

Book	Policy Manual
Section	200 Pupils
Title	Electronic Devices
Number	237
Status	Active <i>✓ 2nd</i>
Legal	<u>1. 24 P.S. 510</u> <u>2. 24 P.S. 1317.1</u> 3. Pol. 218 4. Pol. 122 5. Pol. 123 6. Pol. 226 7. Pol. 233 8. Pol. 113 9. Pol. 815
Adopted	March 21, 2016
Last Reviewed	April 6, 2017

### **Authority**

The Board authorizes student possession of cell phones and other personal electronic devices, such as pagers, calculators, personal digital assistants (PDAs), laptop computers, handheld computers, cameras, MP3 players, **mobile phones, tablets** or any other devices designed to communicate, create or store information. **While the District does not prohibit bringing these devices, the District does not recommend it.** [1]

Owners assume all risks of damage, theft, loss or misuse of such devices.

Students may only be permitted to utilize such devices in the classroom with the consent of the teacher.

Students may not use such devices on school property and school-sponsored activities to access and/or view Internet websites that are otherwise blocked to students at school, such as but not limited to FaceBook, MySpace and YouTube.[9]

The following shall also be prohibited while using such devices on school grounds:[9]

1. Sending and/or displaying offensive messages.
2. Using obscene language.
3. Harassing, insulting or attacking others.
4. Violating copyright laws.
5. Using another individual's password/access codes.
6. Trespassing in digital files, work or folders.

Cameras of any type shall be prohibited in restrooms, locker rooms, swimming pool areas or during testing shall be prohibited.

The Board prohibits possession of laser pointers and attachments by students in district buildings; on district property; on district buses and vehicles; and at school-sponsored activities.[2]

Devices shall be powered off or silenced during the school day, unless otherwise permitted by district procedures, rules and/or regulations. Use of personal or district technology devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information which has sexual, violent or threatening content on school grounds, school events or school buses shall be prohibited and shall result in disciplinary action and/or confiscation of the electronic device.[3][6][7]

### **Definition**

**Electronic devices** shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, walkmans; CD players, iPods; DVD players, handheld game consoles, BlackBerries; **mobile phones, tablets, laptops** as well as any new technology developed with similar capabilities.

### **Electronic Images and Photographs**

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.

Because such violations may constitute a crime under state and/or federal law, the district may report such conduct to state and/or federal law enforcement agencies.

### **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[3]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[4][5]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

#### Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the Board's electronic device policy by publishing such policy in the student handbook, on the district website and in other publications mailed to addresses on file.

#### Guidelines

~~X~~ Parents/Guardians and students shall sign the acceptable use waiver acknowledging review of Board policy, register applicable equipment with the district and sign related forms.[9]

~~The district does not recommend bringing personal devices into schools:~~

Sending text, image, sound, video or files for the purpose of cheating shall be grounds for confiscation and/or inspection of transmitted data.[6]

If a device shall be confiscated, it shall only be released and/or returned to a parent/guardian.

Students may not:[9]

1. Employ the district network for commercial or any noneducational purposes.
2. Intentionally waste resources, such as excessive downloading or creating viruses.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with prior approval of the building principal or designee, or when use is provided in a student's individualized education program (IEP) and other reasons determined appropriate by the building principal.

The building administrator may grant approval for possession and use of a telephone paging device/beeper by a student for the following reasons:[2]

1. Student is a member of a volunteer fire company, ambulance or rescue squad.
2. Student has a need due to the medical condition of an immediate family member.
3. Other reasons determined appropriate by the building principal.

District staff shall not be authorized to share, distribute or download any content from a student's electronic device.

**If the District confiscates a student's device, it shall not be responsible for loss of data or damage to the device.**

Last Modified by Michele Bloch on April 7, 2017

~~X~~ The IT Department is not aware of these forms or what applicable equipment needs registered and is requesting clarification. Also requesting, if we don't do this then delete it from policy.

Book	Policy Manual
Section	800 Operations
Title	Food Services
Number	808 Vol I 2017
Status	First Reading <i>2nd ✓</i>
Legal	<u>1. 2 CFR Part 200</u> <u>2. 24 P.S. 1335</u> <u>3. 24 P.S. 1337</u> <u>4. 24 P.S. 504</u> <u>5. 24 P.S. 807.1</u> <u>6. 42 U.S.C. 1751 et seq</u> <u>7. 42 U.S.C. 1773</u> <u>8. 7 CFR Part 210</u> <u>9. 7 CFR Part 215</u> <u>10. 7 CFR Part 220</u> 11. FNS Instruction 113-1 (USDA) <u>12. 7 CFR 210.23</u> <u>13. 42 U.S.C. 1760</u> <u>14. 7 CFR 210.14</u> <u>15. 3 Pa. C.S.A. 5713</u> <u>16. 42 U.S.C. 1758(h)</u> <u>17. 7 CFR 210.13</u> 18. 7 CFR 210.31 19. Pol. 246 20. Pol. 610 21. Pol. 626 22. Pol. 827 <u>23. 42 U.S.C. 1758</u> <u>24. 7 CFR Part 245</u> <u>25. 7 CFR 15b.40</u> 26. Pol. 103.1 27. Pol. 113 28. Pol. 209.1 <u>29. 7 CFR 220.7</u> <u>30. 7 CFR 210.9</u> <u>31. 7 CFR 210.15</u> <u>Pol. 111-296</u> <u>7 CFR Part 15</u> Pol. 103

Submit in the  
Annual Notice

**Purpose**

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

**Authority**

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA). [1][2][3][4][5][6][7][8][9][10]

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability. [11][12]

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws. [4][13]

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account. [13][14]

**Delegation of Responsibility**

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{ } Business Manager.

{X} Food Services Director.

{ } Cafeteria Supervisor.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the[3][4]

{ } Superintendent.

{X} Business Manager.

{ } auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]

**The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.**

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[11]

### Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

{X} The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[20][21][22]

### Free/Reduced-Price Meals and Free Milk

The district shall provide free and reduced-price meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[23][24]

### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[25][26][27][28]

### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][29]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][29][30]

### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][31]

## School Meal Charges and Accounts

To ensure the effective operation of the district's food service program, the district establishes the following guidelines for payment of student school meals:

1. The district shall assign individual accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. The district shall notify students and/or parents/guardians when the student's account reaches a low balance.
3. The district shall notify students and/or parents/guardians when the student's account reaches a negative balance. The notice shall include a description of the consequences for failure to make payment.
4. The district shall provide students and/or parents/guardians with information on payment options and free and reduced-price meals and/or free milk.
5. The district may permit students to charge a meal, impose a limit on charged meals, and/or offer a reimbursable or alternate meal when the student forgets or loses his/her money or when his/her account has insufficient funds. Appropriate modifications to an alternate meal shall be made when required by the student's documented special dietary need.

This policy and any applicable procedures or administrative regulations regarding meal charges shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative balance.

{X} The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

### **Collection of Unpaid Meal Charges -**

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

### NOTES:

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq  
7 CFR Part 225

**PSBA Revision 2/17 © 2017 PSBA**

Payment of School Meal Accounts.doc (44 KB)

Last Modified by Michele Bloch on April 6, 2017

## PAYMENT OF SCHOOL MEAL ACCOUNTS

**NOTE: Districts are encouraged to use this attachment as a means of providing locally developed procedures to students, parents/guardians, and staff for the payment of student school meals and the methods used for collecting unpaid school meal charges. Districts should review locally developed procedures and insert those procedures into this attachment. The USDA Food and Nutrition Service recently released a resource guide for schools to use in addressing unpaid meal charges. The guide is available here.**

[https://www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges\\_guide.pdf](https://www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges_guide.pdf)

**In reviewing locally developed procedures or developing new procedures, districts may find the checklists and accompanying documents in the Appendices helpful. Dissemination of the policy should include this attachment.**

### School Meal Charges and Accounts

The district permits students to incur reasonable charges for school meals. In an effort to ensure the effective operation of the district's food service program, the district establishes the following procedures for student payment of school meals.

{ X } At this time, Highlands School District is operating on a 100% free breakfast and lunch program. However, students may have a meal account to purchase extra and ala carte items. When the student's meal account balance goes below \$5.00, you will be notified and should load funds into the account or pay by check or cash as soon as possible. When your student's account goes below \$0.00, your student won't be able to purchase extra and ala carte items.

### Collection of Unpaid Meal Charges

{ X } For any meal account that is delinquent, the district will take any and all measures available under the laws to collect the delinquent funds.

Book	Policy Manual
Section	800 Operations
Title	Drug/Alcohol Testing - Covered Drivers
Number	810.1
Status	First Reading <i>✓ 2nd</i>
Legal	<u>24 P.S. 510</u> <u>67 PA Code 71.3</u> <u>75 Pa. C.S.A. 3802</u> <u>49 CFR Part 382</u>

### **Purpose**

The Board recognizes that the use and abuse of drugs and alcohol is a serious problem that may be present in the workplace. The Board also recognizes that a covered driver impaired by drugs or alcohol who operates **school buses** or vehicles or transports students poses significant risks to the safety of students and others.

### **Definition**

A **covered driver** shall include any employee who drives, operates or is in the actual physical control or movement of a school bus, school vehicle, or a commercial vehicle owned, leased or operated by the contractor.

### **Authority**

The Board establishes that all contracted transportation **providers** shall provide a program of drug and alcohol testing for covered drivers. A statement ensuring such program shall be included in the contracted agreement.

Last Modified by Michele Bloch on March 31, 2017

Book	Policy Manual
Section	800 Operations
Title	Transportation - Video/Audio Recording
Number	810.2 Vol VI 2016
Status	First Reading <i>✓ and</i>
Legal	<u>1. 75 Pa. C.S.A. 102</u> <u>2. 18 Pa. C.S.A. 5704</u> <u>3. 24 P.S. 510.2</u> 4. Pol. 113.4 5. Pol. 216 <u>24 P.S. 510</u> Pol. 218 Pol. 805.1 Pol. 810

### **Purpose**

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles.

### **Definitions**

**School bus** means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[1]

**School vehicle** means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[1]

### **Authority**

The Board authorizes the use of video and audio recording on school buses and school vehicles **for disciplinary and security purposes**. [2]

The Board prohibits the use of audio recording on any school bus or school vehicle that is not being used for a school-related purpose. [2]

### **Delegation of Responsibility**

The Board directs the Superintendent or designee to ensure that:

1. Each school bus and school vehicle that is equipped with video and audio recording equipment contains a clearly posted notice informing drivers and passengers of the potential for video and audio recording. [2]
2. **This policy is posted on the district's publicly accessible website.** [2][3]
3. **Each school year, this policy is included in the student handbook and in any other district publication that sets forth the comprehensive rules, procedures and standards of conduct.** [2]

### **Guidelines**

The district shall comply with the provisions of federal and state laws and regulations regarding student record requirements as applicable to the district's use and disclosure of recordings. Recordings considered part of a student's educational record shall be maintained in accordance with established student record procedures governing access, review and disclosure of student records. [4][5]

**PSBA Revision 10/16 © 2016 PSBA**

Last Modified by Michele Bloch on March 31, 2017



Book	Policy Manual
Section	800 Operations
Title	Bonding
Number	811
Status	First Reading <i>✓ 2nd</i>
Legal	<a href="#">1. 24 P.S. 409</a>
	<a href="#">2. 24 P.S. 431</a>
	<a href="#">3. 24 P.S. 436</a>
	<a href="#">4. 24 P.S. 511</a>
	<a href="#">5. 24 P.S. 684</a>

### **Purpose**

Prudent trusteeship of district resources dictates that employees responsible for the safekeeping of district funds be bonded.

### **Authority**

The Board directs that the district be indemnified against loss of money by bonding each employee required to be bonded by policy or by law. The Board shall bear the cost of bonds for designated employees. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Enumeration and valuation on such bonds shall be determined annually.

### **Guidelines**

All other employees shall be covered under a blanket bond.

The amount of each bond shall be commensurate with the financial responsibility of the position.

**Business manager shall be responsible for securing bond insurance.**

Last Modified by Michele Bloch on April 6, 2017

Book	Policy Manual
Section	800 Operations
Title	Property Insurance
Number	812
Status	First Reading ✓ 2nd
Legal	<u>1. 24 P.S. 774</u>

**Purpose**

The Board recognizes its responsibility under law to insure the real and personal property of this school district.

**Authority**

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests in its buildings and properties. Such coverage shall insure for actual cost value and/or replacement cost.[1]

In placing insurance, the Board shall be guided by the **service of an insurance agent**, scope of coverage provided, price of desired coverage, and assurance of coverage.

The Board shall **appoint an insurance advisor, who may be the agent of the record.**

Last Modified by Michele Bloch on March 31, 2017

Book	Policy Manual
Section	800 Operations
Title	Other Insurance
Number	813
Status	First Reading <i>2nd</i>
Legal	<u>1. 24 P.S. 513</u> <u>2. 24 P.S. 774</u> <u>3. 29 U.S.C. 1161-1169</u>

**Purpose**

Proper school district operation requires that adequate, basic insurance programs be provided for the protection of the district and its employees.

**Authority**

The Board has the authority and responsibility to provide adequate insurance coverage to protect the district's interests. [1][2]

**The Board shall offer insurance coverage to administrators and regularly employed staff members in accordance with state and federal laws, and provisions of any applicable administrative compensation plan, individual contract, collective bargaining agreement, employee handbook, or Board resolution. [1][2][3]**

**In placing insurance, the Board shall be guided by the service of an insurance agent, scope of coverage provided, price of desired coverage, and assurance of coverage.**

**The Board shall appoint an insurance advisor, who may be the Agent of Record.**

Last Modified by Michele Bloch on March 31, 2017

Book	Policy Manual
Section	800 Operations
Title	Copyright Material
Number	814
Status	First Reading <i>✓ 2nd</i>
Legal	<u>1. 17 U.S.C. 101 et seq</u>

### **Authority**

The Board emphasizes that **federal law** makes it illegal for anyone to duplicate copyrighted materials without permission. The Board **acknowledges** that severe penalties are provided for unauthorized copying of audio, visual, software, **online** or printed materials unless the copying falls within the bounds of the fair use doctrine.[1]

### **Definition**

Under the **fair use doctrine**, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. **In order for the duplication or alteration of a product to fall within the bounds of fair use, four (4) standards must be met:**

1. Purpose And Character Of The Use – The use must be for such purposes as teaching or scholarship and must be nonprofit.
2. Nature Of The Copyrighted Work – Staff may make single copies of: book chapters for use in research, instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals or newspapers.
3. Amount And Substantiality Of The Portion Used – Copying the whole of a work cannot be considered fair use; copying a small portion may be **considered fair use** if **appropriate** guidelines are followed.
4. Effect Of The Use Upon The Potential Market For Or Value Of The Copyrighted Work – If resulting economic loss to the copyright holder can be shown, making even a single copy of certain materials may be an infringement; and making multiple copies presents the danger of greater penalties.

### **Delegation of Responsibility**

Staff may make copies of copyrighted school district materials that fall within **the established administrative regulations**. Where there is reason to believe the material to be copied does not fall within **the administrative regulations**, prior permission shall be obtained from the principal.

Staff members who fail to **adhere to** this policy may be held personally liable for copyright infringement.

**Staff members shall be responsible for instructing students in fair copyright practices and academic integrity, including guidance on citing resources appropriately.**

Book	Policy Manual
Section	800 Operations
Title	Acceptable Use of Internet, Computers and Network Resources
Number	815
Status	First Reading <i>✓ And</i>
Legal	<a href="#">1. 18 U.S.C. 2256</a> <a href="#">2. 18 Pa. C.S.A. 6312</a> <a href="#">3. 20 U.S.C. 6777</a> <a href="#">4. 47 U.S.C. 254</a> <a href="#">5. 18 Pa. C.S.A. 5903</a> 6. Pol. 218 7. Pol. 233 8. Pol. 317 9. Pol. 103 10. Pol. 103.1 11. Pol. 104 12. Pol. 248 13. Pol. 348 14. Pol. 249 15. Pol. 218.2 <a href="#">16. 24 P.S. 4604</a> <a href="#">17. 24 P.S. 4610</a> <a href="#">18. 47 CFR 54.520</a> <a href="#">19. 24 P.S. 1303.1-A</a> 20. Pol. 237 21. Pol. 814 <a href="#">22. 17 U.S.C. 101 et seq</a> <a href="#">24 P.S. 4601 et seq</a> Pol. 220
Last Reviewed	April 10, 2017

**Purpose**

**The Board supports use of the computers, Internet and other network resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.**

The district provides students, staff and other authorized individuals with access to the district's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

**For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.**

**Definitions**

**District Technology includes but is not limited to: Internet, shared network resources and external file storage devices. Desktop, mobile computers, tablets and handheld devices including mobile phones/cameras. Videoconferencing, televisions, projection systems and telephones. Online collaboration, social media, and email. Copiers, printers and peripheral equipment. Additional technologies as developed.**

**The term child pornography is defined under both federal and state law.**

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:[\[1\]](#)

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.[\[2\]](#)

**The term harmful to minors is defined under both federal and state law.**

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:[\[3\]](#)[\[4\]](#)

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:[\[5\]](#)

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene - any material or performance, if:**[\[5\]](#)

1. The average person applying contemporary community standards would find that the **subject matter** taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

**Technology protection measure** - a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors, or **deemed inappropriate by district administration.**[\[4\]](#)

#### Authority

The availability of access to electronic information does not imply endorsement by the district of the content, nor does the district guarantee the accuracy of information received. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The district's computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the district's Internet, computers or network resources, including personal files or any use of the district's Internet, computers or network resources. The district reserves the right to monitor, track, and log network access and use; monitor fileserver space utilization by district users; or deny access to prevent unauthorized, inappropriate or illegal activity and may revoke access privileges and/or administer appropriate disciplinary action. The district shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials in any investigation concerning or related to the misuse of the district's Internet, computers and network resources.[\[6\]](#)[\[7\]](#)[\[8\]](#)

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the Superintendent or designee.

The Board establishes the following materials, in addition to those stated in law and defined in this policy, that are inappropriate for access by minors:[\[4\]](#)

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discriminatory.[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
5. Bullying.[\[14\]](#)
6. Terroristic.[\[15\]](#)

The district reserves the right to restrict access to any Internet sites or functions it deems inappropriate through established Board policy, or the use of software and/or online server blocking. Specifically, the district operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter-by-minors-on-its-computers-used-and-accessible-to-adults-and-students content for students and staff when on or off the district network. The technology protection measure shall be enforced during use of computers on all district devices with Internet access.[\[3\]](#)[\[4\]](#)[\[16\]](#)

Upon request by students or staff, the Superintendent or designee shall expedite a review and may authorize the disabling of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.[\[16\]](#)

Upon request by students or staff, building administrators may authorize the temporary disabling of Internet blocking/filtering software to enable access for bona fide research or for other lawful purposes. Written permission from the parent/guardian is required prior to disabling Internet blocking/filtering software allowing access for a student's use. If a request for temporary disabling of Internet blocking/filtering software access is denied, the requesting student or staff member may appeal the denial to the Superintendent or designee for expedited review.[\[3\]](#)[\[17\]](#)

#### Delegation of Responsibility

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

The district shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the district website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request. [16]

Users of district networks or district-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the district uses monitoring systems to monitor and detect inappropriate use and tracking systems to track and recover lost or stolen equipment.

Student user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

Building administrators shall make initial determinations of whether inappropriate use has occurred.

The Superintendent or designee shall be responsible for recommending technology and developing procedures used to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit or inappropriate materials. The procedures shall include but not be limited to: [3][4][18]

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions of content that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Board.

2. Maintaining and securing a usage log.

3. Monitoring online activities of minors.

The Superintendent or designee shall develop and implement ~~administrative~~ <sup>delete</sup> regulations that ensure students are educated on network etiquette and other appropriate online behavior, including: [4]

1. Interaction with other individuals on social networking websites and in chat rooms.

2. Cyberbullying awareness and response. [14][19]

#### Guidelines

Network accounts shall be used only by the authorized owner of the account for its approved purpose. Network users shall respect the privacy of other users on the system. Account credentials should not be shared with others.

#### Safety

It is the district's goal to protect users of the network from harassment and unwanted or unsolicited electronic communications. Any network user who receives threatening or unwelcome electronic communications or inadvertently visits or accesses an inappropriate site shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, email, social networking websites, etc.

Internet safety measures shall effectively address the following: [4][18]

1. Control of access by minors, students and staff to inappropriate matter on the Internet and World Wide Web as mandated by CIPA.

2. Safety and security of minors, students and staff when using electronic mail, chat rooms, and other forms of direct electronic communications.

3. Prevention of unauthorized online access by minors, students and staff, including "hacking" and other unlawful activities.

4. Unauthorized disclosure, use, and dissemination of personal information regarding minors, students and staff.

5. Restriction of minors, students and staff' access to materials harmful to them.

#### Prohibitions

Users are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited of district technology equipment is prohibited:

1. Facilitating illegal activity.

2. Commercial or for-profit purposes.

3. Nonwork or nonschool related work.

4. Product advertisement or political lobbying.

5. Bullying/Cyberbullying. [14][19]

6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.

7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.[20]
9. Access by **staff**, students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms.
14. ~~Fraudulent copying, communications, or modification of materials in violation of copyright laws.[21]~~ **Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. [21] [22]**
15. Loading or using of unauthorized games, programs, files, or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, district computers or other network resources without authorization.
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. **Sharing user account credentials.**
22. **Users may not attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the district network without permission from the school administration or the Technology Department.**
23. **Users shall not use the network in such a way that would degrade the performance system resources or disrupt the use of the network by others.**  
This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects, as determined by the supervising instructor or school administrator.
24. **Users may not access blogs, social networking sites, etc. prohibited by school administration or the Technology Department. Teachers and students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.**
25. **Use remote accessing software or hardware to take unauthorized control of any network attached device or workstation.**
26. **Remove License decals or inventory control tags attached to the systems.**
27. **Attempt to log onto the network as a system administrator.**

#### Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
4. **School staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).**

#### Copyright

The illegal use of copyrighted materials is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines and applicable laws and regulations.[21][22]

#### District Website

The district shall establish and maintain a website and shall develop and modify its web pages to present information about the district under the direction of the Technology Director or designee. All users publishing content on the district website shall comply with this and other applicable district policies.



**without authorization from the building principal.**

Consequences for Inappropriate Use

The **network** user **shall be** responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.<sup>[16]</sup>

**Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.**

General rules for behavior and communications apply when using the **Internet**, in addition to the stipulations of this policy.

Vandalism shall result in **loss of access privileges, disciplinary action, and/or legal proceedings.** Vandalism is defined as **physical damage of district equipment** or any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

**Failure to comply with this policy or inappropriate use of the Internet, district network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.**<sup>[6][7][8]</sup>

Last Modified by Michele Bloch on April 10, 2017

Book	Policy Manual
Section	800 Operations
Title	Website Development
Number	815.1
Status	First Reading <i>✓ and</i>
Legal	1. Pol. 317
	2. Pol. 815
	3. Pol. 814

### Purpose

The availability of Internet access in the district provides an opportunity for students and staff to continue **contribute** to the district's presence in the World Wide Web. The district's website provides information about curriculum, instruction, school-authorized activities, and other general information related to district schools and to the district's mission.[2]

The web pages also serve as links to educational resources on the Intranet and Internet for students and staff to access.

### Authority

Internet access for the creation of web pages is provided by the Technology Director and/or designee. Creators of web pages need to familiarize themselves with and adhere to established Board policies and ~~administrative~~ regulations. Failure to follow Board policies or ~~administrative~~ regulations may result in the loss of authorizing privileges and appropriate disciplinary action.[1][2]

The Technology Director shall provide access to the district's website in order to access information, research, collaborate, and facilitate learning and teaching to foster the educational purpose and mission of the district.

The website, including its content, is the property of the district. The district reserves the right to deny access and to track, log and search in order to prevent unauthorized, inappropriate or illegal activity. The district will cooperate to the extent legally required with the Internet service providers, as well as local, state and federal law enforcement officials in any investigation concerning or related to the misuse of the website.

**Employees must not disclose on the district website or internet any personally identifiable information concerning students or staff members except as permitted by FERPA or without prior authorized consent from appropriate administration.**

**Staff and students are prohibited from publishing a website and/or social media content using the Highlands School District name or school site names, likeness, pictures or graphics without prior approval.**

### Delegation of Responsibility

The Technology Director will serve as the coordinator to oversee the use of the district's website, network and systems, and will work with other regional or state organizations, as necessary.

In conjunction with the Technology Director, the building principals, supervisors and designated administrators will serve as coordinators for the district's website and approve postings for the applicable website section.

The Technology Director, building principals, supervisors, and designated administrators shall ensure staff and teachers receive proper training in the use of the website and the requirements of this policy and establish ~~administrative~~ regulations, maintain executed agreements, and shall be responsible for interpreting the district's acceptable use of computers, networks, electronic communications and information systems policy, Internet, website development policy, and copyright policy at the building and district levels.[3][2]

Publishers who have signed an agreement may post content, including but not limited to, curriculum information, educational articles, district data, school-related activities, and district events on teacher web pages on the district's website. Other requests to post information on the district website must be submitted to the Technology Director, building principal, supervisor, or designated administrator, who will review and approve or deny the request. If approved, the information will be posted to the district website. If there is a question regarding website content, the Superintendent will be the final decision maker, if necessary. No other agency, organization or educational institution may maintain a presence on the district website without the knowledge and approval of the Technology Director, building principal, supervisor, or designated administrator. The website is for district use only.

**Advertising on the district website by outside businesses maybe permitted if approved by the board pursuant to a contract. No employee is permitted to advertise or solicit on the district website without prior board approval.**

The Technology Director or designee shall establish ~~administrative~~ regulations to implement this policy.

Book	Policy Manual
Section	800 Operations
Title	Public Communication by Employees
Number	816
Status	First Reading <i>and</i>
Legal	1. Pol. 815 2. Pol. 317 3. Pol. 824

### **Purpose**

In a technologically advancing world, employees, especially those within the public education system, must embrace the benefits offered by such technology to improve its program without becoming detrimental to the program philosophy or reputation. Inasmuch, the use of social networking websites, blogging websites, web-camera capabilities and host sites, instant messaging, text and/or picture messaging, and email messaging should accurately reflect a positive, responsible image of a Highlands School District employee. Employees are expected to appropriately balance First Amendment rights and to maintain an effective and credible reputation as an educator. This policy also applies to support staff, administrators, classified staff, and Athletic Department staff.

### **Guidelines**

District employees are not permitted to use third party email systems (such as Yahoo or AOL) in their capacity as representatives of Highlands School District. All email sent by employees in their capacity as representatives of the Highlands School District must be sent from Board authorized email systems, with Board authorized return addresses. Such emails are subject to retention in accordance with the Board's Acceptable Use of Internet and Computer Resources Policy.[1]

Employees should note that all social media users are liable for what they post on their own site and on the sites of others. Employees should be honest about their identity. Anonymous postings are able to be traced back to authors in cases involving legal procedures. Posting or viewing of inappropriate, defamatory, libelous, or obscene material (as identified by law), may result in disciplinary action.[2]

This Board regulation prohibits frequent personal communication with current students (via phone, email, letters, notes, text messaging, social networking sites and/or other electronic communications) unrelated to course work or official school matters. Exceptions may be made at the discretion of the Superintendent or his/her designee in circumstances where a student is a relative or existing close personal acquaintance of an employee. The district offers various opportunities and methods for employee, student and parent communications, including email addresses, website pages and sections on the www.GoldenRams.com website, school telephone numbers, and academic progress applications, including Progress Book. Employees who are bound by a code of professional conduct pursuant to their license, certification or position within the district must conduct themselves in accordance with the same when utilizing social media.[3]

Employees who identify themselves with their school district online must make sure that the content associated with them is consistent with their work at the district. Personal websites and blogs should include a disclaimer that says the employee's views are their own and do not reflect those of the Highlands School District.

Employees must at all times adhere to confidentiality obligations imposed by law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). Employees must comply with all copyright laws and must reference or cite all sources as required by law. Under no circumstances shall the employee use district name(s), logos, mascots or images without express written consent and in accordance with district policy. The use of images or names of students on personal blog or social networking sites is absolutely prohibited. Employees shall refrain from discussing confidential district matters (e.g. litigation or employee/student discipline) on social media sites.

Employees shall not use the district's name to promote or endorse any product, cause or political party or candidate.

Employees should remember that online postings often are archived and searchable, and thus, any postings should be carefully considered. This should also be considered when approving "comments" to be viewable on your social networking website.

Employees should remember that as a staff member of Highlands School District, students and community members expect that the employee is to maintain a professional manner in order to be a role model for students at all times.

Violation of this regulation may result in discipline as appropriate, up to and including termination, in accordance with all applicable district disciplinary policies and procedures. The district does not arbitrarily monitor employee use of public online media; however, it may take appropriate responsive action when it becomes aware of, or suspects, online conduct that adversely affects the educational process or violates applicable codes of professional conduct. Online postings may subject the employee to disciplinary action if deemed a violation of this regulation or any applicable law, including applicable codes of professional conduct.

The Superintendent or his/her designee shall annually advise staff members of the guidelines contained in this administrative regulation **policy, by notifying employees of its location on the district website or other efficient means of communication.**