Policy & Personnel Committee
Monday, October 12, 2026 5:00 PM Central

Brave Center Board Room
901 DIVISION ST NW
MANDAN, ND 58554

I. Call to Order
II. Introduction
III. Discussion
- III.a. KT- Prohibition of Fireworks on School District Property
- III.b. GBAA- Release of Contract & Penalties

IV. Review of Policies for Board Recommendation
- IV.a. IAA: Academic Freedom
- IV.b. ILA: Acceptable Use of Technology- Staff & Students
- IV.c. ILA-R2: Acceptable Use of Technology- Social Media by Employees
- IV.d. IDCI: Alternative Education
- IV.e. IDDC: Homebound Instruction
- IV.f. IDDG: English Learner Program
- IV.g. IDG: Adult Education
- IV.h. IEC- Class Size
- IV.i. ICE-E- Elementary Guidelines Class Size

V. NDSBA Recommended Changes
- V.a.GBRA- Drug and Alcohol-Free Workplace

VI. Recommended Policies for Deletion
- VI.a. ILA-E1: Acceptable Use Agreement

VII. Next Meeting Date
VIII. Adjourn

Prohibition of Fireworks on School Property

Purpose

The Mandan Public School District is committed to providing a safe, secure, and hazard-free environment for all students, staff, parents, and community members. Because fireworks pose significant risks of personal injury, property damage, and fire hazards, the District strictly prohibits the possession, use, or detonation of fireworks on all school-owned or school-leased properties.

Scope

This policy applies 24 hours a day, 365 days a year, to:

- All students, faculty, staff, and administrators.
- All visitors, spectators, contractors, and community groups utilizing school facilities.
- All school buildings, athletic fields, playgrounds, parking lots, stadiums, and district vehicles.

Definitions

For the purposes of this policy, the following definitions apply:

Fireworks: Any explosive composition, device, or energy-releasing tactic used to produce a visible or audible effect. This includes, but is not limited to:

- *Consumer Fireworks:* Firecrackers, Roman candles, bottle rockets, and mortar shells.
- *Display Fireworks:* Professional-grade pyrotechnics.
- *Novelties:* Sparklers, smoke bombs, poppers, and snakes.

School Property: Any land, building, structure, or vehicle owned, leased, operated, or controlled by the Mandan Public School District.

Prohibited Activities

The following actions are strictly prohibited on school property:

- Lighting, igniting, or detonating any fireworks or pyrotechnic devices.
- Possessing, storing, or transporting fireworks in clothing, backpacks, lockers, or personal vehicles parked on school grounds.
- Selling, distributing, or purchasing fireworks on school property.

Exceptions

The only exception to this policy is for professional, district-sanctioned pyrotechnic displays. Such events must meet the following strict criteria:

- Prior written authorization from the Superintendent or Board of Education.
- Compliance with all City of Mandan ordinances and North Dakota state fire codes.
- Procurement of necessary permits and a certified, insured pyrotechnic operator.
- On-site presence or approval of the Mandan Fire Department.

Adopted: 06/22/2026
Revised: --/--/----

Enforcement and Penalties

Violations of this policy will result in immediate confiscation of the fireworks and appropriate disciplinary or legal action.

Note: Any individual who causes property damage or injury by discharging fireworks on school grounds will be held financially and legally liable.

Legal Reference:

NDCC § 23-15
City of Mandan Municipal Ordinance No. 1047

Complementary Documents:

JD- Student Discipline
KG- Use of School Facilities
JCDA- Weapons

RELEASE OF CONTRACT & PENALTIES

The board has a right to deny a release of contract or to waive any penalties at its discretion.

The Mandan Public School District has established the following penalties for breach of contract and cost of replacement.

Time of Release Request	**Cost of Replacement**
Through March 31	$ 500
April1 - May 31	1.5% of Contracted Salary
June 1 – July 15	3% of Contracted Salary
July 16 – Term of Contract	5% of Contracted Salary

In the event of extenuating circumstances, a waiver may be submitted by the individual explaining relevant circumstances for consideration to the Appeal's Committee. The Appeal's Committee will be made up of the Superintendent of Schools, the Chairperson of the Policy & Personnel Committee, and a teacher representative recommended by the Mandan Education Association and by the Board.

The recommendation of the appeals committee will be forwarded to the Mandan School Board for final approval.

Legal Reference:

NDCC 15.1-15-04

Complementary Documents:

Adopted: 02/17/1997
Revised: 05/06/2024

Academic Freedom

Teachers shall abide by the curriculum standards adopted by the Board. They shall only select issues for study that contribute to the attainment of course objectives, are consistent with state standards and the district's mission and are appropriate for classroom presentation. Teachers shall determine the appropriateness of a topic based on the following criteria:

1. There are adequate and age-appropriate materials available that will allow students to learn about all sides of an issue.
2. The topic is age-appropriate, considering the emotional, intellectual, and social capacities of the class as a whole.
3. Teachers are equipped personally and academically to present the topic objectively, allowing students to formulate their own opinions.

Controversial Topics
Controversial topics are issues that are often a matter of opinion and are subjects of public dispute, debate, or contention. When a topic is of a controversial nature, teachers shall receive administrative approval prior to presenting it in the classroom.

Teachers may offer an opinion on issues discussed in the classroom provided the teacher clarifies the opinion should not be construed as an authoritative answer, the teacher is speaking on his/her own – not the district's – behalf, and encourages students to form their own opinions, stressing students are free to express their own views without fear of academic reprisal.

Teachers that violate this policy or whose speech compromises the district's ability to provide a safe and non-disruptive educational environment may be subject to disciplinary action up to and including discharge.

Legal Reference:

Complementary Documents:

Adopted: 11/15/1979
Revised: 12/21/2020

Staff and Student Acceptable Use of Technology

General Provisions

Staff members and students (users) shall use district-provided digital devices and computer networks in accordance with the policies of the Mandan Public School District and all local, state and federal law. This policy applies but is not restricted to all district-provided digital devices, and associated hardware and software applications, local area networks and servers, internet, cloud-based applications and servers, or any other system within or outside the District's digital network.

The policy additionally applies to the use of personal devices on school premises, school sanctioned activities, or when accessing district networks or systems. This policy also applies to the use of personal devices by staff when acting in an official school capacity and for school related purposes. All use of personal technology on District properties and networks is subject to the guidelines outlined within this acceptable use policy.

~~The policy applies to the use of personal devices by students and staff while on school premises, or when accessing district networks. The policy also applies to the use of personal devices by employees when acting in an official school capacity and for school related purposes. Acceptable use of technology includes, but is not limited to all activities which support teaching and learning. While digital devices and networks may be provided by the District, their use is considered a privilege and not a right.~~

It is the expectation of the District that staff members and students adhere to this policy and utilize technology responsibly. Failure to comply with district policy may result in disciplinary actions including termination of employment, revocation of technology privileges, suspension, expulsion, or criminal prosecution. Additionally, the district reserves the right to seek reimbursement for costs associated with the repair or replacement of district-owned hardware and peripherals and/or damages arising from the user's violation of this policy that leads to system compromise, release of protected data, or software corruption/misuse.

~~It is the expectation of the District that students and staff adhere to this policy and utilize technology responsibly. Failure to comply with district policy may result in disciplinary actions including termination of employment, revocation of technology privileges, suspension or expulsion.~~

Definitions

Digital Device - For purpose of this policy digital devices include but are not limited to networked or non-networked computers, peripheral devices, iPads, fax machines, copiers, telephones, cell phones/handheld devices, interactive video equipment, file and application servers, and any personal technology devices as defined by North Dakota Century Code 15.1-07-41.

Network – All wired or wireless systems in the District that support the transmission, storage, and access to digital information.

~~Social Media - Any technology that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. It also includes other types of websites or applications that allow users to share content, interact with each other and~~

~~develop communities around similar interests. This definition shall expressly include community-based web sites or applications, online discussion forums, chatrooms and other social spaces online. For the purposes of this policy, social media shall also include blogs.~~

Systems- All wired or wireless systems in the District that support the transmission, storage and access to digital information.

~~Prohibited Use of District Owned Devices and Networks:~~

- ~~Attempting to bypass virus protection, firewalls, filters, or other systems designed to protect the integrity of District owned devices or networks or taking any action that results in a compromise to security or integrity of a devices operating system.~~
- ~~Knowingly viewing, downloading, or opening any document that may put District owned devices or network at risk.~~
- ~~Attempting unauthorized access to another person's digital files or accounts.~~
- ~~Attempting to obtain, harm or destroy data of another user or data belonging to the Mandan School District.~~
- ~~Using district-provided technology for personal use during the school hours. (Personal use of district provided devices during non-school hours may be allowed, with the expectation that all other rules and regulations of this policy are followed.)~~
- ~~Degrading the performance of the device, network or other digital resources through personal use of devices and/or network for playing games, simulations, or streaming unauthorized content.~~
- ~~Plagiarism and/or copyright infringement of digital content.~~
- ~~Accessing, storing, or distributing material that is profane or obscene (e.g. pornography) or that advocates illegal acts or violence or discriminates toward other people (e.g. hate literature).~~
- ~~Using digital device for any illegal activity (e.g. illegal gambling).~~
- ~~Using the digital device for personal commercial or political activities.~~
- ~~Using digital device to harass, insult, or attack others.~~

~~Student, Staff and Public Owned Technology Device Usage~~
~~The use of personal technology on all District properties and networks are subject to the guidelines outlined within this acceptable use policy.~~

~~Responsibilities and Privileges~~

- ~~Equal Access: Staff and students of the Mandan Public School District will be granted free and equal access to as many network services as their technology allows.~~
- ~~Due to the necessity of using of web-based programs to perform basic functions of employment (i.e. PowerSchool, AESOP, iObservation, Learning Managements Systems, and others), maintaining Internet access privileges may be required for employment with the District.~~

Staff and Student Responsibilities and Privileges:

1. Use individual logins assigned by the school to access network resources. Staff members or students may not share personal login information. Any action of the individual(s) which results in a compromise of the system's performance and security is inappropriate and subject to disciplinary actions.

2. Use network and email accounts responsibly in school. Users may not use other staff members' or student network or email accounts.

3. Play educationally relevant online games, stream video, and stream audio only when directed by a classroom teacher. Staff members must follow all legal requirements and school policy when streaming video and audio.

4. Use technology responsibly in school. Users should not attempt to bypass security and web filtering protocols via use of a proxy, VPN, or private hotspot with their assigned learning device. Degrading the performance of the device, network or other digital resources through personal use of devices and/or network for playing games, simulations or streaming unauthorized content is prohibited. Student devices or accounts have no expectation of privacy, on or off school grounds.

5. Students may use generative AI tools only when explicitly authorized by a teacher for specific educational purposes. All AI-assisted work must be disclosed and cited.

6. Students may use their personal devices by following the school's personal device guidelines and expectations and safely securing devices as defined by North Dakota Century Code 15.1-07-41.

7. Students are prohibited from using personal social media or social media for personal use, as defined in this policy, on the District's devices or network during school hours. The District reserves the right to develop District-owned or sponsored social media sites for student use.

8. Accounts with third-party vendors that collect student information and are not approved by the district (MPS Policy - JP-E) should not be created by staff or students without the review and approval by the technology department (NDCC 15.1-07-25.3).

9. Use the network to obtain, publish, store or display information appropriate for school-related projects or activities. Inaccurate or objectionable material is prohibited, including:
    a. Information that encourages the use of tobacco, alcohol, illicit or controlled substances or otherwise promotes associated activities.
    b. Information or software which is in violation of copyright or license agreements.
    c. Information which encourages the toleration or promotion of discrimination against either individuals or groups. Using a digital device to harass, insult or attack others is prohibited. (MPS Policy – JCEF).
    d. Information that promotes criminal or gang-related activities.
    e. Information that promotes gambling.
    f. Information or software that is pornographic or sexually explicit in nature.
    g. Impersonating another student or staff member online or creating an online representation of the school or the school district.
    h. Attempting to obtain, harm, or destroy data of another user, or data belonging to the Mandan School District.
    i. Using district-provided technology OR the district network for personal, commercial, or political use during school hours (NDCC 15.1-07-41 & NDCC 16.1-10.02). *(Personal use of district-provided devices & network during non-school hours may be allowed, with the expectation that all other rules and regulations of this policy are followed.)*
    j. Using district-provided technology or personal technology in private areas, such as, but not limited to locker rooms or bathrooms.

k. The personal use of the District's network for commercial transactions. Students and parents assume full responsibility for any costs to the school district due to online purchases made by the student. Staff members assume full responsibility for any costs to the school district due to online purchases made by staff members or extended representatives on their devices or accounts.

10. Equal Access: Students of the Mandan Public School District will be granted free and equal access to as many network services as their technology allows, and their discipline record remains in good standing.

11. Equal Access: Staff of the Mandan Public School District will be granted free and equal access to as many network services as their technology allows. Due to the necessity of using web-based applications to perform basic functions of employment, maintaining Internet access privileges may be required for continued employment with the District.

Internet Safety and Filters

Mandan Public School District complies with the Children's Internet Protection Act (CIPA) and provides internet filtering systems in an effort limit access to potentially harmful, obscene or pornographic content. The District will provide education to our students on acceptable use of technology and internet resources. The District filters student school managed devices 24/7. ~~The District technology staff will work with building principals and library media specialists to ensure that internet safety lessons will be taught to our elementary, middle and high school students. These lessons will cover appropriate online behavior as well as how to interact online with individuals responsibly.~~ The District make no guarantee that its content filtering systems will protect users in every situation. Systems and tools may be monitored to maintain the integrity of the system to ensure proper and responsible use.

Privacy and Data Protection

All information on Mandan Public School District owned devices and network is the property of the District. Distribution of material protected by school confidentiality/privacy laws is strictly prohibited. The District reserves the right to ~~view, inspect, or otherwise monitor anything downloaded or transmitted by employees and students on school owned devices or network~~ monitor, inspect, and copy any files, data, or communication at any time without notice of staff members or students using District technology, resources, or networks. Additionally, users shall have no expectation of privacy when using District technology, resources, or networks.

The District understands that it is a federal regulation for organizations that collect, handle, and store electronic information to do so responsibly. The District will ensure:

- Only information that is needed will be collected
- Data collected will remain secure
- Data will be held for lawful purposes only
- Data will be used for school related purposes only
- Data collected is relevant and up to date

The use of personal text or email for school related purposes can make a personal device or account subject to an Open Records request (NDCC 44-04-18). The district will cooperate with local, state, and

federal authorities when necessary. All technology-related activity could fall under North Dakota open record laws, and this may mean that the media could ask to review e-mail communications at any time.

~~Penalties~~

- ~~Any user violating the provisions of this policy or other applicable state and federal laws and district rules, will be subject to disciplinary action, including possible termination and/or criminal prosecution for employees and possible suspension or expulsion for students.~~

- ~~In the event of a claim that a student or staff member has violated this policy, they will be given notice of suspected violations and an opportunity to present an explanation to the appropriate school administrator. The administrator will make the final determination as to what constitutes unacceptable use and their decision is final.~~

Enforcement

Any staff member or student violating the provisions of this policy or other applicable state and federal laws and district rules may be subject to disciplinary actions which may include termination of employment, revocation of technology privileges, suspension, expulsion or criminal prosecution. Additionally, the district reserves the right to seek reimbursement for costs associated with the repair or replacement of district-owned hardware and peripherals and/or damages arising from the user's violation of this policy that leads to system compromise, release of protected data, or software corruption/misuse.

If a verified claim indicates that a staff member or student has violated this policy, they will be given notice of suspected violations and an opportunity to present an explanation to the appropriate district or school administrator. The respective administrator will make the final determination as to what constitutes unacceptable use, and their decision is final (MPS Policy - GAE).

Disclaimer

The Mandan Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Mandan Public School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this internet connection. The District will not be responsible for financial obligations arising through negligent equipment use and unauthorized use of the network system.

Legal Reference:
Children's Internet Protection Act (2000)
NDCC 51-30 - Notice of Security Breach for Personal Information
NDCC 15.1-07-25.3 - Protection of student data - School district policy
NDCC 15.1-07-41 - Personal Electronic Devices Prohibition
NDCC 44-04-18 - Access to Public Records - Electronically Stored Information
NDCC 16.1-10-02 - Use of state or political subdivision services or property for political purposes.

Adopted: 06/04/2012
Revised: --/--/----

Complementary Documents:

ILA-R2 Social Media
JP-E - Parties Approval to Receive Student Data
GAL – Electronic Communication with Students
JCEF – Harassment/Hazing/Intimidation of Students
MPS Communication Plan
GAE - Complaints and Grievances
Mandan Public School Staff Responsible Use Agreement
Mandan Public School Student Responsible Use Agreement

RESPONSIBLE USE AGREEMENT
Mandan High School, Braves Alternative Education Campus (BAE), Mandan Virtual High School

Technology is a powerful tool for learning and connecting with others. This agreement outlines how you can use technology responsibly at school and become a positive digital citizen. Be reminded that all technology use must adhere to district policies, laws, and that the use of personal communication devices during school hours is prohibited.

AS A RESPONSIBLE DIGITAL CITIZEN, I WILL:

BE INFORMED AND CURIOUS

- **Learn and explore:** Use technology to explore, learn, and create to boost your education.
- **Be accurate and honest**: Double-check information before sharing and cite sources to avoid plagiarism or cheating.
- **Seek assistance:** Ask for help with new tech tools.

BE SAFE AND SECURE

- **Protect your information:** Keep your login info secret, use strong passwords, and log out of shared devices.
- **Be cautious and responsible:** Don't bypass filters/restrictions. Respect privacy; don't look at others things. Tell a trusted adult if something online bothers you.

BE RESPECTFUL AND KIND

- **Communicate respectfully online:** Be respectful in all online communication (email, etc.). Think before posting.
- **Contribute positively:** Avoid cyberbullying, bad language, or harassment. Give helpful feedback
- **Value privacy:** Respect others' online privacy.

BE BALANCED AND MINDFUL

- **Use technology wisely:** Use tech when your teachers allow. Be aware of when it helps or distracts from learning.
- **Prioritize well-being:** Take breaks from screens to stay healthy and focus on face-to-face communication with classmates.

BE RESPONSIBLE WITH SCHOOL RESOURCES

- **Come prepared and use school devices correctly:** Arrive with your iPad charged and use approved apps/sites for schoolwork.
- **Handle devices with care:** Keep your iPad in its case and handle it carefully to avoid damage.
- **Report issues promptly:** Tell staff about any device damage or issues right away.
- **Follow school and class guidelines:** Treat school devices as your own and follow all directions for technology use.

VIOLATIONS MAY RESULT IN:

- **Loss of technology privileges:** You may temporarily lose access to your iPad or district resources.
- **Disciplinary action:** The school may take disciplinary action, such as detentions or suspensions, depending on the severity of the violation.
- **Parent/guardian contact:** Your parents or guardians will be notified about the violation.
- **Financial responsibility for damage:** You may be required to pay for any damage to the iPad or other school technology.

I understand that using school technology is a privilege. If I don't follow this agreement, I may lose technology privileges and may face additional consequences.

I agree to follow this Responsible Use Agreement:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

RESPONSIBLE USE AGREEMENT
Mandan Middle School Students, Mandan K-8 Virtual School

Technology is a powerful tool for learning and connecting with others. This agreement outlines how you can use technology responsibly at school and become a positive digital citizen. Be reminded that all technology use must adhere to district policies, laws, and that the use of personal communication devices during school hours is prohibited.

AS A RESPONSIBLE DIGITAL CITIZEN, I WILL:

BE INFORMED AND CURIOUS

- Use technology to explore, learn, and create in support of my education.
- Verify information for accuracy before sharing it with others.
- Give proper credit to creators when using content that isn't mine (including AI Tools).
- Ask for help when I need guidance with new tools or applications.

BE SAFE AND SECURE

- Keep my login information private and use only my assigned account.
- Protect personal information (mine and others') when online.
- Report anything that makes me uncomfortable to a trusted adult immediately.
- Use strong passwords and log out when finished using shared devices.

BE RESPECTFUL AND KIND

- Communicate online with the same respect I show others in person.
- Consider how my words might be interpreted before posting or sending.
- Provide constructive feedback that helps others feel supported.
- Respect the digital privacy and boundaries of others.

BE BALANCED AND MINDFUL

- Use technology at appropriate times as directed by my teachers.
- Take regular breaks from screens to maintain healthy habits.
- Prioritize face-to-face interactions when working with classmates.
- Recognize when technology is helping or distracting from my learning.

BE RESPONSIBLE WITH SCHOOL RESOURCES

- Take care of school devices as if they were my own
- Report any damage or technical issues promptly.
- Use the school network and devices for educational purposes.
- Follow classroom guidelines about when and how to use technology. iPads are monitored by school staff.

PROBLEM SOLVING

If I make a mistake or encounter a problem I cannot solve appropriately:

1. I will stop what I'm doing
2. I will tell a trusted adult right away
3. I will work with school staff to resolve the issue

I understand that using school technology is a privilege. If I don't follow this agreement, I may lose technology privileges and may face additional consequences.

I agree to follow this Responsible Use Agreement:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

RESPONSIBLE USE AGREEMENT
Mandan Elementary Schools

BE RESPONSIBLE
I will…

- Use the iPad, internet, and the school network for class assignments as directed by the school staff.
- Use only my accounts.
- Charge my device and have it at school every day.

BE RESPECTFUL
I will…

- Communicate online in a respectful manner.
- Hold my iPad with two hands
- Keep food and drinks away from my iPad.
- Use my iPad at appropriate times.
- Keep my iPad in its case and free of decorations.
- Use my iPad camera ONLY when my teacher tells me to.

BE SAFE
I will…

- Keep my passcodes and passwords private.
- Tell an adult if I see anything that makes me uncomfortable.
- I will not share my personal information online.

I know that adults check my iPad to keep everyone safe, so I will follow this agreement.
I understand that using school technology is a privilege. If I don't follow this agreement, I may temporarily lose technology privileges and may face additional consequences based on the situation.

I agree to follow this Responsible Use Agreement:

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

RESPONSIBLE USE AGREEMENT
Mandan Public School Staff

Technology is a powerful tool for instruction, professional growth, and connection. This agreement outlines how staff can use technology responsibly to model positive digital citizenship and protect the integrity of the learning environment. Be reminded that all technology use must adhere to district policies, state and federal laws, and professional ethics standards.

BE INFORMED AND CURIOUS

- **Model lifelong learning:** Use technology to innovate, collaborate, and enhance student learning outcomes.
- **Verify and cite:** Ensure the accuracy of information before sharing. Give proper credit to creators, adhering to copyright laws and Fair Use guidelines.
- **Use AI ethically:** Ensure all AI-generated content is reviewed for accuracy and bias. Use AI transparently and never input sensitive student or personal data into generative AI tools.

BE SAFE AND SECURE

- **Protect district data:** Keep login credentials private. Do not share passwords with students, volunteers, or colleagues.
- **Maintain security hygiene:** Log out of shared devices and lock screens when leaving a workstation unattended.
- **Vet third-party tools:** Ensure all apps or web services that require student data are district-approved to comply with FERPA and privacy laws.

BE RESPECTFUL AND KIND

- **Communicate professionally:** Maintain a professional tone in all digital communications (email, LMS, etc.).
- **Value privacy and boundaries:** Respect the digital privacy of students and colleagues. Use only district-approved platforms for communicating with students and parents.
- **Set digital fences:** Maintain professional boundaries on social media by not "friending" or "following" current students on personal accounts.

BE BALANCED AND MINDFUL

- **Define professional hours:** Use digital tools to increase efficiency, while setting healthy boundaries for "off-duty" communication to prioritize well-being.
- **Promote face-to-face interaction:** Use technology to supplement, not replace, meaningful interpersonal connections within the school community.

BE RESPONSIBLE WITH SCHOOL RESOURCES

- **Respect public records:** Acknowledge that all professional communication—even on personal devices—is subject to Open Records laws.
- **Avoid personal gain:** Use school hardware, network, and email exclusively for educational purposes, avoiding commercial, political, or outside employment activities.
- **Acknowledge monitoring:** Use district resources with the understanding that there is no expectation of privacy on school-owned devices or networks.
- **Care for assets:** Handle district-issued hardware with care and report any technical issues or physical damage promptly.

I understand that using school technology is a professional tool provided to support my role. By signing below, I agree to follow this Responsible Use Agreement and model these standards for our students.

Staff Signature: _____ **Date:** _____

Acceptable Use of Technology-Social Media By Employees

~~**Definition**~~

~~Social Media - Any technology that allow individuals to (1) construct a public or semi-public profile within a bounded system, (2) articulate a list of other users with whom they share a connection, and (3) view and traverse their list of connections and those made by others within the system. It also includes other types of websites or applications that allow users to share content, interact with each other and develop communities around similar interests. This definition shall expressly include community-based web sites or applications, online discussion forums, chatrooms and other social spaces online. For the purposes of this policy, social media shall also include blogs.~~

~~**Employee Use of Social Media**~~
~~While the district understands the value of social media, it strongly discourages employees from developing virtual relationships with students through social media beyond the district provided Learning Management System or other district provided systems. The use of District Network and/or District-owned Technology for social networking with students beyond the District program and outside of the requirements of this policy is prohibited.~~

~~All personal communications with students, parents, other staff, stakeholders, and communities must be of a professional nature. Employees must maintain strict professional boundaries of communication with students all parties. Employees are encouraged not to "friend" students, allow students access to the employee's non-public personal pages, or use social media to enter personal communications with students. The district takes personal/professional boundary limits with students very seriously and may take disciplinary action against any employee who violates this policy and/or who initiates or maintains inappropriate personal communications and/or a personal relationship with a student through any means, including networking via social media.~~

~~The District recommends that employees take all necessary steps to limit student access to the employee's personal social media. Employees are reminded that, due to the nature of the technology, individuals do not have an expectation of privacy on social media sites.~~

~~Employees May Not:~~

- ~~Utilize personal social media sites to communicate with students for school-related purposes;~~
- ~~Enter into inappropriate communications/relationships with students via personal social media websites or other electronic means;~~
- ~~Post or share on a public site or site to which students have access information that discusses or portrays sex, nudity, alcohol or drug use or other behaviors associated with the staff member's private life that would be inappropriate to discuss with a student at school;~~
- ~~Post or share information about identifiable students on any site, personal or professional without prior parental notification.~~
- ~~Disclose personally identifiable information about co-workers or supervisors on any site, personal or professional without prior written permission.~~

~~· Suggest in any personal social networking context that the employee/faculty member in any way represents the district or is speaking on behalf of the district.~~

~~· Post or share discriminatory or defamatory information, or otherwise violate any district policy, including the district's policies on discrimination, harassment, privacy, and bullying on a social media site.~~

~~· Require a student's use of non-school sponsored social media within the educational program.~~

~~Student Use of Social Media: (Moved to ILA)~~

~~Students are prohibited from using personal social media or social media for personal use, as defined in this Policy, on the District's devices or network during school hours. The District reserves the right to develop District-owned or sponsored social media sites for student use.~~

Mandan Public Schools recognizes the importance of using social media as a communication and learning tool. Employees are expected to exercise good judgement and serve as positive ambassadors for the district and appropriate role models for learners while using social media. This policy provides guidance for an employee's personal use of social media, which for purposes of this policy includes blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

District Responsibilities

Mandan Public Schools acknowledges that employees have the right under the First Amendment, in certain circumstances, to speak on matters of public concern. However, the district shall regulate the use of social media by employees, including employees' personal use of social media, when such use:

- Interferes or disrupts the educational environment of the school district;
- Harasses learners, coworkers, or members of the community;
- Creates a hostile work environment;
- Makes statements about the school district that are knowingly false;
- Poses a safety threat to learners, coworkers, or school operations;
- Breaches confidentiality, including but not limited to, posting data, documents, and photographs;
- Implies that the employee is acting as an agent of the school district by referencing school or district images, logos, official names, or materials; or
- Violates state or federal laws, district policy or regulations, or, if applicable, the negotiated agreement.

The district discourages personal social media use while on-duty; except on breaks or when authorized by building, department, or district administration. District computers and/or the district network shall be used solely for classroom/district-related purposes and not for access to personal social media accounts.

Employee's Responsibilities

Employees must maintain professionalism in their interactions with learners, other employees, and the community at all times. The following principles apply to professional use of social media on behalf of the district as well as personal use of social media by the employee:

- Employees shall not post any information online that violates state and federal laws, district policy or regulation, or, if applicable, the negotiated agreement.
- Employees shall not use their school email address for personal communications on public social media sites.
- Employees shall not disclose information, including photographs, on any social media site that is confidential or proprietary to the district, its learners, or employees, or that is protected by data privacy laws or district policy.
- Employees shall not post images of learners to their personal accounts on social media sites when such images are taken during the instructional day,
- Employees shall not use district provided images, emails, or other personally identifying information for personal gain or profit.

When referring to the district, its schools, learners, families, programs, activities, employees, or volunteers on any social media sites, employees must be professional in all communications (text, images, or other).
When referring to the district, its schools, learners, families, programs, activities, employees, or volunteers on any social media sites, employees shall not use obscene, profane, or vulgar language on any social media sites or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

Employees shall always maintain appropriate employee-learner relationships and refrain from online interactions with learners on social media sites outside of those forums dedicated to academic or school related use.

Employees are encouraged to maintain a clear distinction between their personal social media use and any district-related social media sites; district-affiliated social media accounts must remain separate from personal accounts.

Employees that extensively associate themselves with the district should consider using the following disclaimer on their personal social media site: "The views on this site are my own and do not necessarily represent the views, opinions, vision, mission, beliefs, or strategies of Mandan Public Schools."

Employees who participate in social media sites may include information about their work with the district as part of their personal profile, as it would relate to a typical social conversation. This may include:

- Work information included in a personal profile, including the district's name, job title, and job duties
- Status updates regarding an employee's own job promotion
- Personal participation in district-sponsored events, including volunteer activities

- Recruitment efforts by the district
- Sharing of content from district-affiliated accounts

Employee's personal social media accounts shall not be linked to current district learners' online profiles. This section does not apply to a learner that is an employee's family member.

Employees must report any inappropriate behavior or activity on social media immediately to administration.

Employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to district learners.

Violations

Inappropriate activity by employees while on social media is subject to disciplinary action up to and including, but not limited to, revocation of the privileges granted in this policy, dismissal, and referral to law enforcement officials, as appropriate and in accordance with law. Inappropriate use shall be determined by school administration. The district may consult with its legal counsel prior to making a dismissal under this policy.

The district shall investigate any suspected or alleged violations of this policy and may, but is not required to, actively monitor websites to ensure employee compliance with this policy.

Legal Reference:
Children's Internet Protection Act (2000)

Complementary Documents:
ILA - Acceptable Use Policy
JP-E - Parties Approval to Receive Student Data
GAL – Electronic Communication with Students
JCEF – Harassment/Hazing/Intimidation of Students
MPS Communication Plan
GAE - Complaints and Grievances

Alternative Education

The Mandan School District will make available alternative education to qualifying students. The purpose of alternative education is to provide students who may struggle in a traditional high school setting with an opportunity to succeed. Alternative education is provided by the Mandan School District through the Brave Center Academy alternative high school.

~~**Brave Center Academy Admission Guidelines**~~ **Braves Alternative Education Campus**
To be admitted to the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** alternative high school program, a student must meet the following minimum requirements:

- Be a resident of the Mandan School District or have been duly admitted through an approved open enrollment or tuition agreement.
- Have consulted with a high school counselor, principal, and parent (if under 18) regarding transfer to Brave Center Academy.
- Be recommended for transfer by the Mandan High School principal.

Admission to ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** may be limited due to space available in the program.

Graduation Requirements
Diplomas will be awarded to students of the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** who successfully complete the minimum North Dakota graduation requirements and will be issued a diploma from Mandan High School.

General Provisions
The ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** will follow the same academic calendar as all of the Mandan Public Schools. The hours of operation and required attendance for the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** school day may be different than Mandan High School.

Students enrolled at the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** may be allowed to take additional course work from Mandan High School when recommended by the principal/counselor and with approval of the Superintendent/designee.

Students enrolled at the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** will participate in all required state and local assessments of academic achievement.

The ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** will not offer regular co-curricular activities. Students who meet the eligibility requirements established by Mandan High School and the North Dakota High School Activities Association may be allowed to participate in activities for Mandan High School when they do not conflict with the ~~**Brave Center Academy**~~ **Braves Alternative Education Campus** academic programming.

Transportation will not be provided for students attending the ~~**Brave Center Academy programs**~~ **Braves Alternative Education Campus**.

Adopted: 07/01/2013
Revised: 12/21/2020

Legal Reference:

Complementary Documents:

Homebound Instruction

The School District shall provide instruction, as appropriate, for students confined to home or hospitalized upon the request of parents. A note from a physician may be required.

Legal Reference:
NDCC15.1-32-01

Complementary Documents:

Adopted: 06/30/1980
Revised: 12/21/2020

Adult Education

The School Board recognizes the educational importance of lifelong learning habits and opportunities in the community and supports continuing educational opportunities. Accordingly, the district may offer a program and/or courses to citizens not enrolled in the Mandan School District outside the regular school day.

All physical facilities of the school system shall be available for use in the adult education program when they are not scheduled for regular school or other approved activities. Activities shall not be limited to those which can be conducted in school buildings but may be conducted at other places and with other facilities within the district with the prior approval of the director.

The ~~S~~ superintendent is directed to cooperate with and assist the higher education institutions of the community through cooperative agreements and use of public-school facilities, personnel and resources.

Legal Reference:
NDCSC 15.1-26-03

Complementary Documents:

Adopted: 11/15/1979
Revised: 05/19/2008

Class Size

It is the responsibility of the Board to determine class size guidelines in the Mandan School District. The superintendent shall consult annually with principals to determine the staffing levels required to meet the Board adopted class size guidelines.

Legal Reference:

Complementary Documents:

Adopted: 11/15/1979
Revised: 01/19/2021

Elementary Guidelines Class Size

Elementary school class size targets are:

Kindergarten-1st Grade	20 or less
Grade 2& 3:	23 or less
Grade 4 &5:	25 or less

Legal Reference:

Complementary Documents:

Adopted: 05/21/2018
Revised: 01/19/2021

Drug and Alcohol-Free Workplace

Definitions
For purposes of this policy:

- Alcohol means any alcoholic beverage as defined in 23 U.S.C. 158(c) and NDCC 5-01-01.

- Drug means any controlled substance as defined in NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-03.1-26 (paraphernalia); schedules I through V of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulation 21 CFR Part 13 ~~1308.11 through 1308~~ through § 1308.11.

- Possession shall mean:
  a. Actual physical possession of the drug or alcohol while on school property;
  b. Use or consumption of the drug or alcohol while on school property;
  c. Drugs or alcohol in the employee's car, handbag, backpack, or other belongings while on school property; or
  d. Appearance by an employee on school property after having consumed or ingested the drug or alcohol that is noticeable by breath odor, speech alterations, unsteadiness of gait or posture, or like symptoms of chemical intoxication.

- School property is defined in NDCC 15.1-19-10(6)(c) as all land within the perimeter of the school site, all school buildings, structures, facilities, and school vehicles, whether owned or leased by a school district, and the site of any school-sponsored event or activity.

- Use means that an employee is reasonably suspected to have ingested, injected, inhaled or otherwise taken into their body drugs or alcohol, or is reasonably found to be under the influence of drugs or alcohol.

Purpose

The Drug-Free Workplace Act and the Drug-Free School and Communities Act are federal laws requiring schools in receipt of federal funding to maintain drug- and alcohol-free workplaces and learning environment by enforcing policies against unlawful possession, use, or distribution of illicit drugs and alcohol. The Mandan School District is committed to maintaining a safe, healthy, and productive working and learning environment for its employees and students. ~~Therefore, the~~ To promote this goal the District, is a drug-and alcohol-free workplace, and employees are required to report to work unimpaired in any way using alcohol or drugs. ~~enforces the Drug and Alcohol- Free Workplace Act by prohibiting~~ Further, the District explicitly prohibits employees from the use, manufacturing, possession, distribution, ~~or~~ dispensing, or being under the influence of drugs or alcohol while on school property, unless use is at the instruction of a ~~physician~~ treating medical provider, ~~and~~ the ~~physician~~ treating medical provider has advised that such use shall not affect the employee's ability to perform duties and maintain the safety of themselves and others, and the employee has reported such use and engaged in an interactive process with the District in accordance with applicable state and federal law. Employees are also prohibited from knowingly or intentionally aiding or abetting in any of the above activities.

An employee must immediately inform their immediate supervisor when the employee's ability to perform job duties is affected or impaired due to on- or off-duty drug or alcohol use.

Students must abide by District policy JCDA, Student Use of Tobacco, Alcohol or Controlled Substance.

Scope of the Policy

This policy applies to all school employees during all working hours, on all school property, at all school-sponsored events, and at all other times when employees are representing or conducting business for the District (whether on or off school property and whether during or outside of normal working hours). The drug- and alcohol-free provisions of this policy also apply to students, parents, independent contractors, vendors, visitors, and any other members of the public who are on school property and/or at a school-sponsored activity or event.

Policy Dissemination

The Superintendent shall make available a copy of this policy in the employee handbook and the district employee online portal.

Violation Reporting

As a condition of employment, each employee shall agree to abide by this policy. Employees shall immediately (or as soon as reasonably practicable, but no later than five days) inform their immediate supervision or Superintendent when the employee has been **[arrested, charged, adjudicated, or]** convicted of any drug- or alcohol-related crime or offense. ~~and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction~~. The Superintendent, in accordance with applicable law, shall notify ~~the~~ the appropriate federal and/or state agency after receiving any notice of a conviction for a violation occurring in the workplace. Failure of the employee to report in accordance with this policy within the time prescribed may lead to disciplinary action up to and including discharge.

Violations

Violations of this policy may result in the following:

1. **Reasonable-Suspicion Drug and/or Alcohol Testing.** An employee may be required to submit to drug and/or alcohol testing when the District has reasonable suspicion that the employee has used, possessed, or is under the influence of drugs or alcohol in violation of this policy. Any required testing shall be conducted by a District-approved drug and/or alcohol testing facility or provider and in accordance with applicable law and District procedures. An employee's refusal or failure to timely submit to required testing may constitute a separate violation of this policy and may result in disciplinary action, up to and including termination of employment.

2. Mandatory participation in the Employee Assistance Program (EAP) and/or a rehabilitation program.

3. Paid or unpaid leave or suspension (as allowed under the law);

4. Termination of employment; due process procedures shall be followed prior to termination, if required;
5. Notification to proper law enforcement authorities (as required or allowed under the law) and/or.
6. Notification to other reporting agencies (as required or allowed under the law).

Confidentiality

All information received by the District because of this policy is confidential. Access to this information is limited to those who have a legitimate need to know or upon written consent of the employee.

Legal Reference:

20 U.S. Code Chapter 58- Drug-Free Schools and Communities
21 U.S.C.- 812-Schedules of Controlled Substances
21 CFR Part 1308- Schedule of Controlled Substances
23 U.S.C. - 158- National Minimum Drinking Age
41 U.S.C. 81- Drug-Free Workplace Act of 1988
NDCC- 5-01-01- Alcoholic Beverages; Definitions
NDCC- 15.1-14- Administrators
NDCC- 15.1-15- Contracts of Teachers & Administrators
NDCC- 15.1-19-10, Possession of a weapon - Policy - Expulsion from School
NDCC- 19-03.1- Uniform Controlled Substances Act
NDCC- 4-04-18.1- Public Employee Personal, Medical, and Employee Assistance Records - Confidentiality - Personal Information Maintained by State Entities - Exempt

Complementary Documents:

ABBA- ~~North Dakota's Comprehensive Model School Policy for~~ Tobacco Use
GBRAA- Drug & Alcohol Testing for Safety-Sensitive Employees
~~GBRAA-R- Drug & Alcohol Testing for Employees~~
JCDA- Student Use of Tobacco, Alcohol, or Controlled Substances
JCDA-R- Ineligibility Based on Tobacco, Alcohol, and Controlled Substance Use
JDCA-E- Interpretation of JCDA

Adopted: 07/01/2014
Revised: 05/16/2022

GBRAA Violation section proposed update:

- **Drug and/or Alcohol Testing.** An employee may be required to submit to drug and/or alcohol testing when the District has reasonable suspicion that the employee has used, possessed, or is under the influence of drugs or alcohol in violation of this policy, or when testing is otherwise required or permitted under applicable law or District policy. Testing shall be conducted by a District-approved drug and/or alcohol testing facility or provider and in accordance with applicable law and District procedures. An employee's refusal or failure to timely submit to required testing may constitute a separate violation of this policy and may result in disciplinary action, up to and including termination of employment.
- **Removal from Duties.** An employee may be immediately removed from safety-sensitive or other job duties when required by applicable law or District policy, including when testing confirms a prohibited alcohol concentration or the presence of a controlled substance. An employee may also be removed from safety-sensitive duties when alcohol is detected at a concentration below the prohibited level when such removal is required or permitted by applicable law or District policy.
- **Return-to-Duty Requirements.** Before an employee who has been removed from safety-sensitive duties is permitted to return to those duties, if at all, the employee must satisfy all applicable return-to-duty, evaluation, treatment, testing, and/or follow-up requirements established by federal or state law, regulation, or District policy.
- **Employee Assistance and/or Rehabilitation.** The District may require participation in an Employee Assistance Program (EAP), substance abuse evaluation, treatment, and/or rehabilitation program when permitted by law. For employees subject to federally regulated testing requirements, the District shall follow all applicable treatment and referral requirements. Unless otherwise required by law, regulation, contract, or District policy, the District is not required to provide rehabilitation, pay for substance abuse evaluation or treatment, or reinstate an employee following a violation.
- **Leave or Suspension.** Paid or unpaid leave or suspension, as permitted by law;
- **Disciplinary Action or Termination.** Disciplinary action, up to and including termination of employment. The District retains the authority, consistent with applicable law, to discipline or discharge an employee whose use of drugs or alcohol affects the employee's qualifications for, ability to perform, or safe performance of their job. Applicable due process procedures shall be followed when required;
- **Notification to Law Enforcement.** Notification to proper law enforcement authorities, as required or permitted by law; and/or
- **Notification to Other Agencies.** Notification to other reporting or regulatory agencies, as required or permitted by law.

~~Acceptable Use of Technology- IPAD User Agreement~~

~~To The Student~~

~~The iPad being issued to you is for educational purposes. We hope you enjoy your iPad and use it to its fullest potential as an educational tool. Please review all expectations outlined in in this document. When you have read each section please check the appropriate acknowledgement box.~~

~~Student Expectations~~

1. ~~Students will be responsible for the security and care of the device from the time of issuance until returned to the school.~~
2. ~~Students will not remove the device from the protective case provided.~~
3. ~~Students will be expected to bring their device to class on a daily basis unless otherwise directed by the teacher.~~
4. ~~Students will be responsible for ensuring the device is charged and ready for learning at all times during the school day.~~
5. ~~Students will be responsible for managing the available storage in the device and for ensuring that file storage is managed in such a way that it does not impede access to required applications. It is recommended students save documents to school provided cloud based storage for retrieval as needed.~~
6. ~~Students will utilize the device as directed by their teachers and in a manner that is educationally appropriate.~~
7. ~~Students will abide by all school rules as outlined in the Student Handbook and Acceptable Use Policies.~~
8. ~~Students acknowledge that Mandan Schools may access school issued iPads at any time to verify contents.~~
9. ~~Students will not use the iPad camera to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass, harass or bully anyone in any way.~~
10. ~~Use of the iPad camera and microphone are strictly prohibited in the classroom and hallways unless directed by a teacher and for a specific educational purpose. Use of the camera or microphone in private areas such as restrooms and locker rooms is strictly prohibited.~~
11. ~~Students leaving/withdrawing Mandan Public School District will return the device to the school immediately. Those in violation of this expectation will be lawfully prosecuted.~~
12. ~~iPads that are stolen must be reported immediately to the Office and the Police Department.~~
13. ~~Misuse or willful destruction of the device may result in school discipline. Inappropriate use includes but is not limited to the following:~~
    a. ~~Intentionally damaging the iPad~~
    b. ~~Visiting inappropriate websites~~
    c. ~~Sending, forwarding, or sharing inappropriate content~~
    d. ~~Possessing, taking or sending inappropriate pictures and/or media files~~
    e. ~~Cheating~~
    f. ~~Installing unapproved apps~~
    g. ~~Attempting to Hack/Break intended security~~

Take Home Rules

1. Only the student to whom issued will use the device.
2. Students are allowed to connect to other wireless networks.
3. Parents/guardians assume responsibility for monitoring student use of the Internet while using the iPad on their home network.
4. Students and parents may decline Take Home privileges by contacting the office.
5. Students/Parents/Guardians who declined Take Home privileges will be required to check out their iPad at the beginning of the day and check in at the conclusion of the day. Declining of Take Home privilege does not excuse the student from due dates for any task that may require the use of the device.
6. Failure of the student to meet expectations for care or responsible use of their iPad may result in Take Home privileges being temporarily or permanently suspended.

Technical Difficulties/Damage/Repair

1. If technical difficulties occur the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format or re-image.
2. The software/Apps originally installed by MPS must remain on the iPad in usable condition and be accessible at all times. The school may add applications for use in a particular course. Periodic checks of iPads will be made to ensure that students have not removed required apps.
3. A loaner iPad may be issued to students when students leave their iPad for repair in the technology department.

Returning Your iPad

1. iPads will be returned during final week of school so they can be checked for serviceability. If a student transfers out of the MPS School District during the school year, the iPad will be returned at that time.
2. Individual school iPads and accessories must be returned to the school. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MPS for any other reason must return their individual school iPad on the date of termination.
3. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at MPS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Mandan Police Department.
4. Furthermore, the student will be responsible for any damage to the iPad, consistent with the District's iPad Protection plan and must return the computer and accessories to the MPS technology department in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the iPad.

Student Acknowledgement

____I have read and understand the student expectations and rules for use of my iPad.

____I have read and understand the Take home expectation and rules and accept these privileges.

~~Legal Reference:~~

~~Complementary Documents:~~