does not restrict the collection of video or audio recording at events open to the public.

Placement of Surveillance

~~**[ ]** The Superintendent is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. **[END OF OPTIONAL SENTENCE]** ~~( )~~ The Superintendent will assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420 - School Safety. **[END OF OPTIONAL SENTENCE]** 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 will 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. **( )** Security staff and Administrators are authorized to carry and use portable video cameras when responding to incidents. **[END OF OPTIONAL SENTENCE]** **( )** The School Board authorizes security personnel to use body-worn video cameras while on duty but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident. **[END OF OPTIONAL SENTENCE]**

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

Notification of Surveillance

~~**[DRAFTING NOTE: If opting to employ audio surveillance, this should be done with legal consultation. Whether notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin.]**~~

Wherever video surveillance or electronic monitoring are used, such notification will identify that video or electronic ~~**( ) and** audio **[END OF OPTIONS]**~~ surveillance

~~( )~~ is possible technology

~~( ) are possible technologies~~

~~**[END OF OPTIONS]**~~

being employed.

~~**[DRAFTING NOTE: The language regarding the notification of parents and students regarding video surveillance/electronic monitoring equipment in the student handbook has been made optional, however, while not mandated by law this method of notification is strongly recommended and is considered best practice.]**~~

Legible and visible signs will 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 subject to being monitored/recorded, which may include video footage, audio recording, or both. ~~( ) Additionally,~~ ~~t~~The Superintendent is directed to annually notify parents and students through the Student Handbook, ~~**( )** and school newsletters **[END OF OPTION]**~~ and staff via the Staff Handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include either video or audio footage, or both. ~~**[END OF OPTIONAL SE**NTENCE]~~ In cases approved by the Superintendent, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Uses of Surveillance

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 proceeding, administrative proceeding, or criminal proceeding, subject to School Board policy and regulations. Further, such recordings may become a part of a student's education record or a staff member's personnel file.

~~**[ ]**~~ Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversations occurring on school grounds or property.

The School Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance, which shows information pertinent to staff performance or conduct, may be used for that purpose.

~~**[ ]**~~ Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the Administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform their job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein will prevent the Administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes including, but not limited to, completing components of an evaluation.

~~**[END OF OPTION]**~~

Recordings that capture students may be student records and as such will be treated as confidential, subject to the School Board's public records and student records policies.

Retention, Secure Storage, Access to, and Disposal of Video Recordings

~~**[DRAFTING NOTE: the minimum period of time that video footage will remain available should be based on the technological capabilities being utilized by the District. If video footage is overwritten every seven (7) days, then the policy should not reflect a longer period of time. The policy accounts for the possibility that certain camera footage may be available longer, for example, if it is triggered by motion detection as opposed to continuous recording, but the availability will have to be case-by-case. Neola recommends consultation with District IT/security personnel when determining how to complete the following sections of this policy.]**~~

The School Board will maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy ~~must~~ should be made seven (7) days ~~of~~ after the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after seeven (7) days. If, however, action is taken by the School Board/Administration, as a result of a formal complaint or incident, recordings will be kept consistent with the School Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. ~~**( )** Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes. **[END OF OPTIONAL SENTENCE]**~~

~~Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, will be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings should be clearly and properly labeled and stored.~~ Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. ~~**( )** The Administrator is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The Administrator will approve requests for access to recorded and stored video images **[END OF OPTION]**.~~ ~~**[DRAFTING NOTE: Caution should be exercised in selecting the option that requires the creation and maintenance of a log regarding access to the video recordings. Once created, the log is subject to open records requests. A log of video recordings, unlike pupil record logs, is not required by Wisconsin law and the School Board is not required to create written policies regarding retention or the creation of a storage log in this instance. If this option is selected, then the logs must be created and maintained.]**~~

The Administrator may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement. ~~] All video recordings to be taken off-site in any portable format must be signed out by the requestor and the building principal. When returned, the requestor who originally signed the recording out and the building principal will sign the recording back in. **( )** Video files should not be transmitted electronically to sources outside the District except as required or permitted by law **( )** and only with the approval of the Superintendent **[END OF OPTION]**. **[DRAFTING NOTE: If the District creates a log for signing in/out video recordings, this log may also be subject to open records requests.]**~~

All video surveillance/electronic monitoring recording media will be considered legal evidence and treated as confidential or as directed by School Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by School Board counsel.

Original video recordings will never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media will be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed, or distributed in any other fashion except as provided for by School Board policy and ~~**( )** AG 7440 – Facility Security, and **[END OF OPTION]**~~ consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g., shredding, burning, magnetically erasing the personal information).

Surveillance on School Buses

~~**[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin, there is the express regulatory authority for the use of audio surveillance on school buses.]**~~

School buses owned by the District or a contractor under contract with the District may be equipped with video and/or audio recording equipment in specified locations within the vehicle as provided in the Wisconsin Department of Transportation regulations.

Exceptions

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 School Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording 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 ~~**( )** and the related administrative guidelines (AG 7440 – Facility Security), **[END OF OPTION]**~~ and consistent with the school safety plan. The School Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any case~~s~~ of wrongful use of this policy.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	SMART SENSOR AND MONITORING TECHNOLOGY
Code	po7440.02 5/4
Status	

7440.02 - **SMART SENSOR AND MONITORING TECHNOLOGY**

~~**[DRAFTING NOTE: This policy is being offered to address the emerging monitoring technology used to detect vape smoke and the like.]**~~

In order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors, the School Board authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Smart sensor and monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, School Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The School Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor will be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to School Board policy and administrative guidelines.

Smart sensor technology is to be implemented in accordance with this policy and any related guidelines. The School Board will not accept or tolerate the improper use of smart sensor and monitoring technology and will take appropriate action in any case~~s~~ of wrongful use of such technology.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)
Code	po7440.03 5/4
Status	
Legal	14 C.F.R. Part 107 86 FR 4314

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)**

~~**[ ] Option 1**~~

~~The School Board prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on property owned or leased or contracted for by the School Board by any individual, whether the individual is employed by the District or not.~~

~~Any individual who violates this policy **( )** may be **( )** will be **[END OF OPTION]** referred to local law enforcement and/or subject to discipline, if an employee or student.~~

~~**[End of Option 1]**~~

~~**[ ] Option 2**~~

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

If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the School Board, a staff member or administrator or vendor employed by the School Board must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

~~**( )**(See AG AG 7440.03 - Small Unmanned Aircraft Systems)~~

Failure to adhere ~~by~~ to applicable regulations ~~**( )** and AG 7440.03 **[END OF OPTION]**~~ may result in loss of authorization to operate a drone on property owned or leased or contracted for by the School Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

~~**[End of Option 2]**~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	PROPERTY INVENTORY
Code	po7450 5/4
Status	
Legal	2 C.F.R. 200.313

7450 - **PROPERTY INVENTORY**

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

The School Board will

~~**[OPTION 1]**~~

~~**( )**~~ conduct a complete inventory of all District-owned equipment and supplies, including computing devices

~~**( )** annually.~~

~~**( )** every _____ years. **[Drafting Note: Insert the frequency with which the District completes its physical inventory. Federal regulations require non-Federal entities to complete a physical inventory at least once every two (2) years. As long as the District meets the minimum frequency, the District may choose to design the inventory so that it coincides with other events, including property insurance renewals or any applicable GAAP reporting requirements.]~~

~~**( )**~~ at such intervals as will coincide with property insurance renewal~~.~~

~~**( )**~~ and Generally Accepted Accounting Principles (GAAP) reporting requirements.

~~**[END OF OPTION 1]**~~

~~**[OPTION 2]**~~

~~**( )** maintain a continuous inventory of all District-owned equipment and supplies, including computing devices.~~

~~**[END OF OPTION 2]**~~

For purposes of this policy, equipment will mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year and a per-unit cost that equals or exceeds $5000~~_____ [ENTER AMOUNT], **( )**~~ to replace ~~( )~~ as a single unit ~~**[END OF OPTION]**~~ and does not lose its identity when incorporated into a more complex unit. When defining supplies for inventory purposes, no items will be counted whose total value is less than $5000.~~_____ **[ENTER AMOUNT]. [DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a $10,000 threshold. Capital expenditures with a unit cost of $10,000 or more require prior written approval of the Federal agency or pass-through entity such as the Department of Public Instruction (DPI).]~~

It will be the duty of the

~~( ) Superintendent~~

( ) ~~Business Manager~~ Director of Finance and Facilities

~~( ) _____~~

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.

~~[ ]~~ Major items of equipment will be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss will be reported to the School Board.

~~[ ] Property records of consumable supplies will be maintained on a continuous inventory basis.~~

~~[ ]~~ The ~~_____~~ Director of Finance and Facilities will maintain a system of property records which will show, as appropriate to the item recorded, the:

A. ~~( )~~ description and identification (serial number or other identification number);

B. ~~( )~~ manufacturer;

C. ~~( )~~ year of purchase; and

D. ~~( )~~ evaluation in conformity with insurance requirements.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

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

A. The equipment will be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.

B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity.

C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7300 - Disposition of Real Property and Policy 7310 - Disposition of Personal Property. ~~( ), and AG 7310 - Disposal of District Property **[END OF OPTION]**.~~

D. The District must use equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.

E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:

    1. activities under other Federal awards from the Federal agency that funded the original program or project; then

    2. activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.

F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-Federally funded projects is also permissible, provided such use will not interfere with the

purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.

G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.

H. Property records will be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number ("FAIN")), title holder, acquisition date, cost of the property, percentage of Federal agency contribution towards the original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property.

I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years.

J. A control system will be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

K. Regular maintenance procedures will be implemented to keep the property in proper working condition.

L. Proper sales procedures will be established to ensure the highest possible return in the event the District is authorized or required to sell the equipment/property.

M. When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the District will request disposition instructions from the Federal agency or the pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with the provisions of 2 C.F.R. 200.313.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455 5/4
Status	

7455 - **ACCOUNTING SYSTEM FOR CAPITAL ASSETS**

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

A. ~~( )~~ the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP);

B. ~~( )~~ adequate insurance coverage; and

C. ~~( )~~ control and accountability.

Capital assets are defined as those tangible assets of the District:

A. with a useful life in excess of one (1) year;

B. with an initial cost equal to or exceeding the amount determined periodically by the District in Policy 7450 - Property Inventory;

C. which are capitalized in accordance with GAAP; and

D. which the District intends to hold or continue in use for an extended period of time.

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

Capital assets will be classified as follows:

A. land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and

B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations, or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

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

Capital assets will 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 will be established by the ~~_____~~Director of Finance and Facilities.

The purchase of capital assets, the transfer of capital assets between buildings, and the disposal of capital assets will be initiated by the Director of Finance and Facilities and require the prior written approval of the Superintendent. An asset to be disposed of by sale will be done in accordance with Policy 7300 - Disposition of Real Property or Policy 7310 - Disposition of Personal Property.

In accordance with GAAP, assets must be depreciated over their estimated useful lives and approved by the auditor.

Such useful lives by asset class as per GASB, are as follows:

A. site improvement - 20 years;

B. buildings - 10-50 years;

C. furniture and equipment - 3-50 years;

D. leased equipment - 3-50 years.

Accumulated depreciation will be calculated on a straight line basis and be recorded for general capital assets.

The following information will be maintained for all capital assets:

A. description

B. asset classification (land, building, equipment, etc.)

C. location

D. purchase price

E. vendor

F. date purchased

G. voucher number

H. estimated useful life

I. estimated salvage value

J. replacement cost

K. accumulated depreciation

L. method of acquisition (purchase, trade-in, lease, donated, etc.)

M. appropriation

N. manner of asset disposal

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	USE OF DISTRICT FACILITIES
Code	po7510-5/18
Status	
Legal	120.13(17), Wis. Stats. 895.523, Wis. Stats.

7510 - **USE OF DISTRICT FACILITIES**

PURPOSE

The School Board supports the full use of one of the community's greatest assets, the district's facilities, grounds, and equipment. The School Board welcomes and encourages responsible district and community use of our district facilities, grounds, and equipment by citizens of all ages when such use does not interfere with or decrease use as needed for district programs. This policy is designed to meet the needs of all stakeholders

GENERAL STATEMENT OF POLICY

The School Board and Superintendent authorize the Activities Director to coordinate the scheduling and approval process for the use of district facilities, grounds, and equipment in accordance with district regulations, policies, and procedures. Such regulations, policies, and procedures are intended to result in consistent implementation of usage of district facilities, grounds, and equipment throughout the district.

The School Board authorizes the Activities Director to manage the process of scheduling district facilities, grounds, and equipment in a manner that maximizes the usage and availability for all facility user groups. A centralized software scheduling system will be utilized to schedule all district and community use of district buildings and grounds. For safety, security, energy efficiency, and customer service reasons, the following event information shall be included in the system: event start/end time, anticipated number of attendees, special set-ups, custodial support, and traffic management plans. Building and Grounds Director shall be included in the development of all event management plans.

Fees will be charged to facility user groups based on the priorities for scheduling of facilities, type of activity, and costs to cover direct expenses as a result of facility usage. Direct expenses may include but are not limited to set-up, takedown, personnel costs, and damages as a result of district facility, grounds, and equipment usage.

The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with facility scheduler, Building & Grounds Director, building principals, custodians, and other employees as needed to assist in investigating and resolving complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent, who will review the request and make a final decision.

Rules and regulations to protect property owned and operated by the district's taxpayers and to ensure the safety of users will be established. The Activities Director will establish and implement a process for disseminating approved rules, regulations, guidelines, and procedures to facility users and school district staff. Authorization for use of district facilities, grounds, and equipment will not be considered as an endorsement of or approval of the activity, group, or organization nor the purposes they represent.

The district reserves the right to reject or cancel any request for use of district facilities and/or grounds that is contrary or detrimental to the purpose of the schools or district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof: any activity that tends to violate good manners, morals, values, or taste; activities that would tend to be injurious to the district facilities or grounds; and activities that are discriminatory in nature. The final authority concerning the denial of a facility use request rests with the Superintendent.

Facility User Groups receiving approval to use district facilities, grounds, and/or equipment are responsible for ensuring adequate supervision of the approved activity. Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than $1,000,000 per occurrence naming the District as an additional insured. Insurance may be in the form of a "blanket" policy or a certificate for one-time events. Proof of Insurance must be provided before the event can take place. The applicant and/or organization agree to hold harmless the District from any expenses or costs in connection with the use of district facilities and grounds.

All policies, ordinances, laws, fire codes, and codes of the School District of River Falls, cities in which the schools are located, state of Wisconsin and federal government must be observed by facility users.

The Superintendent is authorized to act in any case not covered by the rules and regulations for district facility, grounds, or equipment as deemed appropriate.

The School Board reserves the right to approve "Joint Use" or "Special Use" agreements between the district and other cooperative community entities as deemed necessary.

PRIORITIES FOR SCHEDULING OF FACILITIES

To make maximum use of district facilities, grounds, and equipment with minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with a Priority 1 having highest priority for use when developing the annual master district and school-related activities calendar. The term "priority" as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the right to cancel the use of scheduled facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

"Local" is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, approved meetings and activities of student organizations, school staff, parent organizations, Community Education, or other organizations whose sole purpose is to support the district. No fee shall be charged for use of district facilities or grounds, by school or school-related organizations. Also, included are basic political occurrences such as providing election polling places.

Priority 2 - Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of district residents and organized to promote civic, charitable, educational, social, leadership, service-learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities, and local non-public school recreational activities, camps, or clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 - Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations, and local youth/adult special interest, recreational or social groups/clubs/associations, AAU or elite youth teams headed by a district parent. These groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the district or non-resident groups whose primary residence, address, chapter, or affiliation is considered to be located outside the legal boundaries of the school district. Fund-raising activities not specifically designed to benefit the district or its students by any organization are considered to be Priority 4.

Fees will be assessed according to use requests, policy, and extra costs associated with usage.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. The Activities Director and/or Superintendent is given the authority to clarify a priority.

Scheduling Process

Facility user groups or individuals interested in using district facilities, grounds, or equipment are required to obtain prior approval by means of Request for Use of District Facilities Form.

- Request forms by contacting the district Activities Director at (715) 425-1830 ext. 1109.
- Requests should be made at least fourteen (14) business days prior to anticipated use. Upon receipt of the request, the Activities Director will verify space & staff availability, complete the approval process, and establish estimated costs according to policy.
- The requestor will receive confirmation of the location, personnel required, and other requirements of use after the approval process is completed. Large Events may necessitate the need for additional charges for supervision, setup, clean up, and trash removal.
- Facility user groups will be required to submit payment and deposit to the Activities office prior to usage. Approval for use of district facilities and grounds may require the signature of the building principal and Building & Grounds Director.

Liability Insurance~~:~~

- Groups or individuals using district facilities or grounds must furnish a certificate of insurance for liability limits for no less than $1,000,000 per occurrence naming the district as an additional insured. Insurance may be in the form of a "blanket" policy or a certificate for one-time events. Proof of insurance must be provided before the event can take place. The applicant and/or organization agree to hold harmless the district from any expenses or costs in connection with the use of district facilities and grounds.

Requests for Use of Equipment

- Use of district equipment must be applied for at the same time the request form is submitted (only equipment that is specified and approved on the request can be used). Equipment and decorations should be removed directly following an activity. Groups using the schools will not be allowed to store materials or equipment in the school unless pre-approved by the Activities Director.

Supervision

- Facility user groups receiving approval to use district facilities, grounds, and equipment are responsible for ensuring adequate supervision of the approved activity.
    - For safety reasons, no children will be allowed entrance to a building until a responsible adult is in attendance and ready to take charge of the group.
    - The adult responsible for the activity must remain with the group the entire time that they are in the building and must not leave until they are certain that all members of their group are out of the building and picked up by parents/guardians.
    - The adult responsible for the activity is also accountable for the conduct/behavior of both participants and spectators, enforcing rules and regulations, as well as restricting group activity to the areas listed on the facility use application. All children must be under direct parental/leader supervision.
    - When the building has multiple users on the same date or a large event, the Activities Director or building Principal has the right to request an event coordinator at the expense of the facility user group(s). The event coordinator's role is to assist participants, ensure that rules and regulations are being enforced by the adult(s) responsible for the activity, and assure order, safety, and security is maintained in the facility.
    - The facility user group is responsible to observe fire occupancy regulations at all times.

Cancellations

- Facility user groups agree to cancel with the Activities Director any scheduled facility use dates requested, at least five (5) business days in advance of intended use in order to avoid total fee charges (if an event is scheduled for a Saturday or Sunday, cancellation must be made by Monday. Pre-approved district or community activities may need to be canceled by district authorities to accommodate unforeseen events or emergency changes in school functions. In most cases, the district will attempt to provide scheduled groups with at least five (5) business days' notice when an unexpected need for the space should arise. Every effort will be made to keep cancellations to a minimum and relocate scheduled district or community activities if necessary.
- When school is canceled due to inclement weather or physical problems, activities scheduled during the day, immediately after school, or in the evening are all canceled. Any deviation from this will be at the discretion of the Superintendent or designee. School fields will be closed if city fields are closed due to inclement weather. When use of facilities or grounds is canceled and a facility user is found on the premises, future use may be denied to that user. Information on closures of facilities or grounds is now available on the District website.

Conflicts or Issues

- In most scheduling disputes between groups, the natural season of sports, priority for scheduling facility usage, date order received and historical usage will prevail. Applicants should not advertise events until FINAL APPROVAL is received.
- The Activities Director will respond to any facility user group's issues or concerns related to facility usage. The Activities Director will work in collaboration with the Building & Grounds Director, building principals, custodians, and other employees as needed to investigate and resolve complaints from facility users. If satisfactory resolution cannot be achieved, the complainant may appeal to the Superintendent who will review the request and make a final decision. In retrospect, issues and concerns related to facility user groups are to be reported immediately to the custodian on duty or event coordinator (where applicable) so they can attempt to resolve them. If the situation warrants further intervention the building principal is to be contacted for guidance on how to proceed. The building principal will work in collaboration with the Activities Director and Building & Grounds Director in investigating and resolving complaints related to use of facilities. If satisfactory resolution cannot be achieved, the final authority rests with the Superintendent.
- The final authority concerning the scheduling of school facilities and grounds rests with the Superintendent.

Staff Related Procedures

- To facilitate planning on the part of facility user groups the district principals and other administrators will submit annual building usage requests for the upcoming school year to the Activities Director by the end of the current school year. To avoid later conflicts with community events, this calendar will include not only dates and times of specific activities but also dates and times when specific spaces or entire facilities will not be available for community use due to conferences, limited parking, or periods of special event setup. These requests will be reviewed and approved by the administrative team for the district's master calendar and/or building schedules. Request forms from facility user groups received prior to any given school year will not be approved until completion of all school and community education programs have been scheduled for the coming school year. Requests for summer building usage by district personnel and programs are due to the Activities Director in February in order to plan ahead and determine available and suitable building locations.
- District personnel and program requests or modifications in schedules that arise after the start of the school year need to be submitted to the Activities Director in a timely manner in order to avoid potential scheduling conflicts with facility user groups' pre-approved activities and to allow for adequate notification and pursuit of alternative arrangements.
- For activities or events sponsored by River Falls youth associations or district coaches/advisors, the following information applies for Facility and Grounds Use.
    - User fees according to Priority 2 rates. (Indoor gym rates and field rates will be the same fee.)
    - Certificate of insurance in the amount of $1,000,000 per occurrence and $1,000,000 annual aggregate, naming the School District of River Falls as the additional insured.
    - The lead coach must give written assurance that WIAA Rules will not be violated.
    - Financial accounting of said camps, clinics, lessons or tournaments will be submitted to the district if requested.
    - Request forms can be obtained from the Activities Director.

Facility Use Rules and Regulations

Certain rules and regulations exist to protect the property owned and operated by the district's taxpayers and to ensure the safety of users. The following rules are to be adhered to when using district facilities, grounds, and equipment. It is the facility user group's responsibility to communicate these rules and regulations to their leaders, participants, and spectators.

- Regular school activities, programs, and organizations of the district shall have first priority in the use of any district facility or grounds. The elementary gymnasiums and multi-purpose areas are available no earlier than 6:15 p.m. on weekdays due to the district's Kids' Club school-age extended day programs. Groups are not allowed to enter these areas until 6:15 p.m. unless pre-approved by the Activities Director or designee.
- The district reserves the right to reject or cancel any request for use of facilities, grounds, and equipment that is contrary or detrimental to the purpose of the schools or district policies, or if deemed not in the public's best interest. The following types of activities will not be permitted: activities promulgating any theory or doctrine subversive to laws of the United States or any political subdivision thereof: any activity that tends to violate good manners, morals, values, or taste; activities that would tend to be injurious to the facilities, grounds, or equipment; and activities that are discriminatory in nature.
- Use of district facilities on holidays or holiday weekends and Sundays is discouraged due to limited staff availability.
- Weekend use by non-district facility groups will be charged a custodian fee as designated in the fees section of this document and are subject to the availability of appropriate custodial staffing.
- After the Request for Use of District Facilities form has been approved and signed by the Activities Director or designee, and a representative of the facility user group, it becomes an agreement with the requestor and/or the organization, and they cannot sublet or transfer their rights and privileges to any other individual, group, business, or organization.

- Facility user groups should check permanent equipment and condition of room(s) at start of usage to determine any previous damage. Such damage should be documented and shown to the custodian or the event coordinator immediately. If any damage is noticed after a group has used the district facility, grounds, or equipment the group will be held responsible for the cost of repair or replacement of any items damaged, lost, or stolen from district property. Facility user groups will be responsible for leaving the facilities and property in the same condition as upon arrival (including returning furniture to original configuration and any other cleanup needed).
- The Facility Use permit is granted for specific dates, equipment, rooms, or areas of buildings for specific periods of time and for specific uses including the nearest restrooms and drinking fountain. Using a building for other purposes, using additional facilities, loitering in other areas, entering or remaining in the building beyond the allotted time will be considered as unauthorized use of the facilities. Additional charges may be added to the facility use fee as well as denial of future facility use requests.
- No permit holders shall be allowed to sublet the facility.
- All School District of River Falls policies, local and state ordinances, laws, and fire codes pertaining to the use of public facilities must be observed. Copies of all district policies are available online at www.rfsd.k12.wi.us. Policies include but are not limited to, the following:
    - River Falls School District is tobacco-free. Use of tobacco products is prohibited on district property including buildings and grounds.
    - Possession or consumption of intoxicating beverages or illegal substances (drugs) in any form is prohibited on district property including facilities and grounds.
    - No weapons or look-alike weapons, as defined in Policy 832, shall be brought on district property for any reason other than in conjunction with an authorized firearm safety program with the exception of legally authorized officials.
    - Facility user group leaders agree to go over any safety concerns and rules related to scheduled activity including proper sportsmanship, location of fire extinguishers, fire blankets, and proper use of equipment. Facility user groups must furnish their own first aid kits and instructional supplies.
    - District policy prohibits all forms of harassment and violence as defined in Policy 411.1.
    - If a fire alarm sounds in any area of a building the entire building must be evacuated according to evacuation maps posted in each room near exits.
    - If an alarm sounds related to a tornado warning the entire building must take cover in the nearest location as indicated on maps posted in each room.
    - Consumption of food (including snacks and refreshments) and beverages in school facilities is allowed in designated areas only, which does not include instructional areas, gymnasiums, auditoriums, and other special use rooms.
    - Disorderly conduct is prohibited and punishable by ejection from the facilities or grounds. This includes inappropriate communication and disrespect for authority, building monitors, and/or custodians by group leaders or participants of a group. The proper authorities may be notified, including law enforcement to intervene.
    - To preserve the district's gym floors, soft-soled shoes are recommended. Removal of non-soft soled shoes is requested prior to entering the gymnasiums.
    - Parking is allowed in designated areas only. Cars parked in fire lanes will be ticketed.
- The Superintendent or designee is authorized to act in any case not covered by the rules and regulations as deemed appropriate.
- Some regulations may vary where separate School Board approved "Joint Use " or "Special Use" agreements exist between the district and other cooperative community entities:
    - There are additional special guidelines for use of kitchens (food service areas), classrooms with cooking facilities, and the pool that the facility user groups must follow. Copies of these guidelines are provided with the permit prior to usage when that area is requested. Appropriate school or school-trained personnel may be required when special school facilities or equipment are utilized and will be billed to the facility user group at the current hourly rate.
    - In most cases, the athletic fields will be used for high school and district-sponsored events, plus events sponsored by the River Falls Park and Recreation Department composed of a majority of district residents. The use of the athletic fields will be approved based on field conditions, priority scheduling, and in consultation with the Activities Director.
    - Use of the varsity running track shall be limited to regular school groups and approved facility user groups. Spiked running shoes may not be used on the varsity running track.
    - Use of computer facilities must comply with the district's acceptable use guidelines.
    - Tennis courts are available for individual use based on the posted rules, restrictions, and priority scheduling.

Priorities for Scheduling of Facilities

To make maximum use of district facilities, grounds, and equipment with a minimum conflict, it is necessary to arrange facility user groups on a priority basis. Groups using the facilities will be prioritized from Priority 1 through 4 with Priority 1 having highest priority for use when developing the annual master district and school-related activities calendar. The term

"priority" as used in this regulation is intended to mean first consideration for access to facilities rather than exclusive use at the expense of all groups assigned lower priority. Although Priority 1 retains the rights to cancel the use of scheduled community facility groups with an assigned lower priority, efforts will be made to keep cancellations to a minimum.

"Local" is generally defined as those whose primary residence, address, chapter, affiliation is considered to be located within the legal boundaries of the district.

Priority 1 - Refers to the programs and activities of the School District of River Falls. All directly related pre-K-12 school activities such as regularly scheduled daytime school activities, musical and arts events, student co-curricular activities, school productions, staff development, community education, approved meetings and activities of student organizations, school staff, parent organizations, or other organizations whose sole purpose is to support the district. No fee shall be charged for use of district facilities or grounds by school or school-related organizations, except if use is requested at a time it would not be open, a chargeback for personnel (i.e. custodial) may be assessed as well as any special services or personnel needed as a result of usage. Also will be included are basic political occurrences such as providing election polling places.

Priority 2 – Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations composed of at least 51% of district residents and organized to promote civic, charitable, educational, social, leadership, service learning, support services, or recreational activities for youth. This includes local youth religious/social/recreational activities and local non-public school recreational activities. Camps or Clinics provided by district staff or coaches for district youth. Priority 2 also includes local community theater groups.

Priority 3 – Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations, and local adult/youth special interest, recreational, or social groups/clubs/associations, AAU or Elite youth teams headed by a district parent. The groups must be composed of at least 51% of district residents.

Priority 4 - Refers to for-profit businesses, educational institutions, or non-profit organizations located outside of the school district or non-resident groups whose primary residence, address, chapter, or affiliation is considered to be located outside the legal boundaries of the district. Fund-raising activities not specifically designed to benefit the district or its students by any organization are considered Priority 4.

Fees will be assessed according to use requests, policy, extra costs associated with usage, and fee schedule approved by the School Board.

The illustrations of various groups within each priority grouping above are illustrations only and should not be construed to represent an all-inclusive listing. If a group is not listed, the Activities Director and/or Superintendent is given the authority to designate a group to a priority.

Facility Use Fee Schedule

	Priority 1 & 2	Priority 3	Priority 4
Montessori Gymnasium	NC	$35/hr	$50/hr
Elementary Cafeteria	NC	$30 hr	$50/hr
Elementary Fields	NC	$20/hr	$30/hr
Elementary Gymnasium *	NC	$24/hr	$45/hr
Elementary Library	NC	$22/hr	$38/hr
HS Auditorium *	NC	$120/hr	$175/hr
HS Auxiliary Gymnasium *	NC	$35/hr	$60/hr
HS Commons	NC	$35/hr	$60/hr
HS Dance Studio	NC	$25/hr	$45/hr

HS Fields #1-6 Grass	NC	$35/hr	$60/hr
HS Fields A-E Baseball/Softball	NC	$45 /hr	$90/hr
HS Library Media Center	NC	$20/hr	$30/hr
HS Main Gymnasium *	NC	$20/hr/court	$30/hr/court
HS Multi-Purpose (Turf) Room*	NC	$35/hr	$60/hr
HS Tennis Courts *	NC	$25/hr	$35/hr
HS Wildcat Field & Track *	NC	$75/hr	$150/hr
HS Wrestling Room *	NC	$35/hr	$60/hr
MS Auditorium *	NC	$65/hr	$95/hr
MS Athletic Fields	NC	$35/hr	$60/hr
MS Cafeteria	NC	$30/hr	$50/hr
MS Gymnasium *	NC	$35/hr	$60/hr
MS Library Media Center	NC	$20/hr	$30/hr
MS Multipurpose Room (Lower Level)	NC	$30/hr	$50/hr
MS Tennis Courts *	NC	$20/hr	$25/hr
Regular Classrooms & Elementary Library Media Centers	NC	$15/hr	$25/hr

* Auditoriums, Tennis Courts, Gymnasiums, HS Fields, HS Multipurpose (Turf) Room, HS Wrestling Room, and Wildcat Field/Track require a $500 deposit to be used towards any additional fee charges. If no additional fees apply, the deposit will be returned in full.

Joint Powers agreements will govern terms of use for local government and other agencies as approved by the School Board.

Facility rental rates may be reviewed annually.

Additional Fees for Facility and Grounds Usage:

- Rescheduling – A $25 fee may be charged if excessive revisions or rescheduling is made to the original request.
- No Show charges – billed according to estimated costs on activity confirmation.
- Event Coordinator billed at current hourly rate, unless waived.
- Custodian fees for set up and take down for large groups or if the facility user group does not fulfill their obligations of leaving the facility in the same condition in which they found it.
- Equipment repair and damage fees, if applicable.
- For large events, a fee for extra garbage pickup may apply
- When requesting use of school parking lots a deposit may be requested and there may be charges applied if maintenance is required after the event.

Auditorium Guidelines and Procedures

Auditorium rental rates include the space only. If a group requires access to lighting, sound, materials, tools, or any other equipment, there will be an additional charge for an Auditorium Supervisor as well as any additional trained personnel as determined by the district. Due to the complexity and delicate nature of the equipment, only district-trained and authorized auditorium personnel will be allowed in the control booth to operate this light and sound system.

1. All backstage equipment and rooms, including choral risers, music rooms, shells, staging platforms, instruments, etc. are property of River Falls School District. These items may not be used unless prior arrangements have been made with the high school music department.

2. The Auditorium Supervisor must approve any equipment or decorations brought into the auditorium by a group. Equipment and decorations should be removed directly following an activity. Groups using the auditoriums will not be allowed to store materials or equipment in the school unless pre-approved by the Auditorium Supervisor. At no time are any decorations or objects allowed to be attached in any way to the stage curtains -- front or back, black or blue curtains; neither taped, stapled, pinned, or sewn. Objects are not to be attached to any walls or fixtures without prior written approval from the Auditorium Supervisor.
3. Consumption of food and beverages in the auditoriums and backstage areas is not allowed. Concession items must be consumed in the lobby or commons during the intermission and are not to be brought into the auditoriums or backstage areas.
4. Facility user groups agree to adhere to all regulations regarding fire and safety codes, including not blocking any entrances or exits at any time, and not using flammable or dangerous chemicals or materials.

House - The seating capacity of the Meyer Middle School auditorium is 593. Seating capacity of the high school auditorium is 750. Seating is not allowed in the aisles of either auditorium due to fire and safety codes.

@RFSD 2025 Adapted from Policy 830 and 830-Rule

~~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 School 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~~

~~**( )** District Administrator.~~

~~**( )** Board.~~

~~**( )** Building and Grounds Committee.~~

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

A. ~~**( )** private social functions;~~

B. ~~**( )** any purpose which is prohibited by law.~~

C. ~~**( )** _____.~~

~~**Recreational Activity**~~

~~Any non-school sponsored group requesting to use District facilities for recreational activity must complete Form 7510 F3 prior to such usage.~~ ~~**( )** The District does permit to outside groups the use of the following equipment:~~

A. ~~**( )** swimming pools~~

B. ~~**( )** weight rooms~~

C. ~~**( )** gymnastics equipment~~

~~"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.~~

~~"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight seeing, rock climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.~~

~~Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the _____ **[local governing body]**~~

to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities by non-school sponsored groups or for non-school sponsored activities, including a schedule of fees. Such guidelines are to include the following:

A. **( )** Each user

   ( ) shall

   ( ) may be required to

   present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

B. **( )** Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

C. **( )** Users shall be liable financially for damage to the facilities and for proper chaperonage.

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.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	LENDING OF DISTRICT-OWNED EQUIPMENT
Code	po7530 5/4
Status	

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

~~**[ ]** No item of District-owned equipment will be loaned for nondistrict school use off school property. If equipment is required for the use of those granted permission to use District facilities, it may be loaned in accordance with Board of Education policy on the use of school facilities.~~

~~**[ ]**~~ The School 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 School Board may lend specific items of equipment on the written request of the user and approval granted by

~~**( )** the District Administrator~~Superintendent~~.~~

~~**( ) the Board.**~~

~~**( )** and only when such equipment is unobtainable elsewhere.~~

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

~~**[ ]**~~ District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. ~~The consent of the~~

~~**( )** _____~~

~~**( ) District Administrator**~~

~~is required for such removal.~~

~~**[ ] Personal use of District equipment or facilities by staff or student will be in accordance with the District Administrator's administrative guidelines.**~~

~~**[ ] Removal of District equipment by staff or students from school property for personal use is prohibited.**~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DISTRICT-OWNED PERSONAL COMMUNICATION DEVICES
Code	po7530.01-5/18
Status	

VERSION #2

7530.01V2 - ~~**District**~~**DISTRICT-OWNED PERSONAL COMMUNICATION DEVICES**

The District will provide personal communication devices ("PCDs" as defined in Bylaw 0100) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official District business. PCDs are provided as tools to conduct District business and to enhance ~~business~~ efficiencies. ~~District-owned PCDs are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct District business (i.e., because some cellular telephone services plans are billed on a time-used basis, District-owned PCDs should not be used if a less costly alternative method of communication is safe, convenient and readily available).~~

[NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]

~~**] [Option A]**~~

~~**[SELECT ONE]**~~

~~**[ ]** The Superintendent will recommend and the District will approve the staff members who will be issued a District-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.~~

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

~~**[END OF SELECTIONS]**~~

~~The Superintendent is responsible for verifying:~~

A. ~~the need for each District-owned cell phone and related service plan is clearly justified for District business purposes;~~

B. ~~alternative solutions for work production and communication are considered;~~

C. ~~employees provided with cellular and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;~~

D. ~~cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;~~

E. ~~employees reimburse the District for non-business use; and~~

F. a District-owned cell phone is returned and the corresponding cellular telephone and/or wireless Internet/data service plan is terminated when it is no longer justified by business requirements, the employee leaves the District's employment, and/or when the employee has demonstrated a disregard for the limitation of this policy.

[ ] In deciding which staff members should receive a District-owned cell phonePCDs, the Superintendent will consider whether their jobs:

A. require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

B. require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency; or

C. consistently require timely and business-critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home).

D. **( )** safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;

E. **( )** more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;

F. **( )** require them to be contacted on a regular basis outside regular work hours; or

G. **( )** require them to be on call 24/7.

[END OF OPTION A]

[ ] [Option B]

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

A. **( )** assistant Superintendent(s): _____

B. **( )** District level administrators: _____

C. **( )** supervisors: _____

D. **( )** principals: _____

E. **( )** bus drivers (for use during work hours only): _____

F. **( )** teachers (specify): _____

G. **( )** coaches and/or extra-curricular activity advisors: _____

H. **( )** _____ **[other]**

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

[ ] Since the staff members listed above **( )** (with the exception of bus drivers and _____) **[END OF OPTION]** are expected to be readily accessible day and night, seven (7) days a week during the course of their employment, the District considers PCDs and/or other PCDs to be essential equipment for the performance of their duties, and determines that the provision of a cell phone and/or other PCD to the above-mentioned staff members serves a valid public purpose.

[ ] Accordingly, the individual employment contracts of these staff members **( )** (with the exception of bus drivers and _____) **[END OF OPTION]** shall affirm that the staff member shall be provided with a District-owned cell phone, describe the permissible and impermissible uses of that device, and describe the staff member's financial obligations, if any, for the service.

[NOTE: END OF FIRST SET OF OPTIONS]

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

[ ] Furthermore, District-owned PCDs are not to be used to place calls or send/receive e-mails, instant messages or text messages of a personal nature, or access the Internet for personal business.

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

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

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

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

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

[ ] [Select this alternative language if non-exempt employee(s) (for Fair Labor Standard Act ("FLSA") purposes) receive District-owned PCDs or other PCDs. See Policy 6700.] In order to continue to receive a District-owned cell phone and/or other PCD, non-exempt employees are required during regular work hours to answer all calls on their District-owned cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their District-owned PCD outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours.

Safe and Appropriate Use of District-Owned PCDs, Including PCDs

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

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

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

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

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

Employee's Responsibilities

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

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

~~**[ ]** Each employee issued a District-owned PCD is required to keep a log documenting the calls made, e-mails, instant messages or text messages sent/received, or Internet sites accessed with a notation of the purpose of each action.~~

~~**[ ]** Each employee issued a District-owned cell phone will receive a detailed monthly statement for all charges. The employee must review the monthly statement for billing accuracy, then sign and date it verifying the employee's review and attesting that there are no charges for personal calls, text messages, instant messages or e-mails. A copy of the signed and dated statement is to be submitted to the Superintendent within _____ (__) days of receipt of it by the employee. In the event that a personal call is inadvertently made or received, or a text message, instant message or e-mail of a personal nature is sent or received on the employee's District-owned cell phone, the employee shall be billed for the actual cost of the personal calls made or received, or the text messages, instant messages or e-mails sent or received. In addition, the employee shall also be charged a portion of the monthly service fee. If the employee's service plan is all-inclusive and charges are not assessed for individual calls, text messages, instant messages or e-mails, then the employee will be charged a pro-rated share of the monthly charge. Any amount owed will be deducted from the employee's paycheck in the following pay cycle. Employees are required to complete Form _____, Authorization of Payroll Deduction for PCD Usage prior to issuance of the device. **[END OF OPTION]**~~

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

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

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

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

~~**Use of District-owned PCDs for Personal Calls**~~

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

~~**[NOTE: START OF SECOND SET OF OPTIONS – CHOOSE OPTION A OR OPTION B]**~~

[ ] [Option A]

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

[ ] Employees are responsible for maintaining a log/record of the telephone numbers dialed or calls received and/or e-mails, text messages or instant messages sent or received, and names of persons or businesses that were contacted, or who contacted the employee for personal reasons and provide a copy of the records to the _____.

[ ] The District will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to verify that the costs associated with any personal calls made by the employee (including the employee's pro rata share of the monthly service charge) are timely reimbursed to the District.

[ ] [Option B]

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

[ ] The District reserves the right to withhold any unreimbursed amount from the employee's wages.

[ ] Employees will be expected to sign an agreement that allows the District to deduct the cost of unpaid calls from the employee's paycheck.

[NOTE: END OF SECOND SET OF OPTIONS]

Potential Disciplinary Action/Cancellation of District-Owned PCD

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

[OPTIONAL ADDITION]

Employee Use of District-Owned PCDs

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

[SELECT ONE OF THE FOLLOWING]

[ ] If a personal call inadvertently occurs, restitution must be made to the District.

[ ] If the employee uses the District-owned cell phone for personal business,

> **( )** a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.

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

[END OF OPTIONS]

[ ] Reimbursement for Business Calls on Personally-Owned Cell Phone [NOTE: SELECT ONE OF THE TWO OPTIONS OFFERED BELOW.]

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

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

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02 5/18
Status	
Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001) 20 U.S.C. 1232g 34 C.F.R. Part 99

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100 - Definitions) has become pervasive in the workplace. Whether the PCD is District-owned and assigned to a specific employee or school official or personally-owned by the employee or school official regardless of whether the District pays the employee or school official an allowance for their use of the device, the District reimburses the employee or school official on a per-use basis for their business-related use of their PCD, or the employee or school official receives no remuneration for their use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent District policies and guidelines.

Conducting District Business Using a PCD

~~**[NOTE: FIRST SET OF OPTIONS - CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A]**~~

~~**[ ]** Employees and school officials are permitted to use a District-owned and/or personally-owned PCD to communicate as a function job responsibilities. ~~to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages **( )**, or _____ **[END OF OPTION]** that concern District business of any kind.~~

~~**[DRAFTING NOTE: Choose Option A-1 or Option A-2]**~~

~~**[ ] Option A-1:**~~

~~Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements. **[INSERT REQUIREMENTS INSTEAD OF GENERAL REFERENCE TO REQUIREMENTS.]**~~

~~**[ ] Option A-2:**~~

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

~~**[END OF OPTIONS A-1 and A-2]**~~

~~**[END OF OPTION A]**~~

[ ] [OPTION B]

[ ] Employees and school officials are prohibited from using a District-owned and/or personally-owned PCD that concern District business of any kind other than to **( )** make/receive telephone calls **( )**, send/receive e-mails on a District-issued e-mail account **( )**, or _____ **[END OF OPTION]**.

Employees and school officials who receive District business-related communication(s) on District-owned and personally-owned PCDs on a function that is not permitted under this policy are still responsible for the following:

A. archiving such communication(s) sent or received in accordance with the District's requirements; and

B. responding to an individual who sends such communication using the employee's or school official's District-issued e-mail account with the following message: "On _____ **[insert date]**, I received a message from you on my **( )** District-owned **( )** personally-owned PCD. Pursuant to District Policy 7530.02 – Staff and School Officials Use of Personal Communication Devices, please contact me with such communications regarding District business of any kind via my personal communication device, the District e-mail account from which I am sending this message **( )**, or _____ **[END OF OPTION]**. Thank you."

[END OF OPTION B]

[END OF FIRST SET OF OPTIONS]

Safe and Appropriate Use of a PCD

[NOTE: START OF FIRST SET OF OPTIONS – CHOOSE OPTION A AND/OR OPTION B OR OPTION C] [NOTE: If Policy 8605 - Use of Electronic Wireless Communication Devices by District Employees Who Operate District-Owned Or Operated Vehicles prohibits the use of handheld mobile communication devices in all circumstances, as opposed to just on the highway, then only Option B may be selected]

[ ] OPTION A]

[ ] Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

[ ] In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

[ ] [OPTION B]

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

[NOTE: END OF SECOND SET OF OPTIONS]

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

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

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

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

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

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

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using their PCD, that are public records or student 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 - Student Records.

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

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials 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.

~~**[NOTE: START OF THIRD SET OF OPTIONS – CHOOSE OPTION A OR OPTION B]**~~

~~**[ ] [OPTION A] [TO BE SELECTED IF District ADOPTED POLICY 7530.01 V1]**~~

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

~~Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which s/he has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.~~

~~Failure to comply with these requirements may result in disciplinary action.~~

~~**[ ] [OPTION B] [TO BE SELECTED IF District ADOPTED POLICY 7530.01 V2]**~~

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the District Administrator or their designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's District-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

~~**[ ]**~~ If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, student records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of the individual's employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from the individual's personally-owned PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally–owned PCD.

[NOTE: END OF THIRD SET OF OPTIONS]

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator 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. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator 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 District prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

A. **( )** social security numbers

B. **( )** driver's license numbers

C. **( )** credit and debit card information

D. **( )** financial account numbers

E. **( )** student personally identifiable information

F. **( )** information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

G. **( )** personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

H. **( )** _____

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

[ ] It is **( )** required **( )** suggested that employees and school officials lock and password protect their PCDs when not in use.

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

Privacy Issues

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

[NOTE: START FOURTH SET OF OPTIONS – CHOOSE OPTION A OR OPTION B OR OPTION C]

[ ] [OPTION A]

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

[ ] [OPTION B]

The use of a PCD in **( )** classrooms, **( )** gymnasiums, locker rooms, shower facilities, rest/bathrooms and/or **( )** swimming pool is prohibited.

[ ] [OPTION C]

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, **( )** classrooms, **( )** gymnasiums, 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 District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.~~

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

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

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

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05 5/1
Status	
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

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 its 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 consistent with the student's 504 Plan.

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 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.

Assistive technology used in conjunction with a student's Individual Education Plan (IEP) shall be used with any external communication or recording function disabled, except as provided for in the student's IEP.

The Board designates the District Administrator

~~( )~~ 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.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DISTRICT-ISSUED STAFF E-MAIL ACCOUNT
Code	po7540.06 - 5/18
Status	

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

Staff

The School Board is committed to the effective use of electronic mail ("e-mail") by all District staff and School 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

~~**( )** shall be blocked~~

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 are discouraged from ~~shall not~~ sending or forwarding mass e-mails, even if the e-mails concern District business. Staff who violate this expectation will be subject discplinary expectations. ~~, without prior approval of the~~

~~**( )** Technology Director.~~

~~**( )** site administrator.~~

~~**( )** _____ **[other]**.~~

District staff may join list servs or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, **( )** provided these list servs or other e-mail services do not exceed the staff member's e-mail storage allotment. ~~**( )** If a staff member is unsure whether the staff member has adequate storage or should subscribe to a list serv or RSS feed, they should discuss the issue with the building principal or the District's **( )** Technology Director **( )** IT staff.~~ The

( ) Technology Director

~~**( )** site administrator~~

~~**( )** _____ **[other]**~~

is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) ~~**( )**~~ become excessive ~~**( )** regularly exceed _____ (__) megabytes~~.

~~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. If the staff member is concerned that the staff member's e-mail storage allotment is not sufficient, they should contact the District's **( )** Technology Director **( )** IT staff.~~

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 School 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 School 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.

~~**[ ]** E-mail retention is the responsibility of the individual e-mail user. Users must comply with District guidelines for properly saving/archiving e-mails that are public records, student education records, and/or subject to a litigation hold. E-mails sent or received using the District's e-mail service **( )** are automatically retained **( )** may only be retained **[END OF OPTION]** for _____ (__) **[e.g., thirty (30)]** days on the server. This retention is for disaster recovery and not to provide for future retrieval. The District does not maintain a central or distributed e-mail archive of e-mail sent and/or received. Any questions concerning e-mail retention should be directed to the **( )** Technology Director **( )** site administrator **( )** _____ **[other]**.~~

~~[ ]~~ The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The School 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 School Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The School 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 School 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 Technology Acceptable Use and Safety, staff and School 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.

~~Furthermore, staff **( )** and School Board members using the District's e-mail system shall satisfactorily complete training **( )**, pursuant to Policy 7540.04, regarding the proper use and retention of e-mail **( )** annually.~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
Code	po7540.07 - 5/18
Status	

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

Students assigned a school e-mail 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 e-mail 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~~

~~**( )**~~ shall be blocked

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 are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.) ~~**( )**~~ without authorization from the Principal ~~**END OF OPTION]. [END OF OPTIONAL SENTENCE]**~~

Students shall not send or forward mass e-mails~~, even if educationally related, without prior approval of their classroom teacher or the~~

~~**( )** Technology Director.~~

~~**( )** site administrator.~~

~~**( )** _____ **[other].**~~

Students may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list servs or other e-mail services do not ~~**( )**~~ become excessive ~~( ) exceed the students' individual e-mail storage allotment. If a student is unsure whether they have adequate storage or should subscribe to a list servs or RSS feed, the student should discuss the issue with a classroom teacher, the building principal or the District's **( )** Technology Director **( )** IT staff.~~ The

~~**( )**~~ Technology Director

~~**( )** site administrator~~

~~**( ) _____ [other]**~~

is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student **( )** becomes excessive ~~( ) regularly exceed _____ (__) megabytes~~.

Unauthorized E-mail

The School 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 School Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The School 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 School 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 - Student Technology Acceptable Use and Safety, students using the District's e-mail system shall annually acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

~~Furthermore, students using the District's e-mail system shall satisfactorily complete training **( )**, pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, regarding the proper use of e-mail **( )** annually.~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN
Code	po7541 5/1
Status	

7541 - **ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN**

The Board ~~of Education~~ is committed to maintaining and protecting the District's Information System. The Board believes that a complete and accurate Information System which includes educational, student, fiscal and personnel information is vital to the Board's ability to deliver uninterrupted educational service to the community it represents. To that end, the IT Supervisor ~~District Administrator~~ is directed to develop, test and maintain an *Electronic Data Processing Disaster Recovery Plan* for use in the event a disaster should disable the District's electronic data processing equipment.

The Plan may include:

A. ~~( ) a reciprocal agreement with a neighboring school district or data acquisition site, which outlines the scope of reciprocal services such as access to the computer facility of the alternative, computer time and personnel assistance, and costs;~~

B. ~~( )~~ adequate equipment insurance;

C. ~~( )~~ a list of the vital applications that are used by the District;

D. ~~( )~~ procedures used to backup all programs and data on a daily, monthly, quarterly and year-end basis;

E. ~~( )~~ backup storage off-site;

F. ~~( )~~ maintenance agreements for hardware and software (including, but not limited to the operating system);

G. ~~( )~~ a list of vital vendor contacts to be called for the immediate replacement of disabled equipment or corrupted software;

H. ~~( ) as a last resort, the procedure to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually;~~

I. ~~( ) _____ [other]~~.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	ON-SITE ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES
Code	po7542 5/1
Status	

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

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

~~**[ ] Option #1]**~~

~~The Board prohibits individuals from using personal communication devices (PCDs) to access the District's technology resources (e.g. networks, servers, projectors, printers, etc.) while on-site at a District facility. For purposes of this policy, "personal communication device" means as defined in Bylaw 0100 - Definitions.~~

~~**[ ]** Exceptions to this policy must be approved in advance, in writing, by the District Administrator.~~

~~**[END OF OPTION #1]**~~

~~**[ ] Option #2]**~~

For purposes of this policy, "personal communication device" means as defined in Bylaw 0100 - Definitions.

~~( )~~ 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 authentication.

~~[ ]~~ 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 Technology Department~~_____~~ Department to verify it meets the established standards for equipment used to access the network.

~~**[END OF OPTION #2]**~~

The IT Supervisor and Technology Staff~~_____~~is authorized to develop the necessary standards for connecting PCDs to the District's technology resources. The standards shall be available upon request.

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

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 – Student Technology Acceptable Use and Safety, and Policy 7540.04 – Staff 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	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	COOPERATION WITH LOCAL GOVERNMENTS
Code	po7550 5/1
Status	
Legal	66.0301, Wis. Stats.

7550 - **COOPERATION WITH LOCAL GOVERNMENTS**

The School Board will consider collaboration between the District and other local municipal or county governments for joint use of facilities and services or programs from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the School Board will evaluate and consider, as either opportunity or need arises, and as it is entitled to do so by law, whether to pursue joint projects with other governmental entities in acquiring, improving, equipping, operating, or maintaining such jointly-used facilities as recreational and cultural areas and/or facilities.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	GIFTS, GRANTS, AND BEQUESTS
Code	po7230 - DB 5/20
Status	
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

~~**Revised Policy - Special Update - School Support Organizations**~~

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

The School Board is appreciative of public interest in, and goodwill toward, the schools manifested through gifts, grants, and bequests. The School 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 School Board will attempt to carry out the wishes of the donor. The Superintendent will be responsible determining the acceptability of gifts, grants and requests.

The ~~School Board~~ District shall not discriminate in the approval and administration of gifts, grants, and bequests on the basis of any Protected Class consistent with School Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity~~race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")~~. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260 - - Nondiscrimination and Access to Equal Educational Opportunity.

~~**[ ] OPTION #1]**~~

~~All gifts, grants, or bequests that are approved by the School Board will be formallyshall submitted to the School Board, and if accepted, acknowledged at aby the School Board meeting.~~

~~**[ ] OPTION #2]**~~

~~All gifts or bequests having a combined value of more than $_____ that are approved by the School Board willshall be accepted by theformally acknowledged at a School Board meeting. The Superintendent may accept for the School Board, gifts or bequests of lesser value on the School Board's behalf.~~

~~School Board approval is required for all grants having a value of more than $_____. The Superintendent may approve grants of lesser value on the School Board's behalf.~~

~~**[END OF OPTIONS]**~~

~~The School Board shall provide written acknowledgment to the donor of any accepted cash donation of $_____ or more and any non-cash donation the value of which is $_____ or more. Such acknowledgment 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.~~

Upon request, the District will~~The School Board shall~~ provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

~~**[ ]** All accepted gifts, grants, or bequests shall be acknowledged by the School Board. **[END OF OPTION]**~~

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

~~**[ ]** Any equipment **( )** with a value of $ _____ or more **[END OF OPTION]**~~ proposed to be purchased by a parent organization or non-district entity for use in the school, on District property, or at a District-related event shall be submitted to the Superintendent for analysis prior to the purchase. ~~**( )** and recommendation to the School Board for consideration of approval. **[END OF OPTION]**~~

~~**[ ]**~~ The School Board reserves the right ~~to refuse~~ to not 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. The School Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable. ~~**[END OF OPTION]**~~

~~**( )**~~ Any gifts, equipment, materials or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 - School Support Organizations) ~~and if funds are to be collected from the community, they should be obtained through a secure, cloud-based **( )** School Board **( )** Superintendent **[END OF OPTION]** approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 – Crowdfunding. Donations collected externally to the school should be submitted alongside a donation form completed by the donor to the District. **( )** (See Form 7320 F1)~~

All gifts to employees shall be consistent with the School Board's adopted policy regarding employee ethics or gifts to an individual employee.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	TECHNOLOGY
Code	po7540 - 5/18
Status	
Legal	947.0125, Wis. Stats. 948.11, Wis. Stats.

7540 - **TECHNOLOGY**

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

Students' use of District technology resources (see definition in Bylaw 0100 - Definitions) is a privilege not a right. Students and their parents must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety.

~~The Superintendent will develop **( )**, recommend for approval by the School Board, **[END OF OPTION]** and implement a written District Technology Procedure (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations. **( )** The School Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff. **[END OF OPTION]**~~

~~**[ ]** The Superintendent will create a Technology Governance Committee to oversee and guide the development of the DTP. The Superintendent will appoint individuals to the Technology Governance Committee that include representatives of all educational, administrative, and business/operational areas in the District. **[END OF OPTION] [DRAFTING NOTE: Establishment of such committee in policy requires compliance with the Open Meeting Law and Policy 8309 - Open Meetings for Non-School Board Committees.]**~~

~~The DTP will set forth procedures for the proper acquisition of technology. The DTP will also provide guidance to staff and students concerning making safe, appropriate, and ethical use of District technology resources, as well as inform both staff and students about disciplinary actions that will be taken if School Board technology and/or networks are abused in any way or used in an illegal or unethical manner. (See Policy 7540.03 **( )** and AG 7540.03 **[END OF OPTION]** - Student Technology Acceptable Use and Safety, and Policy 7540.04 **( )** and AG 7540.04 **[END OF OPTION]** - Staff Technology Acceptable Use and Safety)~~

~~The Superintendent **( )**, in conjunction with the _____, **[END OF OPTION]** will review the DTP and **( )** report **( )** recommend the approval of **[END OF OPTION]** any changes, amendments, or revisions to the School Board **( )** annually.~~

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 - Non School Issued Personal Communication Devices and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices). 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 will be established so that the School Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students will be educated about appropriate online behavior including, but not limited to, using social media, which is defined in Bylaw 0100 - Definitions, to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding that cyberbullying is a violation of School Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Equipment Security and Retention Procedures

The District invests significant resources in making current technology available for staff and students. Individual usage of devices that are not in a fixed location must be in accordance with these guidelines. The term "device" for purposes of this guideline includes District-owned computers, tablets, smart devices, and any other hardware or software systems or equipment owned or leased by the District.

A. **Identification:**

1. ~~**( )** A label with the District's name and an identification number will be placed on each device owned by the District.~~

2. ~~**( )** In addition, an indelible marking will be used to write the following on each device:~~

   ~~District, school name, and storage location, if applicable~~

3. ~~**( )** Records of the identification number, serial number, model, etc. for each device will be maintained in the _____.~~
4. ~~**( )** Records on each piece of software and software license, organized by title and course or program, will be maintained in the _____.~~
5. **( )** District devices are assigned, identified, and tracked through an online management system.
6. ~~**( )** _____.~~

~~**[DRAFTING NOTE: If none of the above choices are selected or a District specific method of identification is not provided, the "Identification" portion of this list will be removed in its entirety.]**~~

B. **Use of District-owned Devices:**

~~All devices to be used either in the District or off-school premises will be checked out through the _____. (**( )** See Form 7530A F1) Devices may not be used for the purpose of copying materials in violation of copyright laws. (**( )** See AG 2531 - Copyrighted Works)~~

~~The person signing the request **( )** form **( )** Form 7530A F1 is responsible for the condition of the device until checked back in.~~

No device may be used to access any material that is prohibited by the District's technology usage policies, Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety. Devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.

C. ~~**Requests for Personal Use:**~~

~~Personal use of devices by students, staff, and **[ ]** District residents **[END OF OPTION]** will be in accordance with Policy 7530 - Lending of District-Owned Equipment.~~

~~Additionally, a device will not be used to access any material that is prohibited by the District's technology usage policies. (See Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 7540.04 - Staff Technology Acceptable Use and Safety)~~

~~If allowed for personal use, devices may not be used to access content that is unlawful or potentially harmful to the device and may never be used to access any "darkweb" content. Specifically, use of devices to access material that poses a risk of introducing viruses, malware, or other destructive content is strictly prohibited. Users are responsible for replacing devices that are inoperable due to the introduction of such malicious content while in the user's possession.~~

No business use will be made of any borrowed devices. Software will not be used in violation of any licensing agreement, nor will it be copied.

No software or other applications may be downloaded onto any device except by the District's **( )** Information Technology Director **( )** _____ **[END OF OPTIONS]** and only as authorized by the Superintendent.

Users will be responsible for arranging safe transportation and housing for use off school premises.

D. **Staff Services:**

Media staff will instruct the user on the correct operation of devices. Media staff may assist other staff members in obtaining materials for instructional use by recording and/or copying within copyright guidelines.

E. **Equipment Inventory and Repair:**

All devices will be inventoried pursuant to Policy 7450 – Property Inventory.

If a piece of equipment requires repair, it will be sent to the _____.

F. **Report of Loss:**

If any device is lost, the Principal and the _____ will be notified. The Principal may notify the police if deemed appropriate.

[ ] Access to Social Media [NOTE: CHOOSE ONE OF THE THREE OPTIONS, IF DESIRED]

[ ] OPTION #1]

[ ] Staff use of District-approved social media platforms/sites will be consistent with Policy 7544 - Use of Social Media.

Students must comply with Policy 7540.03 - Student Technology Acceptable Use and Safety and Policy 5136 - Non-School Issued Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

Similarly, staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources to access and/or use District-approved social media platforms/sites.

OR

[ ] OPTION #2] [DRAFTING NOTE: Choose this option if the District intends to prohibit staff and students from accessing social media using District technology resources. If so, Policy 7544 is not necessary.]

[ ] The School Board prohibits students and staff members from using District technology resources to access and/or use social media.

OR

[ ] OPTION #3]

The School Board prohibits students from using District technology resources to access and/or use social media for other than instructional purposes.

Staff may use District-approved social media platforms/sites in accordance with Policy 7544 - Use of Social Media **[ ]** and, pursuant to Policy 7540.02 – Staff and School Officials Use of Personal Communication Devices, may use web content, apps, and services for one-way communication with the District's constituents **[END OF OPTION].** Authorized staff may use District technology resources to access and use District-approved social media platforms/sites 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 District-approved social media platforms/sites for business-related purposes is subject to Wisconsin's public records laws and, as set forth in Policy 7544 - Use of Social Media, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310 – Public Records **( )** and AG 8310A **[END OF OPTION]** – Public Records.

~~**[DRAFTING NOTE: Retain this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District technology resources or from personal technology resources.]**~~

~~**[ ]**~~ Staff must comply with Policy 7544 - Use of Social Media, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices when using District technology resources ~~**( )**~~ or personally-owned PCDs ~~**[END OF OPTION]**~~ to access and/or use social media for personal purposes.

~~**[END OF OPTIONS]**~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	TECHNOLOGY PRIVACY
Code	po7540.01 - 5/18
Status	
Legal	947.0125, Wis. Stats. 948.11, Wis. Stats. 995.55, Wis. Stats.

7540.01 - **TECHNOLOGY PRIVACY**

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

All District~~School Board~~-owned technology resources (as defined in Bylaw 0100 - Definitions) are to be used ~~**( ) solely ( )**~~ primarily ~~**[END OF OPTION]**~~ for business and educational purposes. The District~~School Board~~ retains the right to access and review all information resources (as defined in Bylaw 0100 - Definitions), including but not limited to electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the School 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. District~~School Board~~-owned technology resources may also be referred to as District technology resources and includes all those technology resources purchased by or authorized for acquisition and/or usage by the School Board in the District's activities.

Review of such information may be done by the ~~**( )** School Board~~ ~~**( )**~~ District ~~**[END OF OPTIONS]**~~ with or without notice or the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the School Board retains the right to access information in spite of a password. ~~**( )** All passwords or security codes for access to District technology resources must be registered with the School Board.~~ ~~**[END OF OPTION]**~~ A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

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 School Board. Staff members leaving the district will not copy, delete, or remove any information/data contained on ~~**( )**~~ District technology resources ~~( )~~ the School Board's computers/servers ~~**[END OF OPTION]**~~ 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 IT Supervisor.~~_____~~. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	DIGITAL CONTENT AND ACCESSIBILITY
Code	po7540.02 - 5/22
Status	
Legal	118.125, Wis. Stats. 947.0125, Wis. Stats. 948.11, Wis. Stats. 995.55, Wis. Stats. Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001) 20 U.S.C. 1232g 28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities - Effective 6/24/2024) 34 C.F.R. Part 99

~~**Replacement Policy - Vol. 35, No. 1**~~

7540.02 - **DIGITAL CONTENT AND ACCESSIBILITY**

A. **Creating Digital Content**

The School Board authorizes staff members ~~**( ) and students [END OF OPTION]**~~ to create content for the District's website and District-approved/affiliated apps and services (see Bylaw 0100 - Definitions) ("digital content").

District-generated and school-related digital content must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)) and reflect the professional image/brand of the District, its employees, and students. District-generated digital content must be consistent with the School Board's Mission ~~Statement~~ and is subject to prior review and approval of the Superintendent before being published on the District's website or District-approved/affiliated apps/services.

~~**[DRAFTING NOTE: CHOOSE ONE (1), BOTH, OR NONE OF THE FOLLOWING OPTIONS.]**~~

~~**( )** School-related student-created content for the School Board's website or District-approved/affiliated apps/services are subject to Policy 5722 - School-Sponsored Publications and Productions.~~

~~**( )** Creation of school-related content by students for the School Board's website or District-approved/affiliated apps/services must be done under the supervision of a District staff member.~~

~~**[END OF OPTIONS]**~~

B. **Purpose of Digital Content**

The purpose of digital content covered by this policy is to educate, inform, and communicate. The following criteria will guide the development of District-generated digital content:

1. **Educate**

   Digital content should be suitable for and usable by students and teachers to support the curriculum and the School Board's Objectives as listed in the School Board's Strategic Plan.

2. **Inform**

   Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

   Digital content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information published on the School Board's website and District-approved/affiliated apps/services should reflect and support the School Board's Mission, Vision, and Values. ~~Statement, Educational Philosophy, and School Improvement Process.~~

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

Under no circumstances is District-generated digital content to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact that no digital content published on the District's website or District-approved/affiliated apps/services 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 website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

~~**( )** Under no circumstances will a staff member post on their personal web pages/websites or private digital accounts (i.e., non-District-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the School Board's website or District-approved/affiliated apps/services (e.g., _____ **[Progressbook/PowerSchool/Infinite Campus]**) for the purpose of conveying information to students and/or parents. **[END OF OPTION]**~~

~~**( )** Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites and/or private digital accounts (i.e., non-District-approved/affiliated apps/services) (including, but not limited to, the staff member's personal accounts on Facebook, Instagram, Pinterest, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. **[END OF OPTION]**~~

~~**( )** If a staff member creates digital content related to their class, it must be hosted on the School Board's website or a District-approved app/service. **[END OF OPTION]**~~

~~**( )** The School Board's website, including school-specific websites, will be generally open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information or information concerning coursework, particularly a specific student's classes/assignments, is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content. **[END OF OPTION]**~~

Digital content published on the District~~School Board~~'s website should reflect an understanding that both internal and external audiences will be viewing the information.

~~**( )** The Superintendent will prepare administrative guidelines defining the rules and standards applicable to staff **( )** and students **[END OF OPTION]** who publish digital content on the School Board's website and District-approved/affiliated apps/services.~~

The School Board retains all proprietary rights related to the design of and content for its website(s) and any apps/services it operates and/or is affiliated with, absent written agreement to the contrary.

The District operates under a default "implied consent" model for the publication of student information and original work to celebrate student achievement, activities, and academic success. Unless a student's parent/guardian (or an eligible student who is eighteen (18) years of age or older) explicitly submits a written Opt-Out request to the District, the District is authorized to display, publish, or share:
1) The student's name and/or likeness (photograph/video); and
2) The student's original school work (including work created in or for a class, or as part of a school-sponsored extracurricular activity) on District-controlled digital and print media, without cost or licensing fees to the School Board.

A parent/guardian or eligible student's decision to Opt-Out of standard digital and print media publicity does not restrict or prohibit the District from publishing or releasing the student's name, likeness, or honors in public-facing school community records or events. The District retains the right to include all students in the following, regardless of Opt-Out status:

- **Graduation & Awards: Names, achievements, and honors printed in commencement programs or released to local news media.**
- **Yearbooks: Photos, names, and grade levels in the school's annual student yearbook.**
- **Public Events: General photography or filming at school-sponsored public events (e.g., athletic competitions, musical concerts, theatrical performances, or after-school activities) where the general public is permitted to attend.**

~~In order for a student's school work (i.e., work that is created in or for a class or as part of a school-sponsored extracurricular activity) to be displayed on the School Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the School Board.~~

~~Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the School Board's website.~~

C. **Accessibility of Web Content and Mobile Apps**

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

This policy reflects the School Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects. For purposes of this policy, "web content" means the "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions." Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., web content or content in mobile apps in the following electronic file formats: portable document formats (PDF), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets."

1. **Technical Standards**

Web content and mobile apps that the District provides and/or makes available, directly or through contractual, licensing or other arrangements, will strive to comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the School Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

[DRAFTING NOTES:
(1) Districts with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Districts with fewer than 50,000 residents must fully

comply with WCAG 2.1, Level AA standards by April 26, 2027. (2) Since the deadlines depend on the population size, Wisconsin school districts should use the population estimate on the most recent Small Area Income and Poverty estimates (SAIPE). For districts that are entirely contained within one city or county, they may rely on the population figures for that city or county. If the district is unsure what deadline applies to them, they should consult legal counsel. (3) While the Department of Justice's Final Rule allows public entities to employ alternative designs, methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a School Board wants to consider an alternative technical standard, it should consult with its legal counsel. END OF DRAFTING NOTES]

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exceptions to the WCAG 2.1, Level AA requirements:

a. archived web content (provided all four (4) Federal criteria in 28 C.F.R. 35.104 are met);

b. certain preexisting conventional electronic documents (with specific restrictions);

c. third party content that is not created pursuant to a contract, license, or other arrangement between the School Board and a third party;

d. password-protected or otherwise secured documents pertaining to a specific student, their property, or their account; and

e. preexisting social media posts.

Even when the preceding exceptions apply, the District, however, will still provide effective communication and reasonable modifications in accordance with the ADA.

Content maintained for any purpose other than reference, research, or recordkeeping does not qualify as one of the listed exceptions above, regardless of the date it was created. If the content is labeled "archived" or stored in an area clearly identified as being "archived" it still has not risen to the level required to fall into an exception.

When a person with a disability cannot access District-generated or -affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the District will: (1) provide alternate means of access to the same information and functionality; (2) make reasonable modifications to policies, practices, or procedures; (3) ensure effective communication through appropriate auxiliary aids and services; and (4) respond to accommodation requests within seven (7)~~_____ (__)~~ **~~[insert timeframe]~~** business days. Such accommodations may include: (a) alternative document formats (large print, Braille, audio); (b) telephone or in-person assistance for online services; and/or (c) email or mail delivery of information typically accessed online.

2. **Digital Accessibility Coordinator**

The School Board designates its Director of Community Education and Communications~~**( )** Section 504/ADA Compliance Coordinator(s) **( )** Technology Director??? **( )** _____ **[END OF OPTIONS]**~~ as the District's Digital Accessibility Coordinator(s). ~~**( )**~~ That individual ~~**( )** Those individuals **( )**~~ is ~~**( )** are **[END OF OPTIONS]**~~ responsible for coordinating and implementing this policy.

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

~~**[ ] [OPTION 1]**~~

~~See School Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.~~

~~**[END OF OPTION 1]**~~

~~**[ ] [OPTION 2]**~~

The District's Digital Accessibility Coordinator(s) can be reached at 852 East Division Street, River Falls, WI., 54022, 715-425-1830~~0~~, ext. 3801 ~~name or position~~communications@rfsd@k12.wi.us~~_____ **[Insert name or title, address, e-mail, phone]**~~.

~~**[END OF OPTION 2]**~~

3. **Third Party Content**

   Links included on the School Board's website(s) and District-approved/affiliated mobile apps that pertain to its programs, activities, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). The District's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the School Board's website and through District-approved/affiliated mobile apps that are related to the District's programs, activities, and/or services for compliance with this criteria for all new content published on the District's website and mobile apps after adoption of this policy.

   Content posted by third parties (e.g., members of the public) on District platforms is exempt from the WCAG 2.1, Level AA requirements unless the third party is posting due to contractual, licensing, or other arrangements with the District. Those platforms, however, along with content posted by the District staff or contractors, must be fully compliant. ~~**[DRAFTING NOTE: The District cannot contract with a third party to host the District's website, social media content, and mobile apps to avoid the District's obligations to comply with WCAG 2.1, Level AA. The third party exception only applies to content posted by an unaffiliated third party (e.g., a post by a community member on a District's social media page).]**~~

   Additionally, nothing herein will prevent the District from including links on its website(s) and apps/services to:

   a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

   b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

   The School Board recognizes that such third party websites must contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01 - Advertising and Commercial Activities~~, AG 9700B,~~ and State and Federal law.

4. **Regular Audits**

   The District will, under the direction of the Digital Accessibility Coordinator(s) or designee(s), at regular intervals, audit the District's digital content to ensure it meets the required technical standards.

   ~~**( )** This audit will occur **( )** quarterly **( )** semi-annually **( )** at least annually **( )** no less than once every two (2) years **( )**, with quarterly monitoring of high-priority content and newly published materials **( )** annually **( )**, with quarterly monitoring of high-priority content and newly published materials **[END OF INTERNAL OPTIONS]**. **[END OF OPTION]**~~

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

   ~~**[ ] [OPTION 1]**~~

   ~~The audit must be documented **( )** and include compliance assessment reports, identified accessibility barriers, remediation plans with specific timelines, vendor compliance status, and user complaint tracking and resolution **[END OF INTERNAL OPTION]**.~~

   ~~**[END OF OPTION 1]**~~

   ~~**[ ] [OPTION 2]**~~

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

   ~~**[END OF OPTION 2]**~~

5. **Reporting Concerns or Possible Violations**

   If a person accessing the District's web content and/or District-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility

Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in School Board Policy 2260.01 relating to Section 504 and Title II.

D. **Instructional Use of Apps/Services**

~~**[SELECT OPTION 1 or OPTION 2]**~~

~~**[ ] [OPTION 1]**~~

~~The School Board requires the **( )** Superintendent **( )** _____ **[END OF INTERNAL OPTION]** to pre-approve each app/service that a teacher intends to use to supplement and enhance student learning. To be approved, the app/service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the COPPA, SOPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.~~

~~**[END OF OPTION 1]**~~

~~**[ ] [OPTION 2]**~~

A teacher who elects to supplement and enhance student learning through the use of apps/services is responsible for verifying/certifying to the IT Supervisor ~~Communications and Community Education Director **Technology Director???IT Supervisior( )** Superintendent **( )** _____ **[END OF INTERNAL OPTION]**~~ that the app/service has a FERPA-compliant privacy policy, and it complies with all requirements of the COPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.

~~**[END OF OPTION 2]**~~

The School Board further requires ~~**( )**~~ the use of a School Board-issued e-mail address in the login process for District-approved/affiliated apps/services ~~**( )** prior written parental permission for a student seventeen (17) years of age or younger to use the student's personal e-mail address in the login process for District-approved/affiliated apps/services **[END OF OPTION]**~~.

E. **Training**

The District will provide ~~**( )** annual **( )**~~ periodic ~~**[END OF OPTION]**~~ training for its employees who 1) create web content, documents, or multimedia materials, 2) manage the School Board's website and digital services, 3) select and contract with technology vendors, and 4) work on online communications.

The training should cover:

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

~~**[ ] [OPTION 1]**~~

1. ~~WCAG 2.1, Level AA guidelines and success criteria,~~
2. ~~accessible document creation (PDFs, Word, PowerPoint),~~
3. ~~alternative text requirements for images and media,~~
4. ~~video captioning and audio description requirements,~~
5. ~~accessible form and navigation design,~~
6. ~~color contrast and visual design standards,~~
7. ~~vendor accessibility evaluation criteria, and~~
8. ~~the District's responsibilities under Title II of the ADA, including its grievance procedures.~~

~~**[END OF OPTION 1]**~~

~~**[ ] [OPTION 2]**~~

this Policy and responsibilities associated with the specified staff members' roles related to the implementation of this policy and ensuring the District's digital content is appropriate and accessible.

~~**[END OF OPTION 2]**~~

~~**( )** Such training will be facilitated by qualified individuals with demonstrated knowledge, skill, and experience concerning the accessibility standards and ADA compliance. **[END OF OPTION]**~~

~~**( )** New employees in covered positions must complete accessibility training within _____ **[insert timeframe]** of hire. **[END OF OPTION]**~~

F. **One-Way Communication Using the District Website and/or District-Approved/Affiliated Apps/Services**

The School Board approves the use of its website and District-approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about District news and operations.

~~**( )** Included in this approval is the use of Short Message Service (SMS) texting for official District communications. The District SMS service will include:

1. Consent and Privacy for SMS Communication

   The District is committed to protecting the privacy of all recipients. The following terms govern the use of SMS communication:

   a. Explicit Consent (Opt-in): The District will obtain explicit, verifiable permission (opt-in) before sending any SMS texts to students, parents, staff, or community members.

   b. Data Sharing: Information obtained as part of the SMS consent process will not be shared, sold, or rented to third parties.

   c. Data Collection: The District will not collect or save personal data or information from its SMS users beyond what is strictly necessary to maintain the opt-in list.

   d. Confidentiality: No confidential or personally identifiable student/staff information will be exchanged through SMS text messaging.

2. Types of SMS Communications

   If an individual has consented to receive school-related text messages from the District, they may receive messages related to:

   a. Emergencies and Cancellations

   b. **( )** School and Office Appointments

   c. **( )** General Reminders (e.g., deadlines, schedule changes)

   d. **( )** District and School Events

   e. **( )** Attendance Notifications

   f. **( )** Transportation Updates

   g. **( )** _____ **[OTHER]**

   h. **( )** _____ **[OTHER]**

   [END OF OPTIONS]

3. Standard Messaging Disclosures

   a. Message and data rates may apply. Message frequency may vary.

   b. Users can opt-out at any time by texting **( )**"STOP" **( )** _____ **[END OF OPTION]**.

   c. **( )** _____ **[OTHER]**.

   [END OF OPTIONS]

[END OF OPTION]~~

Such communications constitute public records that will be archived.

When the School Board or Superintendent designates communications distributed via the District's website and/or District-approved/affiliated apps/services to be one-way communication, public comments are not solicited or desired, and the website or app/service is to be considered a nonpublic forum.

If the District uses an app/service that does not allow the District to block or deactivate public comments, the District's use of that app/service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule ~~(see AG 8310A – Public Records, and AG 8305 – Collection, Classification, Retention, Access and Security of District Data / Information)~~, but it will not review or consider those comments.

~~**[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]**~~

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03 - 5/18
Status	
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 47 C.F.R. 54.503 47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517 47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522 47 C.F.R. 54.523

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

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology resources (as defined in Bylaw 0100 - Definitions) 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 School 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 School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The School 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 as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern 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 School Board-owned property or at a School Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

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, and the like). Because its Technology Resources are not unlimited, the School 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 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 School 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.

Pursuant to Federal law, the School 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 School 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.

The School 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 School 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 IT Supervisor ~~Technology Director???_____ **[END OF OPTION]**~~ 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 IT Supervisor ~~**( )** or _____ **[END OF OPTION]**Technology Director???~~ 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 School Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

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

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "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.

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

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training 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 confirm their agreement to abide by the terms and conditions of this policy ~~**( )** and its accompanying guidelines **[END OF OPTION]** **( )** by signing the District technology use form. **( )**~~ during the annual student registration process. ~~**( )** during each user login procedure. **[END OF OPTIONS]**~~

~~**[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]**~~

~~**[ ]** Off-premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.~~

~~**[ ]**~~ 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.~~

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 School Board does not approve any use of its

technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~**[NOTE: If language about social media is added to Policy 7540 - Technology, it is recommended that this language be added to 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. **[END OF OPTION]**~~

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

The School Board designates the Superintendent and IT Supervisor ~~( )~~ and _____ **[END OF OPTION]** as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04 - 5/18
Status	
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 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517 47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522

47 C.F.R. 54.523

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

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The School 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 School Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The School 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 ~~**[ ]**~~, Policy 7544 - Use of Social Media and ~~**( )** AG 7544 - Use of Social Media,~~ **[END OF OPTION]** 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 - Web Content, Apps, and Services), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

~~**[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the School Board adopts Policy 7544.]**~~

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, and the like). Because its Technology Resources are not unlimited, the School Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the 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).

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 School Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the School Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a 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.

The School 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.

Pursuant to Federal law, the School 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 School 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 School 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.

The School Board utilizes software and/or hardware to monitor online activity of staff 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 to minors.

The Superintendent ~~**( )**~~ or IT Supervisor ~~Technology Director???~~ ~~_____~~ ~~**[END OF OPTION]**~~ 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 the 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 IT Supervisor ~~_____~~ ~~**[END OF OPTION]**~~~~Technology Director???~~ may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

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

A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of 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, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

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

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

~~**[DRAFTING NOTE: NEOLA encourages District's to include training in professional development programs regarding the above mentioned items, due to the Children's Internet Protection Act requirement of staff members to provide instruction to students regarding appropriate technology.]**~~

Building Principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The School Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy ~~**( )** and its accompanying guidelines **[END OF OPTION]** **( )**~~ by signing the District technology use form. ~~**( )** during the Employee Handbook receipt and acceptance process. **( )** during the network login process. **[END OF OPTIONS]**~~ Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and School 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 of District-issued email accounts.

[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]

[ ] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

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

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

Staff members are responsible for good behavior 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 School 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 **[ ]** and Policy 7544 and its accompanying guideline **[END OF OPTION]**.

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the School Board adopts Policy 7544.]

[DRAFTING NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate option to match that language]

[ ] Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

[ ] Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

[DRAFTING NOTE: Choose the following option to provide further direction to staff regarding the appropriate versus inappropriate use of social media.]

[ ] An employee's personal or private use of social media may have unintended consequences. While the School Board respects its employees' 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 members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

[END OF OPTIONS]

General school rules for behavior and communication apply.

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

The School Board designates the Superintendent **( )** and IT Supervisor _____ **[END OF OPTION]**Technology Director??? as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

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

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

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	ARTIFICIAL INTELLIGENCE (AI)
Code	po7540.08 - 5/18
Status	

~~**Replacement Policy - Vol. 35, No. 1**~~

7540.08 - **ARTIFICIAL INTELLIGENCE (AI)**

The School Board acknowledges the ~~positive~~ impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, human~~people~~-centered approach. It supports the responsible ~~and innovative~~ use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The ~~**( )**~~ Superintendent and the Director of Academic Services ~~**( ) _____ [END OF OPTIONS]** is~~ are responsible for overseeing and ensuring compliance of this policy.

Definitions

For purposes of this policy, the following definitions apply:

Artificial Intelligence (AI)

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

Generative AI

A subset of AI that uses large language models (LLMs) and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

~~**Natural Language Processing (NLP)**~~

~~A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.~~

Large Language Model (LLM)

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm

A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Open AI ("Open-Source AI")

Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.

Closed AI ("Closed-Source/Proprietary AI")

Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law. ~~as well as School Board policies **( )** including, but not limited to, the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety. **[DRAFTING NOTE: Confirm and Select as Needed] [END OF OPTION]**~~

General Principles

A. **Transparency**

Users of AI tools must disclose when and how these tools have been employed in the creation of academic or professional work.

B. **Ethical Use**

District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act (FERPA), Individual with Disabilities Education Act (IDEA), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

C. **Content Responsibility**

District employees who use AI technologies are responsible for the content created by that AI tool.

Evaluation and Approval

Before adopting any AI tool or system, the District will require a data privacy agreement. ~~conduct a comprehensive risk assessment~~ — The data privacy agreement will ensure ~~evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws – and ensure~~ all AI tools or systems ~~contracts~~ include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, Wisconsin statutes, and District policies. AI

systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under federal and state civil rights laws.

AI Tool Selection

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated and approved by ~~( )~~ Director of Academic Services~~_____~~ **~~[e.g., IT Director, Curriculum Director, or a AI Committee]~~** for students and staff use.

Transparency

~~The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to ( )~~ ~~_____~~~~Director of Academic Services, and conducting regular audits to evaluate accuracy, fairness, and impact on equity and student rights~~. The District will maintain a public AI Tool Inventory that lists every approved AI tool. ~~and includes a summary of its data handling and privacy features. [ ] The AI Tool Inventory will be posted on the District website. **[END OPTION]**~~

Vendor Vetting & Contracts

All AI tools used by the district must undergo a formal risk assessment by the IT Department ~~/Legal department~~ to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits the input by any user of any student information, staff information, or confidential district data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

Employee Use of AI

Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using District-approved AI applications/tools.

When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content.

Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their ~~( )~~ supervisor or ~~( )~~ Principal **~~[END OF OPTION]~~** before doing so.

~~Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.~~

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and School Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

Student Use of AI

Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook ~~or Policy 5500 – Student Code of Conduct and Policy 5505 – Academic Honesty. **[DRAFTING NOTE: Confirm the School Board has adopted both of these policies if included in this policy]**~~

Academic Accessibility

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan (IEP).

Employee Training

Employees will receive training ~~**( ) annually ( )**~~ periodically ~~**[END OF OPTION]**~~ to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

Non-Academic Use of AI

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or School Board members that are reasonably interpreted as derogatory, threatening, or otherwise objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

Enforcement

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Superintendent will refer any illegal acts to law enforcement.

Questions or Concerns

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the ~~**( )**~~ Superintendent ~~**( )**~~ _____.

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Book	Neola Policy Templates for Processing
Section	7000 Property Templates
Title	USE OF SOCIAL MEDIA-
Code	po7544 - 5/25
Status	
Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

7544 - **USE OF SOCIAL MEDIA**

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

The School Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff ~~**( )** (including District-approved volunteers) **[END OF OPTION]**~~, and the general public. Social media is defined in Bylaw 0100 - Definitions.

The Superintendent is charged with designating the District-approved social media platforms/sites ~~**( )**, which shall be listed on the District's website **[END OF OPTION]**~~.

~~**( )** In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the School Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members. **[END OF OPTION]**~~

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

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

~~**[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1, 2, 3, or 4.]**~~

~~**[ ] [Option 1]**~~

~~The District maintains its approved social media platforms/sites as non-public forums and not as interactive forms of communication; therefore, comments are not allowed.~~

~~**[ ] [Option 2]**~~

~~The District uses approved social media platforms/sites as interactive forms of communication; however, although the District-approved social media platforms/sites are considered limited public forums, the District will not respond to or engage in dialogue about any comments received.~~

~~[ ] [Option 3]~~

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

~~[ ] [Option 4]~~

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

~~[END OF OPTIONS]~~

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

~~( )~~ The Superintendent shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members ~~**( )** or volunteers~~ **~~[END OF OPTION]~~** wish to post information or announcements to a District social media platform, the staff member ~~**( )** or volunteer~~ **~~[END OF OPTION]~~** may request that the Superintendent approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.) **~~[END OF OPTIONAL PARAGRAPH]~~**

Social Media for Instructional and School-Sponsored Activities

Staff (~~including District-approved volunteers)~~ may, with prior approval/authorization from the **~~( )~~** Principal, **~~( )~~** ~~Superintendent~~, **~~( )~~** _____, **~~[END OF OPTIONS]~~** use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 **~~( )~~** ~~AG 5722~~ **~~[END OF OPTION]~~** – School-Sponsored Student Publications and Productions, Policy 7540.03 **~~( )~~** ~~AG 7540.03~~ **~~[END OF OPTION]~~** – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

~~[END OF OPTION]~~

~~[DRAFTING NOTE: Select either Option 1 or 2, or, at the District's discretion, choose neither option.]~~

~~[ ] [Option 1]~~

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

~~[ ] [Option 2]~~

~~Staff members **( )** (including District-approved volunteers) **[END OF OPTION]** must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

~~[END OF OPTIONS]~~

Expected Standards of Conduct on District-Approved Social Media

Employees **~~( )~~** ~~and District-approved volunteers~~ **~~[END OF OPTION]~~** who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

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

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, School Board members, and other individuals on District-approved social media sites. District employees **~~( )~~** ~~and volunteers~~ **~~[END OF OPTION]~~** are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations). **~~( )~~** ~~Identification of a student in any~~ **~~( )~~** ~~social media post~~ **~~( )~~** ~~publication and/or social media post~~ **~~[END OF OPTION]~~** ~~from the District must be approved by the parent in advance.~~ **~~[END OF OPTION]~~** Any postings by District employees that identify students must be consistent with Policy 1213/Policy 3213/Policy 4213 - Student Supervision and Welfare.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

Retention of Public/Student Records

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

~~[DRAFTING NOTE: Districts should only choose the following Option if they intend to approve individual District employees/volunteers using social media platforms, like Facebook or Twitter, that require professional pages to be linked to personal pages as District-approved social media platforms. Districts are advised to discuss this Option with their local legal counsel before selecting it. Selection of this option is not covered by Neola's warranty.]~~

~~( )~~ ~~Staff members~~ **~~( )~~** ~~and District-approved volunteers~~ **~~[END OF OPTION]~~** ~~cannot rely on social networking platforms (e.g., Facebook, Twitter, etc.) to sufficiently fulfill potential records retention requirements because these platforms, in general, do not guarantee retention and are unlikely to assist in the production of third-party comments and communications that have been edited, deleted, or are otherwise no longer available. Consequently, District employees~~ **~~( )~~** ~~and volunteers~~ **~~[END OF OPTION]~~** ~~who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.~~

~~[END OF OPTION]~~

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

~~[DRAFTING NOTE: Select Option 1, 2, 3, 4, or 5]~~

~~**Employees' Use of District Technology Resources to Access Social Media for Personal Use**~~

~~**[ ] OPTION 1**~~

~~Employees **( )** and District-approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use.~~

~~**( ) OPTION 2**~~

~~Employees **( )** and District-approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during work hours.~~

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

~~**( ) OPTION 3**~~

Employees ~~**( )** and District-approved volunteers **[END OF OPTION]**~~ are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

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

~~**( ) OPTION 4**~~

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

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

~~**( ) OPTION 5**~~

~~Employees **( )** and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use, provided the employee's**( )**/volunteer's **[END OF OPTION]** use during work hours does not interfere with their job performance.~~

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

~~**[END OF OPTIONS]**~~

~~**[DRAFTING NOTE: Select Option 1, 2, or 3]**~~

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

~~**( ) OPTION 1**~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

~~**( ) OPTION 2**~~

~~Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.~~

~~**( ) OPTION 3**~~

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

~~**[END OF OPTIONS]**~~

Employees ~~**( )** and District-approved volunteers **[END OF OPTION]**~~ are prohibited from posting or engaging in communication that violates State or Federal law, School Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal

law, School Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy ~~and its corresponding administrative guideline~~ will be reviewed and updated

- ~~( )~~ as necessary
- ~~( ) on an annual basis~~.

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Book	Neola Policy Templates for Processing
Section	6000 Finances Templates
Title	POST-ISSUANCE TAX-EXEMPT BOND COMPLIANCE
Code	po6146 5/22
Status	

6146 - **POST-ISSUANCE TAX-EXEMPT BOND COMPLIANCE**

The School Board may, from time to time, issue bonds and other obligations. These interests are excludable from gross income for Federal income tax purposes or are excludable from interest that is paid in whole or in part by the Federal government or which bonds otherwise enjoy certain preferential treatment under the Internal Revenue Code of 1986, as amended, (the "code") or regulations developed implementing the Code (the "regulations"). Such obligations may include tax-exempt obligations and/or obligations eligible for tax credits (direct subsidies to the School District or tax credits to bond owners). All such tax-exempt obligations or tax-advantaged obligations are referred to herein as "Obligations," whether in the form of general obligation bonds, revenue bonds, bond anticipation notes, tax anticipation notes, lease-purchase obligations, installment-purchase obligations, or otherwise.

This policy documents practices and describes various procedures and systems designed to identify, on a timely basis, facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continues to be eligible to be excluded from gross income for Federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The Federal tax law requirements applicable to each issue of Obligations will be detailed in the nonarbitrage or tax compliance certificate prepared by bond counsel (the "Tax Certificate") and signed by officials of the District and the post-closing compliance checklist provided by bond counsel with respect to such issue. This policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the Code, Treasury Regulations, and SEC Rule 15c2-12 (the "Rule").

The School Board recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an ongoing process, necessary during the entire term of the Obligations, and is an integral component of the District's debt management. Accordingly, the analysis of those facts and implementation of this Policy will require ongoing monitoring and consultation with an attorney experienced in legal work relating to the issuance of tax-exempt obligations or tax-advantaged obligations ("Bond Counsel") and the District's Director of Finance and Facilities. ~~accountants.~~

This policy doesn't address any post-issuance compliance requirements under State law. Nor is this policy a substitute, or a replacement, for any Tax Certificate or a post-issuance compliance checklist relating to specific Obligations. The District is responsible for compliance with any such Tax Certificate or post-issuance compliance checklist.

This policy may be modified, expanded, abridged, or otherwise amended only by the School Board upon consultation with the District's attorney and Bond Counsel, but without any notice to or consent from any trustee, bondholder, or any other person.

The general purpose of the policies set forth herein is to ensure compliance with post-issuance Federal tax requirements generally falling into the following two (2) categories:

A. Qualified Use of Proceeds and Financed Property

Qualified use requirements generally require monitoring of the various direct and indirect uses of bond-financed property over the life of the bonds and calculations of the percentage of nonqualified uses.

B. Arbitrage Yield and Rebate

Arbitrage requirements also require monitoring over the life of the bonds to determine whether the yield on investments acquired with bond proceeds are properly restricted and the District must file Form 8038-T to pay a yield reduction payment and/or rebate payment.

Responsible Official

The School Board designates the ~~**( ) School Board President** **( ) District Administrator** **( )** Business Manager~~ Director of Finance and Facilities ~~**[END OF OPTION]**~~ as the Bond Compliance Officer with primary responsibility in post-issuance compliance. The compliance officer is authorized to obtain the assistance of the following in carrying out necessary functions under this policy:

A. ~~**( )**~~ Bond Counsel – the District's legal counsel that assists in the bond issuance
B. ~~**( )**~~ External Financial Advisors – the District's accounting firm or other financial advisor
C. ~~**( )**~~ Bond Paying Agent/Trustee
D. ~~**( )**~~ Rebate Analyst

All personnel that are responsible for ensuring post-issuance compliance with the tax rules must receive training or educational resources, as determined appropriate by the Bond Compliance Officer.

Post-Issuance Duties

The Bond Compliance Officer will engage in a detailed review of post-issuance tax compliance with the tax rules to identify instances of noncompliance and prevent violations from occurring, or timely correct identified violations, if possible. When failures to comply with post-issuance compliance requirements are identified, the Bond Compliance Officer will promptly consult with bond counsel to determine if remedial action is available or if some other action is required.

Private Use

Bond-financed projects are subject to rules and limitations on private use. Private use includes non-governmental activity through leases, management agreements, research agreements, and other types of activity in which a non-governmental entity obtains a benefit or interest in the bond-financed project beyond that normally provided to the public. In the event such special usage is contemplated, the Bond Compliance Officer must assure compliance with applicable tax regulations.

Use of Bond Proceeds

The Bond Compliance Officer will assure that bond funds are used for the purpose for which the bond issue is authorized and that any project with a combination of authorized expenses from bond proceeds and other funds results in expenses paid for with bond proceeds that are clearly identified and properly recorded.

The Bond Compliance Officer must assure that investment activities are conducted at fair market value and may employ bidding procedures to establish a safe harbor. The Bond Compliance Officer will be aware of any yield restrictions on any bond issue and monitor such. In the event that reimbursement is required, the Bond Compliance Officer will work with the District's advisors to complete and record those transactions and to assure proper filings with the IRS.

Recordkeeping Requirements

The Bond Compliance Officer is responsible for the maintenance of records relating to the bond financings and for the transfer of all such records to their successor. In the event that different persons are responsible for different aspects of compliance with the tax rules (for example, the investment of bond proceeds and expenditure of bond proceeds on projects), the Bond Compliance Officer will assure coordination with all involved and retention of complete records. The following records, as applicable, will be retained:

A. audited financial statements of the School District throughout the period of the bond issue

B. appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation, or purchase of bond-financed facilities

C. all public discourse concerning the bonds, including informative materials distributed by the District~~, as well as other publications, such as third–party studies, newspaper articles, etc.~~

D. paying Agent or trustee statements

E. all records regarding the management of bond funds, including investments and the gains (or losses) from such investments; and including specifically trustee statements regarding investments, investment contracts, or other such instruments

F. School Board resolutions authorizing reimbursement of bond funds or earned interest, and accounting of any such disbursements

G. ledger of bond expenditures (including costs of issuance) and the dates and amounts of such expenditures (including requisitions, draw schedules, draw requests, invoices, bills, and canceled checks with respect to such expenditures)

H. records of the sale of any bond-financed facilities, including School Board resolutions, sales documents, and accounting of proceeds, from such sale

I. record of any private business uses of bond-financed facilities after the issue, including leases and subleases, licenses, management contracts, research contracts, naming rights agreements, or other arrangements which provide special legal entitlements to nongovernmental persons or entities

J. arbitrage rebate reports and records of rebate and yield reduction payments, if any

K. resolutions or minutes of School Board meetings at which any action was taken by the School Board pertaining to the bond issue or subsequent treatment, including any formal elections under the Code or Regulations

L. copies of each Form 8038-T and Form 8038-R filed with the IRS and any other forms or documents filed with the IRS, and

M. ~~any other documents or School Board minutes regarding the Bond issue, financing, facilities, investments, reimbursements, governmental review reports, etc.~~

The School Board may also enter into a contract with a third party to assist the District in complying with its continuing disclosure obligations.

Records of appraisals, surveys, and studies pertaining to the facilities financed with the proceeds of bonds, as well as any and all contracts entered into for the construction, renovation, or purchase of bond-financed facilities, as applicable, will be retained.

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Book	Neola Policy Templates for Processing
Section	6000 Finances Templates
Title	PROCUREMENT - FEDERAL GRANTS/FUNDS
Code	po6325 3/30
Status	
Legal	2 C.F.R. 200.317 - .326 Appendix II to Part 200 2 C.F.R. 200.334 - 200.336 2 C.F.R. 200.520

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds will be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, School Board policies, and administrative procedures.

The ~~District Administrator~~Superintendent will have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District will maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions will conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 - Purchasing and AG 6320A - Purchasing).

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc., must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority will abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 – Ethics and Conflict of Interest, Policy 3230 – Ethics and Conflict of Interest, and Policy 4230 – Ethics and Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis will be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for the procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award paid for from Federal funds or District matching funds will be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair

competitive advantage, the District will exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids, from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list ~~_____ **[insert frequency see Drafting Note]**~~annually.

~~**[DRAFTING NOTE: The District will allow vendors not on the pre-qualified list to apply for placement on the list periodically. The District may determine how frequently the pre-qualified list becomes open for new vendors or whether it is open continuously.]**~~

The District will require that all prequalified lists of persons, firms, or products which are used in procurement transactions are current and include enough qualified sources to provide maximum open competition. When establishing or amending prequalified lists, the District (or subrecipient) must consider objective factors that evaluate price and cost to maximize competition. The District will not preclude potential bidders from qualifying during the solicitation period.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution, applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District will have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service will conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The School Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District will have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State. The informal procurement methods include:

1. **Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed ~~**( )** $_____ **[not to exceed $10,000]**~~10,000 ~~**( )** the class maximum deviation by Federal Acquisition Regulation **[END OF OPTIONS]**~~. To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the ~~District Administrator~~ Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and maintains documents to support its conclusion. The District will maintain evidence of this reasonableness in the records of all purchases made by this method.

~~**[ ]**~~ Unless otherwise defined by State or local law, districts are responsible for determining and documenting an appropriate micro-purchase threshold in accordance with 2 C.F.R. 200.320(a)(iv) based on internal controls, an evaluation of the risk, and its documented procurement procedures. The micro-purchase threshold used by the District will be authorized or not prohibited under State, local, or tribal laws or regulations.

An eligible District may self-certify a threshold of up to $50,000 on an annual basis and must maintain documentation to be made available to the Federal agency or pass-through entity and auditors in accordance with 2 C.F.R. 200.334. The self-certification, in accordance with 2 C.F.R. 200.334, must include a justification, clear identification of the threshold, and supporting documentation of any of the following:

a. a qualification as a low-risk auditee in accordance with the criteria in 2 C.F.R. 200.520;

b. an annual internal institutional risk assessment to identify, mitigate, and manage financial risks; or

c. for public institutions, a higher threshold is consistent with State law.

~~**[DRAFTING NOTE: The Federal regulation allows for a $50,000 threshold. While this authority is allowed for an entity qualified as a low-risk auditee by Federal regulation, this increased threshold has not yet been addressed by the Department of Public Instruction (DPI) and Neola does not suggest its use due to the complexity and subjectivity of the mechanism.] [END OF OPTION]**~~

2. **Small Purchases**

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $~~_____~~250,000~~**[not to exceed $250,000]**~~. Small purchase procedures require that price or rate quotations will be obtained from ~~**( )** _____ **( )**~~ an adequate number of ~~**[END OF OPTION]**~~ qualified sources. ~~**[DRAFTING NOTE: Unless the pass-through entity or State law defines the number of quotes required, the District may define in policy how many quotations are adequate. The number must be greater than one (1).]**~~

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on

competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids**

   Sealed, competitive bids will be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment ~~which~~ amounts to more than $~~_____~~250,000~~**[DRAFTING NOTE: the lesser of the established Small Purchase threshold or $250,000]**~~ and when the School Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed $50,000.

   In order for sealed bidding to be feasible, the following conditions will be present:

   a. a complete, adequate, and realistic specification or purchase description is available;

   b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

   c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on price.

   When sealed bids are used, the following requirements apply:

   a. Bids will be solicited in accordance with the provisions of State law and Policy 6320. Bids will be solicited from ~~**( ) _____ ( )**~~ an adequate number of ~~**[END OF OPTION]**~~ qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid will be publicly advertised.

   b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

   c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

   d. A firm fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation costs, and life cycle costs will be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

   e. The School Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects.

2. **Proposals**

   Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method. ~~**[DRAFTING NOTE: Federal law does not require a competitive proposal unless the procurement is for over $250,000. The State/District may set a lower threshold for sealed bids and competitive proposals. The threshold established herein should be consistent with Policy 6320 - Purchasing.]**~~

   If this method is used, the following requirements apply:

   a. Requests for proposals require public notice and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

   b. Proposals will be solicited from ~~**( ) _____ ( )**~~ an adequate number of ~~**[END OF OPTION]**~~ sources.

   c. The District must have written procedures for conducting technical evaluations and for making selections.

   d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

   Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

   a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

   b. the procurement transaction can only be a fulfilled by a single source;

   c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

   d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

   e. after soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements will be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

   The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

   This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District will perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $250,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the “cost plus a percentage of cost” and “percentage of construction costs” methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District will assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions will be made in the best interests of the District and will seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District will consider such factors as 1) contractor integrity; 2) public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6) financial and technical resources.

The District will not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the District will confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest will file such notice and follow procedures prescribed by the Request For Proposals ("RFPs") or the individual bid specifications package, for resolution. Bid protests will be filed in writing with the ~~District Administrator~~Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the ~~District Administrator~~Superintendent will review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest will be communicated to the School Board and will be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed will constitute a waiver of proceedings.

Maintenance of Procurement Records

The District will maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the School Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the School Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements will be in accordance with 2 C.F.R. 200.334 and the School Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

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