

**Volume 31 Number 1  
September 2016**

**OVERVIEW**

**BYLAWS AND POLICIES**

**Policy 2628 – State Aid Incentives (Revised)**

This policy has been revised at client request to provide specific authorization to utilize State “At Risk” funding (Section 31a) by eligible districts for designated purposes.

This policy revision should be considered for adoption if the district is eligible for such funding.

**Policy 5830 – Student Fund-Raising (Revised)**

See note on Policy 6605.

**Policy 6605 - Crowdfunding (New)**

This new policy is offered due to numerous client requests for policy language to provide either a specific prohibition or some permissive structure regarding the recent growth of crowdfunding activities. Note options available and similar language included in both Policy 5830 and Policy 9700. It is important to be consistent with options selected from one policy to another.

This policy and language provided in the corresponding policies should only be selected if the district wishes to address this type of fundraising activity.

**Policy 9700 - Relations with Special Interest Groups (Revised)**

See note on Policy 6605.

**Volume 32 Number 2 and Technology Phase IV  
February 2018**

**OVERVIEW**

**Policy 7540.02 - Web Accessibility, Content, Apps and Services (Replacement)**

Revisions to this policy reflect the growing compliance requirements needed to provide necessary access to district web content, services, and apps. In addition to compliance officer references, training and reporting requirements are included.

Revisions to this policy are strongly recommended in order to maintain accurate and compliant policies.

**Policy 7530 - Lending of Board-Owned Equipment (Revised)**

The changes in this policy include the following:

1. The 3rd option on page 2 has been revised to make it clearer that Technology Resources assigned to a staff member may be used off school property, but, if they are and if they have Personally Identifiable Information about students and/or staff saved/uploaded/stored on the Technology Resource, then it is the responsibility of the staff member to have the device locked down so that an unauthorized individual cannot access the device if it lost or misplaced.
2. The term Technology Resources is capitalized throughout to indicate that it is a term of art for which there is a specific definition applicable to the District's policies.
3. Minor grammatical corrections were made throughout that did not change the meaning or intent of any provisions.

**Policy 7530.02 - Staff Use of Personal Communication Devices (Revised)**

The changes in this policy include the following:

1. Reference to the definition of Personal Communication Devices in Bylaw 0100 was added in the first paragraph, and any references throughout the policy to Personal Communication Devices have been changed to "PCDs."
2. "GPS-navigation destinations set or modified" was added to the list smartphone uses that should be completed before driving.

**Policy 7542 – Access to District Technology Resources and/or Information Resources From Personal Communication Devices (Revised)**

The changes in this policy include the following:

1. An optional opening paragraph is provided so that the Board can differentiate between use of its business network and its guest network if both of these have been established.
2. There is a reference to the definitions in Bylaw 0100 for Personal Communication Devices, Technology Resources, and Information Resources when these terms are first mentioned in either Option #1 or in Option #2. The reference to Bylaw 0100 will be a link so that the reader can toggle to the bylaw and read the definition if s/he desires to do so.
3. After the first reference to Personal Communication Device, the acronym PCDs is used to refer to Personal Communication Devices each time the term is referenced throughout the remainder of the policy.

**Policy 7543 – Utilization of the District’s Website and Remote Access to the District’s Network (Revised)**

The changes in this policy include the following:

1. Several additional resources have been added to the list of resources that could be accessed on the District’s network.
2. Revisions have been made to the list of possible standards and regulations to which each individual granted remote access privileges must comply.

**REVISED POLICY - VOL. 31, NO. 1**

**STATE AID INCENTIVES**

The Board of Education, in its efforts to provide a quality education for the students of this District, shall review annually the State School Aid Act to determine any programs or incentives that offer additional revenues.

The Superintendent shall examine the requirements for each of the programs or incentives to determine which are feasible for this District and provide the Board with the necessary resolutions for those selected.

[X] At Risk Funding

The State School Aid Act provides Section 31a funding for instructional and pupil support services who meet the at-risk identification characteristics specified.

At-risk characteristics include low achievement on State- or local-administered assessments in mathematics, English language arts, social studies or science; failure to meet proficiency standards in reading by the end of 3rd grade or career and college readiness for high school students at the end of 12th grade; a victim of child abuse or neglect; is a pregnant teenager or teenage parent; has a family history of school failure, incarceration or substance abuse; is a pupil in a priority or priority successor school; and in the absence of State or local assessment data, meets at least two or more identified risk factors.

Section 31a funds are limited to instructional services, and direct non-instructional services to pupils. They may not be used for administration or other related costs. The District shall implement multi-tiered systems of support, as required, in order to access such funding.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROGRAM  
2628/page 2 of 2

Annually, the Superintendent shall allocate such funding to appropriate programs and services based on District priorities. Section 31a funds may be used to provide an anti-bullying or crisis intervention program.

State School-Aid Act

© **NEOLA 2016**

**REVISED POLICY - VOL. 31, NO. 1**

**STUDENT FUND-RAISING**

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fund-raising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the Principal. Such fund-raising that occurs off school grounds may be permitted by the Superintendent.

[x] The Board permits two **(X)** fundraisers per **(X)** week per school that involve the sale of food items and/or beverages that are an exception to the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations for consumption on campus during the school day by students.

Other than approved non-compliant fundraisers, the food and/or beverage items to be sold for any other fund-raisers by student clubs and organizations, parent groups, or booster clubs and consumed on campus, shall comply with the current USDA Dietary Guidelines for Americans, and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy 8500 - Food Services.

If approved, fund-raisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8500, Food Services, pertaining to the sale of foods and beverages during food-service hours, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

STUDENTS  
5830/page 2 of 3

[x] Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the  
(x) Superintendent.

[x] Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(x) of the Superintendent.

All crowdfunding activities are subject to AG 6605.

Fund-raising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District, may be permitted on or off school grounds by the Superintendent.

All fund-raising by school-related organizations and District support organizations, both those whose funds are managed by the Fiscal Officer and those whose funds are not managed by the Fiscal Officer, shall be done in accordance with Policy 9211 and Policy 9700.

The Superintendent shall establish administrative guidelines for the solicitation of funds that shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;
- C. limit the kind and amount of advertising for solicitation;
- D. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and

- E. limit the number of fund-raising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fund-raiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

M.C.L. 380.1272b  
7 C.F.R. Parts 210 and 220  
42 U.S.C. 1779



**NEW POLICY - VOL. 31, NO. 1**

**CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity. “Crowdfunding” refers to a campaign to collect typically small amounts of money from a large number of individuals to finance a project or fundraise for a specific cause. Through the use of personal networking, social media platforms, and other Internet based resources, funds are solicited or raised to support a specific campaign or project.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval

(x) of the Superintendent.

All crowdfunding activities are subject to AG 6605.

**REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018**

**LENDING OF BOARD-OWNED EQUIPMENT**

- [X]** The Board of Education believes that Board-owned equipment is a valuable resource that 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 District's educational program.

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

- (X)** the Superintendent.  
**(X)** and only when such equipment is unobtainable elsewhere.

The user of Board-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. The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.

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

- (x)** Superintendent  
is required for such removal.

- [x]** An employee may use authorized Board-owned Technology Resources for school use off of District property. District Technology Resources (as defined in Bylaw 0100) may contain personally identifiable information ("PII") about students and/or staff. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District Technology Resources. Employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage. An employee who loses or misuses student or staff PII will be subject to disciplinary action.
  
- [x]** Personal use of Board-owned equipment or facilities by staff or students will be in accordance with the Superintendent's administrative guidelines.

**REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018**

**STAFF USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices (“PCDs”) (as defined in Bylaw 0100) has become pervasive in the workplace. For purposes of this policy, “personal communication device” includes computers, tablets (e.g., iPad-like devices), electronic readers (“e-readers”; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc. and/or other web-enabled devices of any type. Whether the PCD is Board-owned and assigned to a specific employee, or personally-owned by the employee (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee on a per use basis for their business-related use of his/her PCD, or the employee receives no remuneration for his/her use of a personally-owned PCD), the employee is responsible for using the device in a safe and appropriate manner.

**Safe and Appropriate Use of Personal Communication Devices, Including Cell Phones/Smartphones**

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

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

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

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

Employees are subject to all applicable policies and guidelines pertaining to protection of the security, integrity and availability of the data stored on their PCDs.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent from PCDs, may not be secure. Therefore, employees should use discretion in relaying confidential information, particularly as it relates to students.

Additionally, cellular/wireless communications, including text messages, instant messages and e-mails sent and/or received by a public employee or school official using his/her PCD may constitute public records if the content of the message concerns District business, or an education record if the content includes personally identifiable information about a student. Cellular/wireless communications that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – Public Records. Cellular/wireless communications that are student records should be maintained pursuant to Policy 8330 – Students Records. Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's PCD may be subject to a Litigation Hold pursuant to Policy 8315 – Information Management. Staff are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records, or that constitute ESI that is subject to a Litigation Hold.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee must immediately notify the Superintendent so a determination can be made as to whether any public records, students records and/or ESI subject to a Litigation Hold has been compromised and/or lost. The Superintendent shall determine whether any security breach notification laws may have application to the

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7530.02/page 3 of 4

situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees from maintaining the following types of records and/or information on their **(x)** PCDs and/or **(x)** cell phones:

- (x)** social security numbers
- (x)** driver's license numbers
- (x)** credit and debit card information
- (x)** financial account numbers
- (x)** student personally identifiable information
- (x)** information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- (x)** personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)
- ( )** \_\_\_\_\_

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

**Privacy Issues**

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

**[X] [OPTION A]**

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

**Personal Use of PCDs While at Work**

**[X] [OPTION A]**

During work hours personal communications made or received, regardless of whether on a PCD or a regular telephone or network computer, can interfere with employee productivity and distract others. Employees are expected to use discretion in using PCDs while at work for personal business. Employees are asked to limit personal communications to breaks and lunch periods, and to inform friends and family members of the Board's policy in this regard.

**Potential Disciplinary Action**

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

**REVISED POLICY - SPECIAL UPDATE – APRIL 2018 - SOCIAL MEDIA**

**TECHNOLOGY**

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

- [x]** Students' use of District' Technology Resources (see definitions in Bylaw 0100) is a privilege, not a right. Students and their parents must sign and submit a *Student Technology Acceptable Use and Safety* form periodically, depending on grade level. (See also, Policy 7540.03)

The Superintendent shall develop and implement a written District Technology Plan (DTP). One of the primary purposes of the DTP is to evaluate new and emerging technologies and how they will play a role in student achievement and success and/or efficient and effective District operations.

The DTP shall set forth procedures for the proper acquisition of technology. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of District Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Technology Resources are abused in any way or used in an inappropriate, illegal, or unethical manner. See Policy 7540.03 and AG 7540.03 - Student Education Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 – Staff Education Technology Acceptable Use and Safety.

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not limited to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

Further safeguards 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, which is defined in Bylaw 0100, to interact with others online; interacting with other individuals in chat rooms or on



**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540/page 2 of 2

blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

Staff use of District-approved social media platforms/sites shall be consistent with Policy 7544.

Students must comply with Policy 7540.03 and Policy 5136 when using District Technology Resources to access and/or use District-approved social media.

Similarly, staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources to access and/or use District-approved social media platforms/sites.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.01V1/page 1 of 2

**REVISED POLICY - TECHNOLOGY UPDATE**  
**Version - 1**

**TECHNOLOGY PRIVACY**

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

All District Technology Resources (as defined in Bylaw 0100) are the Board's property and are intended to be used solely for business purposes. The Board retains the right to access and review all Information Resources (as defined in Bylaw 0100), including but not limited to electronic and voice mail, computer files, data bases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system/network, telephone system, electronic mail system, and voice mail system. Staff members shall be notified that they have no expectation that any personal information/data maintained, stored, or transmitted on or through such systems is confidential or private.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords does not guarantee confidentiality, and the Board 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.

District Technology Resources are to be used only for business and educational purposes.

**Staff members are encouraged to keep their personal records and personal business at home.**

Personal messages via Board-owned technology should be limited in accordance with the Superintendent's guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because District Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing computer, electronic, or voice mail messages.

**Version - 1**

District Technology Resources must be used properly.. Review of computer files, electronic mail, and voice mail will only be done 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 Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board'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 District Technology Resources and District Information Resources are the property of the Board. Staff members shall not copy, delete, or remove any information/ data contained on District Technology Resources without the express permission of the Superintendent, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software onto any District Technology Resources and may not bring software from outside sources for use on District Technology Resources without the prior approval of the Director of Technology. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.

**REPLACEMENT POLICY - VOL. 32, NO. 2 – FEBRUARY 2018**

**WEB ACCESSIBILITY, CONTENT, APPS AND SERVICES**

A. Creation of Content for Web Pages/Sites, Apps and Services

The Board of Education authorizes staff members  
**(x)** and students

to create content, apps and services (see Bylaw 0100 Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA) and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps and services must be consistent with the Board's Mission Statement and staff-created web content, services and apps are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

**[x]** Student-created content, apps and services are subject to Policy 5722 - School-Sponsored Student Publications and Productions.

**[x]** The creation of content, apps and services by students must be done under the supervision of a professional staff member.

B. Purpose of Content of District Web Pages/Sites, Apps and Services

The purpose of content, apps and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content, apps and services:

1. **Educate**

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

2. **Inform**

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

3. **Communicate**

Content may communicate information about the plans, policies and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's Mission Statement, Educational Philosophy, and the School Improvement Process.

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

Under no circumstances is District-created content, apps and services, to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no web content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.02/page 3 of 7

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

**[x]** Employees are required to use the Board-specified website, app or service (e.g., PowerSchool) for the purpose of conveying information about progress to students and/or parents. Under no circumstances is staff member-created content, apps and services, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material.

Web content, apps and web services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps and web services must be located on Board-owned or District-affiliated servers.

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

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

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.02/page 4 of 7

or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, and Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131 and 28 C.F.R. Part 35 in all respects.

1. **Technical Standards**

The District will adhere to the technical standards of compliance identified at [www.dexterschools.org/tech](http://www.dexterschools.org/tech). The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines ([WCAG](#)) [2.0](#) Level AA, and the Web Accessibility Initiative - Accessible Rich Internet Applications Suite ([WAI-ARIA 1.1](#)) for web content.

**[DRAFTING NOTE: OCR recommends WCAG 2.0 Level AA.]**

2. **Web Accessibility Coordinator**

The Board designates its (X) Director of Technology as the District's Web Accessibility Coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

**[X]** The District's Web Accessibility Coordinator(s) can be reached at: Dexter Community Schools Technology Department, 2615 Baker Road, Dexter MI 48130 734-424-4160 ext. 6351 [info@dexterschools.org](mailto:info@dexterschools.org)

**3. Third Party Content**

Links included on the Board's website(s) or web services and apps that pertain to its programs, benefits and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video-sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's Web Accessibility Coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.

Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:

- a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or
- b. websites, services and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The 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.

**4. Regular Audits**

The District, under the direction of the Web Accessibility Coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.



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

5. **Reporting Concerns or Possible Violations**

If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the Web Accessibility Coordinator with any accessibility concerns. S/he may also file a formal complaint utilizing the procedures set out in Board Policies 2260 and 2260.01 relating to Section 504 and Title II.

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and web services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.

A teacher who elects to supplement and enhance student learning through the use of apps and/or web services is responsible for verifying/certifying to the **(x)** Director of Technology that the app and/or web service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA), Student Online Personal Protection Act (SOPPA) and the Children's Internet Protection Act (CIPA) **(x)** and Section 504 and the ADA.

The Board further requires

**(x)** the use of a Board-issued e-mail address in the login process.

E. Training

The District will provide **(x)** periodic training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this Policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. One-Way Communication Using District Web Content, Apps and Services

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or Superintendent designates communications distributed via District web pages/sites, apps and web services to be one-way communication, public comments are not solicited or desired, and the web site, app or web service is to be considered a nonpublic forum.

If the District uses an apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned-off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8310E – Record Retention and Disposal), but it will not review or consider those comments.

**REVISED POLICY - SPECIAL UPDATE – APRIL 2018 - SOCIAL MEDIA**

**STAFF TECHNOLOGY  
ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology and Information Resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system does 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 Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines **(X)**, Policy 7544 and AG 7544 and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's Technology and Information Resources and staff's personal communication devices when they are connected to the District's computer network, Internet connection and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.04/page 2 of 5

Staff are expected to utilize District Technology and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The 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 and online educational services will be guided by Board Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District Technology Resources provide 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.

The Board may not be able to technologically limit access, through its Technology Resources, 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.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.04/page 3 of 5

disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether 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. **(X)** The Superintendent or Director of Technology may also disable the technology protection measures to enable access for bona fide 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. the safety and security of students while using e-mail, chat rooms, social media and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

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

**[X]** 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.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.04/page 4 of 5

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 the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

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

Staff members are responsible for good behavior when using District Technology and Information Resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its Technology and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines (X) and Policy 7544 and its accompanying procedure

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

- [X]** 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 District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7540.04/page 5 of 5

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

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District Technology and Information Resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental

consent. See Policy 8330. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

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

P.L. 106-554, Children's Internet Protection Act of 2000

P.L. 110-385, Title II, Protecting Children in the 21st Century Act

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)

47 C.F.R. 54.500 – 54.523

**REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018**

**ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION  
RESOURCES FROM PERSONAL  
COMMUNICATION DEVICES**

For purposes of this policy, “personal communication device” (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers (“e-readers”; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

**[X]** The Board of Education provides both a guest network and business network. The business network is a secure network for the conduct of official District business. Access to the business network requires prior approval and authorization by the District. The guest network is a CIPA-compliant non-secured network provided for use by students, parents, and other visitors while on school property. Only Board-approved communication devices and authorized users may access the business network. Any non-Board-approved communication devices or non-authorized users must be pre-approved by the Superintendent.

**[X] [OPTION #2]**

The Board of Education permits

- (x)** employees,
- (x)** students,
- (x)** Board members,
- (x)** guests,
- (x)** , as well as
  - (x)** contractors,
  - (x)** vendors,
  - (x)** agents,



**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7542/page 2 of 3

to use their “PCDs” to wirelessly access the District Technology and/or Information Resources (as defined in Bylaw 0100) while they are on-site at any District facility.

The Director of Technology **(X)** is charged with developing the necessary standards for connecting PCDs to the District’s Technology and Information Resources. The standards shall be available upon request.

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

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Technology Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Technology Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Personal Communication Devices. When an individual connects to and uses the District’s Technology and/or Information Resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user will be presented with a “splash screen” that will set forth the terms and conditions under which s/he will be able to access the District’s Technology and/or Information Resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children’s Internet Protection Act (“CIPA”), the Board has implemented technology protection measures that protect against (e.g., filter or block”) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District’s Technology and/Information Resources without authorization may be prospectively denied access to the District’s Technology and/or Information Resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7542/page 3 of 3

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

© **NEOLA 2018**

**REVISED POLICY – PHASE IV TECHNOLOGY UPDATE – FEBRUARY 2018**

**UTILIZATION OF THE DISTRICT’S WEBSITE AND REMOTE ACCESS TO  
THE DISTRICT'S NETWORK**

Parents, students, staff/employees and community members are encouraged to access the District's website (www.dexterschools.org).

The following resources are available on the District's website:

- (x) links to school websites
- (x) School/District Departments
- (x) the District's calendar
- (x) PowerSchool
- (x) required State reporting
- (x) Board agendas and minutes
- (x) information concerning the District’s Anti-Discrimination Policies and Guidelines, including Section 504/ADA complaint procedures
- ( ) summary of all reported bullying incidents (updated twice a year)
- (x) required Forms
- (x) employment and Volunteer Opportunities
  
- (x) contact info

Parents, students, staff/employees and community members should check the District's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally-identifiable nature of the information provided through that resource (e.g., the gradebook program and e-mail system). If a user

name and password, or log-in procedure, is necessary to access a resource, the user should contact the applicable school or department for access.

Access to the District Network through Server

**[x]** Designated District employees

are permitted to use their personally-owned or District-owned computers or workstations

**(X)** and/or web-enabled devices of any type

to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources **(x) and completing assigned tasks.**

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

**(x)** the individual may only access the network using his/her assigned user name and password

The individual is prohibited from allowing other persons, including friends and family members, to use his/her user name and password to log into the network. The user may not go beyond his/her authorized access.

**(x)** his/her device may not be connected to any other network at the same time s/he is connected to the network, with the exception of personal networks that are under the complete control of the user

**(x)** his/her device may not, at any time while the individual is using remote access to connect to the network, be reconfigured for the purpose of connecting to another (an additional) network

**(x)** use of the network, whether connected directly or remotely, is contingent upon the individual abiding by the terms and conditions of the Board's Technology Acceptable Use and Safety policies and guidelines

**[x]** Additional standards and regulations for remotely accessing and connecting to the District network shall be published in AG 7543 - Standards and Regulations for Remote Access and Connection.

Any user who violates this policy may be denied remote access and connection privileges.

Any employee who violates this policy may be disciplined, up to and including termination; any **(x) contractor (x) vendor (x) agent** who violates this policy may have his/her contract with the District terminated; and **(x) any student who violates this policy** may be disciplined up to and including suspension or expulsion.

**NEW POLICY - SPECIAL UPDATE – APRIL 2018 - SOCIAL MEDIA**

**USE OF SOCIAL MEDIA**

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

The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff **(X)** (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100.

The Superintendent is charged with designating the District-approved social media platforms/sites.

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

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

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

**Social Media for Instructional and School-Sponsored Activities**

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

**Expected Standards of Conduct on District-Approved Social Media**

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

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

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees **(X)** and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the

affected employee or volunteer, or the Superintendent concerning District operations).

**Retention of Public/Student Records**

District communications that occur through the use of District-approved social media platforms/sites – including staff members' **(X)** /volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. Records that are not part of the performance of an official function do not become public records by mere retention by the District under this policy. (See AG 8310A – Requests for Public Records)

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

**[DRAFTING NOTE: Select Option 5, 6, 7, 8, or 9]**

**Employees' Use of District Technology Resources to Access Social Media for Personal Use**

~~[ ]~~ **[OPTION #5]**

~~Employees ( ) and District approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use.~~

~~( )~~ **[OPTION #6]**

~~Employees ( ) and District approved volunteers **[END OF OPTION]** are prohibited from using District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours.~~

~~They are reminded that the District may monitor their use of District technology resource.~~



**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7544/page 4 of 5

**[OPTION #7]**

Employees **(x)** and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resource.

~~**[OPTION #8]**~~

~~Employees **( )** and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it does not interfere with the employee's **( )**/volunteer's **[END OF OPTION]** job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~**[OPTION #9]**~~

~~Employees **( )** and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's **( )**/volunteer's **[END OF OPTION]** use during work hours does not interfere with his/her job performance.~~

~~They are reminded that the District may monitor their use of District technology resource.~~

~~**[END OF OPTIONS 5-9]**~~

**[DRAFTING NOTE: Select Option 10, 11, or 12]**

**Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use**

~~**[OPTION #10]**~~

~~Employees are prohibited from using personal communication devices to access social media for personal use during work hours.~~

**BOARD OF EDUCATION  
DEXTER COMMUNITY SCHOOL DISTRICT**

PROPERTY  
7544/page 5 of 5

**[X] [OPTION #11]**

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

~~**[ ] [OPTION #12]**~~

~~Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.~~

**[END OF OPTIONS 10-12]** Employees **(x)** and District-approved volunteers **[END OF OPTION]** are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative procedures, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative procedure will be reviewed and updated

**(x)** as necessary

20 U.S.C. 1232g

34 C.F.R. Part 99

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

© **NEOLA 2018**

## **NAMING SCHOOL BUILDINGS, PORTIONS OF BUILDINGS, OR FACILITIES**

### **I. GENERAL STATEMENT OF POLICY**

The purpose of this policy is to establish guidelines for the naming of school buildings (or areas within a building) or facilities. Naming or renaming schools provides an opportunity to further develop an identity for the school, its community, its staff, and its students. The naming of school buildings or facilities is the responsibility of the Board of Education.

When naming a facility or portions of a facility, the following criteria should be considered:

1. The proposed name should be appropriate.
2. The name should stand the test of time.
3. In naming sites or facilities, special consideration may be given to those names that will have some special meaning to the students and Dexter Community.
4. In general, buildings will not be named after persons, but if the name involves a person, there should be evidence of distinguished service, special school contributions (fiscal or service), or other honors earned which reflect well upon the education received in the School District. Naming a site or facility after a deceased person shall be done after a reasonable waiting period following the individual's death.
5. Portions of school facilities, such as libraries, gymnasiums and athletic fields, shall be named according to their educational purpose; however, if another name is used, it has no implied permanence and may later be removed by the Board.

The names of sites which serve a districtwide function (e.g., Administrative Services, Community Education) and facilities or portions of facilities which are jointly owned by the School District and other entities should be named to illustrate the nature of their role in the District to avoid confusion

### **II. NAMING OR RENAMING PROCEDURES**

#### **A. Naming of a New School**

After the site selection is completed, and as soon as possible, a naming committee should be created.

#### **B. Renaming an Existing School**

Existing schools may be renamed by action of the Board or the Board may create a naming committee at the request of the school or community. An existing school may be renamed for a variety of reasons including, but not limited to:

1. Combining of schools;
2. School replacement;
3. Development of new identity for the school.

#### **C. Naming Committee**

If a committee is to be formed, the building principal will lead the process and establish the committee consisting of the principal, community members, and school personnel. If the building does not have a

principal, the Board President will direct the formation of the committee. The committee process shall include:

1. A communication plan which explains the process and timelines for public participation;
2. Opportunities for students to be involved;
3. Public consultation;
4. Clarification of the strategies to be used by the committee for decision making and adherence to those strategies.

#### **D. Committee Report**

Upon completion of the process, the principal shall forward a report to the Board of Education through the office of the Superintendent. The report should contain the following information:

1. A description of the process followed to name or rename the school;
2. Identification of the individuals (and respective roles) on the committee;
3. A description of the process and strategy used to arrive at the recommendation;
4. A copy of the communication plan;
5. Three recommended names for the school in order of preference.

#### **E. Board Approval**

The Board will receive the recommendation and will review the communication plan. The Board may select a name from the recommendations, but is not obligated to do so. The Board should allow adequate time for public input on the proposals before making a decision.

The school principal or another committee member may be invited to speak to the Board regarding the submitted report.

The Board will make the final decision and reserves the right to reject any proposal to name or rename a building or facility.