

**Whitley County Consolidated Schools
Board Policies 7000 - Property**

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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 order to assure that future Corporation construction supports the educational program and responds to community needs, the Board will prepare a Master Facility plan and will review that plan periodically thereafter.

In relevance of the Board's Master Facility plan, the Superintendent shall:

- A. Annually report to the Board on the number of resident students attending school; and the number of new residential units approved in the Corporation;
- B. Report to the Board on the enrollment by grades during the school year annually;
- C. Conduct a "kindergarten round-up" each spring of the number of students who will be enrolled in the schools of the Corporation in the September of the year in which the estimate is made and report the results to the Board;
- D. Prepare student enrollment projections every year and compare the actual enrollment figures to the previously projected figures to detect early, for the benefit of the Board, any changes in enrollment trends.

Information reported shall include the age, grade, gender, location, and disability of each child in this Corporation.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

In the case of a remonstrance to proposed remodeling or construction of a school facility, school facilities and equipment may not be used to respond to the remonstrance unless equal access to such facilities and equipment is provided to persons whose position is in opposition to that of the School Board.

The law prohibits the expenditure of money by the School Corporation to promote a position or to pay for the gathering of signatures on a petition or remonstrance; the use of employee to promote a position on a petition or remonstrance during the employee's work hours or paid overtime hours; and using students to transport written materials to their residences including a statement within any other communication sent to the student's residence.

I.C. 6-1.1-20-10; 511 IAC 21-2-15
Revised 6/2005

7101 - NOTICE OF PROCUREMENT OF PROFESSIONAL SERVICES

The School Board, pursuant to Indiana law, hereby determines to neither provide nor publish a notice for the requirement of professional services for a project under consideration by the Board involving the construction, remodeling, rehabilitation, or repair of any building or facility owned or leased by the School Corporation. However, the Board, by a majority vote, may determine to provide or to publish a notice for professional services required for a project. If the Board determines to provide or to publish a notice, the notice shall comply with the requirements of Indiana law.

For purposes of this policy, professional services mean those services performed by a licensed architect, a professional engineer, or a land surveyor.

I.C. 5-16-11.1.2, 5-16-11.1-4

7217 - POSSESSION OF FIREARMS AND WEAPONS BY VISITORS

Application of this Policy

This policy applies to "visitors" meaning persons who come onto property or a vehicle owned by the Corporation or used by the Corporation for school purposes. The term includes members of the general public, students enrolled in other schools or school corporations, and employees of entities providing services to the Corporation, but does not include Corporation employees covered by Policy 3217, or Policy 4217 or currently enrolled students who are covered by Policy 5772.

Possession of a "Weapon" other than a "Firearm" by a Visitor

The Board prohibits visitors from possessing, storing, making, or using a weapon other than a firearm in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a vehicle that is owned, leased, or contracted for use by the Board. This prohibition does not apply to weapons under the control of a law enforcement officer.

As used in this policy, "weapon" means an object which, in the manner in which it is used, is intended to be used, or is represented by the person possessing the object, is capable of inflicting serious bodily harm or property damage, or endangering the health and safety of persons. As used in this policy, the term includes, but is not limited to, a stun gun, an air and gas-powered weapon that is capable of discharging a projectile, a knife, razor, club, electric weapon, chemical weapon, metallic knuckles, a martial arts weapon, ammunition, and destructive devices (bomb, incendiary device, grenade, Molotov cocktail, or a rocket with a propellant charge of more than four (4) ounces).

A knife under this policy is any instrument that consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon.

Possession of a "Firearm" by a Visitor

A firearm under this policy is any weapon that is capable of expelling, designed to expel, or may be readily converted to expel a projectile by means of an explosion and includes ammunition.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a Level 6 felony (I.C. 35-47-9-2) under Indiana law. Possession includes storing the firearm in a personal vehicle while on school property. This statute applies to all persons other than law enforcement officers and school resource officers.

This statute applies to persons who have a personal protection permit to carry a firearm, but does not apply to a person who may legally possess a firearm and whose possession of a firearm on school property is limited to possession of the firearm in a motor vehicle that is being operated by the person to transport another person to or from a school or a school function.

Reporting Violations of this Policy

The Superintendent will report a visitor who violates this policy to law enforcement officials and is authorized to take any steps necessary to exclude the visitor from Corporation property and Corporation sponsored events.

This policy shall not apply in the following circumstances if approved by the principal of the school in which the possession takes place:

- A. Items used as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved (Working firearms and ammunition shall never be approved);
- B. Theatrical props used in appropriate settings;
- C. Starter pistols used in appropriate school related sporting events.

I.C. 34-28-7-2 prohibition of local ordinance and policies regarding firearms; I.C. 35-47-1-5 ; I.C. 35-47-5-2.5; I.C. 35-47-9; 20 U.S.C. 7151

Revised 10/19/15

7230 - GIFTS, GRANTS AND BEQUESTS

The School Board is duly appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable.

All gifts, grants, or bequests shall be acknowledged by the Board.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the Corporation as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

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

The Board reserves the right to not accept such liability and thus deny the use of the equipment by students or Corporation employees.

I.C. 20-26-7-6 et seq.

7240 - SITE ACQUISITION

It is the policy of the School Board that real property acquisition price be based on a true value with regard for fair remuneration to the seller but not on enhancement of the value of the site to the seller. The presence of a school to service a potential development in itself enhances the profit potential to a developer. It is the Board's sole purpose to provide a service to the residents in a development at the least possible cost to the taxpayers.

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

I.C. 36-1-10.5-5

7300 - DISPOSITION OF REAL PROPERTY

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

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

The Board shall direct the periodic review of all Corporation property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes in accordance with the provisions of this policy and Policy 7310 - Disposition of Surplus Property.

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

- B. Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.
- C. All property considered for disposition (sale) shall be subjected to two (2) current, outside, professional appraisals prior to the solicitation of offers.
- D. All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.
- E. The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the Superintendent and the Board Finance Committee. The Board shall give final approval of all contracts.
- F. In consideration of the best interest of the Corporation and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion, regardless of price and terms.
- G. Money derived from the sale or exchange of property that is no longer needed for school purposes shall be placed in any school fund established by law that the Board considers appropriate.

Lease or Sale of Property to Charter School

Except as specified below, before the Board may dispose of real property previously used for instruction, the Board shall make available for lease or purchase to any charter school any school building owned by the Corporation or any other entity that is related in any way to, or created by, the Corporation or the Board, including but not limited to a building corporation, that either is not used in whole or in part for classroom instruction at the time the charter school seeks to lease the building or appears on the list compiled by the State Department of Education (SDOE) of available properties described below in order for the charter school to conduct classroom instruction.

No later than August 1 each calendar year, the Board shall inform the SDOE if a school building that previously was used for classroom instruction is closed, unused, or unoccupied. The SDOE shall maintain a list of such closed, unused, or unoccupied school buildings and make the list available on its Internet website.

A school building that appears for the first time on SDOE's list shall be designated as "Unavailable until (a date two (2) years after the school building first appears on the list)" if the Board indicates to the SDOE, on a form prescribed by the SDOE, that the school building may be reclaimed during that period for classroom instruction. If the Board does not indicate that a school building may be reclaimed, the Board shall designate the school building as "Available" on the SDOE's list. The Board may change the designation of a building from unavailable to available at any time. If a school building that is designated as unavailable on the SDOE's list remains unused for classroom instruction one (1) year after being reclaimed, the Board shall designate the school building as "Available" on the SDOE's list. The Board may reclaim a school building only one (1) time.

Within thirty (30) days after receiving notification from the SDOE that a charter school wishes to use a school building, the Board shall lease the school building to the charter school for one dollar (\$1.00) per year for as long as the charter school uses the school building for classroom instruction or for a term at the charter school's discretion, or sell the school building to the charter school for one dollar (\$1.00). The charter school must begin to use the school building for classroom instruction not later than two (2) years after acquiring the school building. If the school building is not used for classroom instruction within two (2) years after acquiring the school building, the school building shall be placed on the SDOE's list. If during the term of the lease the charter school closes or ceases using the school building for classroom instruction, the school building shall be placed on the SDOE's list. If a Corporation school building is sold to a charter school pursuant to this procedure, and the charter school or any entity related to the charter school subsequently sells or transfers the school building to a third party, the charter school or related entity must transfer an amount equal to the gain in the property minus the adjusted basis (including costs of improvements to the school building) to the Corporation. Gain and adjusted basis shall be determined in the manner prescribed by the Internal Revenue Code and the applicable Internal Revenue Service regulations and guidelines.

During the term of a lease under this section, the charter school is responsible for the direct expenses related to the school building leased, including utilities, insurance, maintenance, repairs, and remodeling. The Corporation is responsible for any debt incurred for or liens that attached to the school building before the charter school leased the school building.

Notwithstanding anything to the contrary in this section, and with the sole exception of a waiver referenced below, when a school building is designated as "Available", the school building must remain designated as "Available" and may not be sold or otherwise disposed of for at least two (2) years. When the two (2) year period has elapsed, the Board may sell or otherwise dispose of the school building in accordance with I.C. 36-1-11.

The Board may request from the SDOE a waiver from the requirement to make a school building available to a charter school. In order for the Board to receive a waiver, the Board must apply to the SDOE for the waiver on a form prescribed by the SDOE. The application must include a statement that the Board believes that a charter school would not be interested in leasing or purchasing the vacant or unused school building.

A charter school may submit a written qualified objection to the Board's request for a waiver to the SDOE. In order to be considered a qualified objection, it must include:

- A. The name of the charter school that is interested in leasing or purchasing the vacant or unused school building; and
- B. A time frame, which may not exceed one (1) year from the date of the objection, in which the charter school intends to begin providing classroom instruction in the vacant or unused school building.

If the SDOE received a qualified objection, the school building will remain on the SDOE's list. If the SDOE does not, it will grant the waiver, and the Board may sell or otherwise dispose of the unused or vacant school building in accordance with I.C. 36-1-11.

Limitations on Disposal of Property Received from City, Town, or Township

When a consolidated school corporation decides that property acquired from a city, town or township is no longer needed for school purposes, the Board shall offer the property as a gift to the city, town or township that owned the property before the school was consolidated.

If the property contains a structure that the Board wishes to demolish, the Board shall give written notice of the proposed demolition to the city, town or township, as applicable. Within ninety (90) days after receiving the notice, the city, town or township shall inform the Board in writing as to whether it wishes to retain the structure. If the city, town or township wishes to retain the structure, the Board may not demolish the structure before transferring the property.

If the city, town or township accepts the offer, the Board shall give it a quitclaim deed to the property. If the city, town or township refuses the offer, the Board may sell the property pursuant to I.C. 20-23-6-9(e).

I.C. 20-23-6-9; I.C. 20-26-5-4; I.C. 20-26-7-1; I.C. 36-1-11; 2 C.F.R. 200.78, 200.85
Revised 10/17/2016

7310 - DISPOSITION OF SURPLUS PROPERTY

The School Board requires the Superintendent to review the property of the School Corporation periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy.

A. Instructional Material

The Corporation shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present

world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. Concepts or content that do not support the current goals of the curriculum
2. Information that may not be current
3. Worn beyond salvage

B. Equipment

The Corporation shall inspect the equipment used in the instructional program periodically, to determine the condition and usability of such equipment in the current educational program. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. Repair parts for the equipment no longer readily available
2. Repair records indicate equipment has no usable life remaining
3. Obsolete and no longer contributing to the educational program
4. Some potential for sale at a school auction
5. Creates a safety or environmental hazard

C. Textbooks

The Corporation shall dispose of textbooks in accordance with the procedures prescribed by statute.

The Corporation shall dispose of textbooks determined by Corporation officials to no longer be of use in the Corporation pursuant to Section D below.

D. 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 disposal

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, the Corporation shall request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.

Except as provided in §200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses

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

2 C.F.R. 200.312, 200.313; I.C. 20-26-5-4; I.C. 36-1-11
Revised 10/17/2016

7410 - MAINTENANCE

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

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

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

- A. A regular summer program of facilities repair and conditioning;
- B. The maintenance of a critical spare parts inventory;
- C. An equipment replacement program;
- D. A long-range program of building modernization;
- E. Repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The Superintendent shall develop promulgate to the custodial and maintenance staff such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

Said guidelines shall include the establishment of sound priorities among the requests for repairs received from the principals.

I.C. 20-26-5-4

7420 - HYGIENIC MANAGEMENT

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

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation each year.

The Superintendent shall prepare, in consultation with health authorities, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter. In addition, the Superintendent shall implement annual staff training

programs on universal precautions and other infection control measures adopted by the Indiana State Board of Health.

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

The cleanliness of each school building shall be the responsibility of the building principal.

I.C. 16-41-11-1 et seq.; I.C. 20-26-5-4; 410 IAC 1-4

Revised 11/26/2002

7430 - SAFETY STANDARDS

The School Board believes that the employees and students of this Corporation, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

In accordance with State law, the Board will designate safe areas and comply with disaster protection guidelines. The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences.

The Superintendent shall, with the approval of the Board, designate an individual to serve as the school safety specialist for the School Corporation. The school safety specialist shall:

- A. Conduct periodic audits of health and safety conditions within the facilities of the Corporation in accordance with the Federal OSHA standards adopted by the State, and report any violations to the Superintendent;
- B. Have the authority to organize and direct the activities of a Corporation safety committee;
- C. Serve on the county safety commission, if one is established within the county;
- D. Participate in the school safety training when the county safety council determines it is to be held;
- E. Assist the county safety council with the development of a safety plan for each school in the Corporation;
- F. Coordinate the safety plans of each school in the School Corporation as required by rules adopted by the Indiana State Board of Education;
- G. Act as a resource for other individuals in the School Corporation on issues related to school discipline, safety, and security.

The Superintendent shall ascertain that the employees and students of this Corporation are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper guidelines and records are maintained to meet the requirements of the law.

I.C. 5-2-10.1-9, 20-34-3-19; 511 IAC 2-4-1

Revised 10/17/2000

7434 - USE OF TOBACCO BY VISITORS

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff from the adverse impact of tobacco smoke on indoor air quality and encourage students to not use tobacco in any form, the Board prohibits the use of tobacco within any facility owned or leased or contracted for by the Board.

I.C. 7.1-5-12 Prohibition of Smoking in Public Places and on School Buses; I.C. 16-41-37.5 Indoor Air Quality in Schools; 20 U.S.C. 6081 et seq.; 20 U.S.C. 7182; U.S.D.O.E. Memorandum, 1995

Revised 10/19/15

7440 - FACILITY SECURITY PROGRAM

Construction and maintenance of safe and secure facilities to support the instruction of students by the Board's staff involves a substantial investment of public funds. It is therefore in the interest of the school community that the Board protect its investment in facilities by implementing a security program.

The Superintendent shall develop and supervise a program for the security of the Corporation's students, staff, visitors, buildings, grounds and equipment. This program may include the use of video and audio monitoring and recording equipment on the Board's grounds and in the Board's vehicles.

The Board directs the Superintendent to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of Corporation activities. If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Superintendent and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

In implementing the security program required by this policy, the Board authorizes the Superintendent to direct a person to not come on or leave Corporation property or not attend a Corporation activity when the Superintendent determines that the person's presence endangers others. Where a person does not comply with such a directive, the Board authorizes the Superintendent to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property, as found at I.C. 35-43-2-2(a)(1) or (2). A decision by a designee of the Superintendent may ask that the Superintendent review and modify the designee's decision.

The Superintendent is authorized to install metal detectors, video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property. The Superintendent is also authorized to deploy other security devices that would assist in the detection of contraband such as weapons or drugs in school buildings; on Corporation property; and/or at school activities held off site.

I.C. 20-26-5-4(2) and (4); I.C. 20-33-8-1 et seq.

Revised 6/17/2013

7450 - PROPERTY INVENTORY

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

The Board shall maintain a continuous inventory of all Corporation-owned equipment and supplies at such intervals as will coincide with property insurance renewal and generally accepted accounting principles reporting requirements.

For purposes of this policy, "equipment" shall mean 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 non-expendable, costs at least \$5,000.00 to replace 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 \$500.00.

It shall be the duty of the Director of Business and Operations 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.

Each principal/supervisor shall conduct an annual spot-check inventory of major items of equipment based on asset appraisal inventory report conducted by district to determine loss, mislocation, or depreciation; any major loss shall be reported to the Business office.

Equipment acquired under a Federal award will vest upon acquisition to the Corporation, subject to the following conditions:

- A. The equipment shall 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. The equipment shall not be encumbered without the approval of the Federal awarding agency or the pass-through entity.
- C. The equipment may be only used and disposed of in accordance with the provisions of the Federal awarding agency or the pass-through entity and Policy 7300 and Policy 7310.
- D. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title entity, acquisition date, cost of the equipment, percentage of Federal participation in the project costs for the award under which the equipment was acquired, the location, use, and condition of the equipment, and ultimate disposition data, including date of disposal and sale price of the equipment.
- E. A physical inventory of the property must be taken and results reconciled with property records at least once every two (2) years.
- F. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- G. Adequate maintenance procedures shall be implemented to keep the property in good condition.

2 C.F.R. 200.313

Revised 10/17/16

7460 - CONSERVATION OF NATURAL AND MATERIAL RESOURCES

The increasing costs of natural energy resources coupled with the growing need to inhibit pollution mandate the Corporation implement strategies which will conserve all forms of energy used and to ensure proper recycling of reusable materials.

The School Board directs the Superintendent to develop and implement both immediate and long range plans to meet these concerns. It expects that the administrative guidelines and procedures established will be properly

observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

Subject to Board approval, the Superintendent may also enter into an agreement with a public utility to participate in a utility energy efficiency program or contract with a qualified provider to reduce energy consumption costs or other operating costs associated with the use of energy. Any such agreements or contracts shall be in accordance with I.C. 36-1-12.5

I.C. 36-1-12.5; 511 IAC 2-1-1(c)

7510 - USE OF SCHOOL FACILITIES

The School Board believes that the school facilities of this Corporation should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this Corporation.

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

Corporation facilities shall be available for the below-listed uses. When there are competing interests for such uses, approval will be given according to the following priorities:

- A. Uses directly related to the schools and the operations of the schools
- B. Uses by not-for-profit or for-profit organizations providing child care programs which meet the State requirements and additional conditions established by Board policies and the Superintendent's guidelines
- C. Uses and groups indirectly related to the schools
- D. Meetings of employee associations
- E. Departments or agencies of the municipal government
- F. Other governmental agencies
- G. Community organizations or groups of individuals formed for charitable, civic, social, educational, political, religious, and/or recreational purposes
- H. Commercial or profit-making organizations or individuals offering services for profit

The use of Corporation grounds and facilities shall not be granted for any purpose which is prohibited by law.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation 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 Superintendent should meet with the Whitley County Emergency Management Agency 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 Superintendent shall develop administrative guidelines for the granting of permission to use Corporation facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by Corporation 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 guidelines 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 Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

I.C. 20-26-5-1, 20-26-5-4, 20-26-8-1; 511 IAC 6-2-1(b)(5)

7510.01 - USE OF CORPORATION PHYSICAL FITNESS FACILITIES

In addition to the use of the Corporation's physical fitness facilities by students and staff, the Board authorizes use of these facilities by community participants other than students and staff subject to the requirements of this policy.

For purposes of this policy:

- A. "Corporation physical fitness facilities" means Corporation property, Corporation equipment, or a Corporation facility used by a community participant to participate in a physical fitness activity.
- B. "Community participant" means a resident of the community served by the Corporation or person who uses one (1) or more Corporation physical fitness facilities. Excluded from this definition and therefore this policy are students participating in an activity as part of an official school function, and current employees who use one or more Corporation physical fitness facilities in the course of their employment by the Board.
- C. "Inherent risk of injury in a physical fitness activity" means a condition, danger, or hazard that is an integral part of a physical fitness activity, the use of exercise equipment, or the use of a facility provided by the Corporation as determined by a reasonable person considering the nature of the activity, equipment, or facility. The term includes the negligent acts of a community participant that may contribute to injury to the community participant or others, including failing to follow instructions; failing to exercise reasonable caution while engaging in an activity; or failing to obey written warnings or postings.

Community participants and recreational users shall pay a fee as determined by the Board as a condition for the use of Corporation physical fitness facilities or recreational facilities.

As an additional condition for the use of Corporation physical fitness facilities and recreational facilities, a community participant or recreational user and the parent/guardian of a community participant or recreational user under eighteen (18) years of age shall execute a release in which s/he agrees to assume the inherent risk of injury in physical fitness activities and acknowledges receipt of the following written warning:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

The WARNING language set out above shall be included verbatim in a written agreement executed by each community participant and recreational user before their first use of Corporation physical fitness facilities or recreational facilities. The WARNING shall be set out in the written agreement in bold font no smaller than fourteen (14) point. A copy of this written agreement shall be given to each community participant and recreational user at the time the agreement is signed.

The WARNING also shall be posted in letters at least one (1) inch in height on a sign placed in a location in Corporation physical fitness facilities and recreational facilities where community participants are likely to be present and where it is visible to community participants.

The measures taken by the Board in this policy to implement the limitation of liability permitted by I.C. 34-31-10 are not intended to be an election of a defense or a waiver of any other defense or limitation on Board or employee liability.

I.C. 34-13-3; Immunity of governmental entity or employee for tort claims; I.C. 34-13-4; Personal civil liability under civil rights laws; I.C. 34-31-10; Limited liability arising from the public use of school facilities for physical fitness activities

Adopted 10/19/2015

7530 - LENDING OF CORPORATION-OWNED EQUIPMENT

The School Board believes that Corporation-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 Corporation.

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

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

Corporation-owned equipment may be removed from Corporation 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 Superintendent is required for such removal.

Staff members or students using Corporation-owned equipment shall be liable for any damage or loss to the equipment.

Personal use of Corporation-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.

Removal of Corporation-owned equipment by staff or students from school property for personal use is prohibited.

7530.01 - BOARD-OWNED PERSONAL COMMUNICATION DEVICES

The School Board will provide personal communication devices (PCDs) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. For purposes of this policy, "personal communication device" includes computers, tablets, electronic readers, cell phones, telephone paging devices, and /or other web-enabled devices of any type. PCDs are provided as tools to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business.

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

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

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

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 email capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding email or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

Thereafter, an annual review of the service plans available shall be made to determine if the Corporation's plans are the most economical and responsible available.

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

Safe and Appropriate Use of Board-owned PCDs, Including Cell Phones

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

Employees may not use a PCD in a way that might reasonable 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 Board-owned PCDs. See Policy 7530.02 - Staff Use of Personal Communication Devices.

When the Board intends to dispose of, or otherwise stop using, a Board-owned PCD on which an employee has maintained public records, student records and/or ESI that is subject to a Litigation Hold, the Corporation's IT department/staff shall verify such records are properly transferred to an alternate 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 Board-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 Board-owned PCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the Board-owned PCDs provided to them.

Reasonable precautions should be taken to prevent theft, loss, or damage to, or misuse or unauthorized use/access to, Board-owned PCDs. Upon resignation or termination of employment, or at any time upon request, an employee may be asked to produce the Board-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 might 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.

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 Board. Any alteration or switching of PCDs must be approved in advance by the Superintendent.

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

Potential Disciplinary Action/Cancellation of Board-owned PCD

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

Revised 6/17/2013

7540 - COMPUTER TECHNOLOGY AND NETWORKS

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

However, the use of the Corporation's network and technology by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually. (See Policy 7540.03)

The Superintendent shall develop and implement written guidelines for staff and student technology usage. Procedures for the proper acquisition of technology shall be set forth in those guidelines. These guidelines shall also provide guidance to staff and students about making safe, appropriate and ethical use of the Corporation's network(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

Further safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to: using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they are victims of cyberbullying.

Social media shall be defined as Internet-based applications that turn communication (e.g., interactive/two-way conversation/dialogue) into interactive dialogue between users. The Board authorizes the instructional staff to access social media from the Corporation's network, provided such access has an educational purpose for which the instructional staff member has the prior approval of the Principal and the Executive Director of Innovation.

However, personal access and use of social media, blogs, or chat rooms from the Corporation's network is expressly prohibited and shall subject students and staff members to discipline in accordance with Board Policy.

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

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

Revised 2/20/2012

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 Corporation's position with respect to staff member privacy in the educational and workplace setting and to protect the Corporation's interests.

All computers, telephone systems, electronic mail systems, and voice mail systems are the Corporation's property and are to be used solely for business purposes. The Corporation retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Corporation's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any personal information or data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Corporation with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Corporation retains the right to access information in spite of a password. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voicemail are to be used for business and educational purposes. No personal messages should be exchanged via Corporation-owned technology. Staff members are encouraged to keep their personal records and personal business at home.

Because the Corporation's computer and voice mail systems are to be used solely for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

The Corporation is interested in its resources being properly used. Review of computer files, electronic mail, and voice mail will be done only in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Corporation except to the extent necessary to determine if the Corporation's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

The administrators and supervisory staff members authorized by the Superintendent have the authority to search and access information electronically.

All computers and any information or software contained therein are property of the Corporation. Staff members shall not copy, delete, or remove any information or data contained on Corporation computers or servers without the express permission of the Superintendent or designee or communicate any such information to unauthorized individuals. In addition, staff members shall not copy or download software onto any Corporation computer and may not bring software from outside sources for use on Corporation equipment without the prior approval of the Executive Director of Innovation. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

Revised 9/18/2001

7540.02 - CORPORATION WEB PAGE

The School Board authorizes the creation of websites by third parties, staff members and students of the School Corporation to be published on the Internet. The creation of websites by students must be done under the supervision of a professional staff member. Further, student created websites are subject to Policy 5722 - School Sponsored Student Publications and Productions.

All websites created by third parties, employees, and/or students must reflect the professional image of the Corporation, its employees and students. The content of all pages must be consistent with the School Corporation's Mission Statement and is subject to prior approval of the Superintendent. The web content, apps and web services must comply with State and Federal law, 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), and Children's Online Privacy Protection Act (COPPA).

The purpose of such websites is to education, inform, and communicate. The following criteria should be used to guide the development of such websites:

- A. Educate - content provided in the website should be suitable for and usable by students and teachers to support the curriculum and School Corporation's objectives as listed in the Corporation's strategic plan.
- B. Inform - content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, students' activities, and departmental policies.
- C. Communicate - content may provide an avenue to communicate with the community.

The information contained on the website should reflect and support the Corporation's mission statement, educational philosophy, and the academic improvement process.

When the content includes a photograph or information relating to a student, including Corporation-issued email accounts, the Corporation will abide by the provisions of Policy 8330 - Student Records.

All links included on the Corporation's website(s), web content, apps and web services also must meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). Nothing in this paragraph shall prevent the Corporation from linking the Corporation's website(s) to 1) recognized news/media outlets, e.g., local newspapers' websites, local television stations' websites, or 2) to websites, web content, apps, and/or web services that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may not contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a website to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student.

Under no circumstances are staff member-created web content, apps or web services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Corporation-specified website, web content, app or web service, for the purpose of conveying information to students and/or parents.

Staff members are prohibited from requiring students to go to the staff member's personal webpages/sites to check grades, obtain class assignments, and/or class related materials, or to turn in assignments.

Staff created web content, apps and web services must be located on Corporation-owned or Corporation-affiliated servers. School websites must be located on Corporation affiliated servers.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

The Superintendent shall prepare administrative guidelines defining the rules and standards applicable to the use of the Corporation's website and the creation of web content, apps and web services by staff and students.

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

Students who want their class work or information regarding their athletic endeavors, if applicable, to be displayed on the Corporation's website, web content, apps and web services must have written parent permission and expressly license the display and any related photographs without cost to the Corporation.

Prior written parental permission is necessary for a student to be identified via image and name on the Corporation's website, web content, apps and web services.

P.L. 106-554, Children's Internet Protection Act; 15 U.S.C. 6501 et seq., Children's Online Privacy Protection Act; 20 U.S.C. 6777, 9134; 47 U.S.C. 254, Communications Act of 1934, as amended
34 C.F.R. Part 99, Family Educational Rights and Privacy Act; 47 C.F.R. 54.520, Children's Internet Protection Act

Revised 10/19/15

7540.03 - STUDENT NETWORK AND INTERNET 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 Internet services to support the educational and professional needs of its students and staff. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First and foremost, the Corporation may not be able to limit access technologically, through the Corporation's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Corporation 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 Corporation 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 Network 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 Executive Director of Innovation may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access 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. The Board supports and respects each family's right to decide whether to apply for independent student access to 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 Board expects that staff members will provide guidance and instruction to students in the appropriate use of Internet. All Internet users of (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for appropriate behavior when using Corporation's computers/networks and the Internet, behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of the

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

Students shall not access social media for personal use from the Corporation's network, but shall be permitted to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

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

The Board designates the Superintendent and Executive Director of Innovation as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Network.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000; 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003); 18 U.S.C. 1460; 18 U.S.C. 2246; 18 U.S.C. 2256; 20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003); 20 U.S.C. 6777, 9134 (2003); 47 C.F.R. 54.500 - 54.523

Revised 12/17/12

7540.04 - STAFF NETWORK AND INTERNET 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 Internet services to support the educational and professional needs of its students and staff. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Corporation encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet will be guided by the Corporation's policy on instructional materials.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First and foremost, the Corporation may not be able to limit access technologically, through the Corporation's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens

classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Corporation 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 Corporation 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 Network 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 Executive Director of Innovation may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material, if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The Superintendent or Executive Director of Innovation may also disable the technology protection measures to enable access for bonafide research or other lawful purposes.

The Corporation has implement technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Corporation 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 Superintendent or Executive Director of Innovation may disable the technology protection measures to enable access for bonafide research or other lawful purposes.

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

- A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications.
- B. The dangers inherent with the online disclosure of personally identifiable information.
- C. The consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online.
- D. Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Internet. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff members are responsible for appropriate behavior when using Corporation's computers/networks and the Internet, behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school sponsored events. Communications on Education Technology are often public in nature.

Staff members shall not access social media for personal use from the Corporation's network, and shall access social media for educational purposes only after submitting a plan for educational use and securing the principal's and Executive Director of Innovation's approval of that plan in advance.

General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Executive Director of Innovation as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Network.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation'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 private computer. Posting to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Policy 8330). 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 student or employee information may be disciplined.

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

P.L. 106-554 (2000), Children's Internet Protection Act of 2000; 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003); 18 U.S.C. 1460; 18 U.S.C. 2246; 18 U.S.C. 2256; 20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003); 20 U.S.C. 6777, 9134 (2003); 47 C.F.R. 54.500 - 54.523

Revised 12/17/12

7541 - ELECTRONIC DATA PROCESSING DISASTER RECOVERY PLAN

The Board of School Trustees is committed to maintaining and protecting the Corporation's Information System. The Board believes that a complete and accurate Information System which include 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 Superintendent, shall develop, test, and maintain an electronic data processing disaster recovery plan for use in the event a disaster should disable the Corporation's electronic data processing equipment.

The plan may include:

- A. A reciprocal agreement with a neighboring school corporation 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 applications that are used by the Corporation;
- 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;
- G. A list of vendor contacts to be called for immediate replacement of disabled equipment or corrupted software;
- H. As a last resort, the procedures to create payroll checks and budgetary checks, and perform other necessary accounting functions, manually.

Adopted 11/17/2009

7542 - ACCESS TO CORPORATION TECHNOLOGY RESOURCES FROM PERSONAL COMMUNICATION DEVICES

The Board prohibits individuals from using their personal communication devices ("PCDs") to wirelessly access the Corporation's technology resources (guest or business networks, servers, projectors, printers, etc.) while they are on-site at any Corporation facility.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phone (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, etc.), and/or other web-enabled devices of any type.

Exceptions to this policy must be approved in advance, in writing, by the Superintendent.

Revised 06/17/13

7550 - JOINT USE OF FACILITIES

The School Board advocates the joint expenditure of Corporation funds and those of other government bodies to provide facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises and as it is entitled to do so by law, join with each or all of the governing bodies of municipalities comprising the Corporation, and other school corporations or educational institutions in acquiring, improving, equipping, operating, or maintaining such joint-use facilities as: parks, playgrounds, playing fields, gymnasiums, and swimming pools.

I.C. 20-5-11-1 et seq.