

Book Policy Manual

Section April 2024-Ready for Board

Title Vol. 41, No. 2 - Technology Update - January 2023 Policy Disposition Sheet

Code 02 - Disposition Sheet

Status

**DISPOSITION OF NEW/REVISED/REPLACEMENT
POLICIES FOR BOARD ADOPTION**

VOL. 41, NO. 2 - TECHNOLOGY UPDATE - JANUARY 2023

Coding for District-Specific Edits

*1 = drafted by District staff

*2 = if the material was a work for hire, that is, material the District paid someone else to develop but from whom the District purchased the rights to publish

*3 = if the material is copyrighted to someone else from whom the District has secured permission to publish the material
(No code is needed for accepting Neola's vetted material)

Policy Number	Date Adopted	District-Specific Edits (1, 2, or 3)	Date Tabled	Date Rejected
po7540				
po7540.01				
po7540.02				
po7540.03				
po7540.04				
po8300				
po8305				
po8315				
po9700.01				

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised TECHNOLOGY
Code	po7540
Status	
Adopted	April 11, 2002
Last Revised	June 9, 2011

Revised Policy - Vol. 41, No. 2

7540 - 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 the District's District Information & 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 **(X)** annually ~~END OF OPTION~~. (See also, Policy 7540.03)

The Superintendent shall develop ~~(-)~~ **recommend for approval by the Board, [END OF OPTION]** and implement a written District Technology Plan (DTP). One (1) 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, effective, and secure and effective District operations. ~~(-)~~ **The Board will financially support, as the budget permits, the DTP, including recommendations to provide new and developing technology for students and staff [END OF OPTION].**

~~(-)~~ **The Superintendent shall create a Technology Governance Committee (see AG 7540B) to oversee and guide the development of the DTP. The Superintendent shall appoint individuals to the Technology Governance Committee which includes representatives of all educational, administrative, and business/operational areas in the District [END OF OPTION].**

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, secure, appropriate, and ethical use of District Information & Technology Resources, as well as inform both staff and students about disciplinary actions that will be taken if its Information & 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 Technology Acceptable Use and Safety, and Policy 7540.04 and AG 7540.04 - Staff Technology Acceptable Use and Safety.

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

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 Information & Technology Resources ~~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 District Information & Technology Resources) ~~the District's computer network and/or Internet connection~~.

Further safeguards shall be established so that the Board's expenditure of public funds to acquire, operate, and maintain District Information & Technology Resources achieves the desired benefits ~~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; communicating with other individuals in chat rooms or using other messenger apps, or through blogs,

~~audios (e.g., podcasts), and videos~~ interacting with other individuals in chat rooms or on blogs; and recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying.

~~{CHOOSE ONE (1) OF THE THREE (3) OPTIONS, IF DESIRED}~~

~~{X } {OPTION #1}~~

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

Students must comply with Policy 5136, Policy 5722, Policy 7540.03, and Policy 7544 when using District ~~Information & 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 ~~Information & Technology Resources~~ technology resources to access and/or use District-approved social media platforms/sites.

~~{END OF OPTION #1}~~

~~{OR}~~

~~{ } {OPTION #2} {DRAFTING NOTE: Choose this option if the District intends to prohibit staff and students from accessing social media using District Information & Technology Resources technology resources.}~~

~~The Board prohibits students and staff members from using District Information & Technology Resources to access and/or use social media.~~

~~{END OF OPTION #2}~~

~~{OR}~~

~~{ } {OPTION #3}~~

~~The Board prohibits students from using District Information & Technology Resources to access and/or use social media for other than instructional purposes.~~

~~Staff may use District approved social media platforms/sites in accordance with Policy 7544 () and, pursuant to Policy 7540.02, may use web content, apps, and services for one-way communication with the District's constituents {END OF OPTION}. Authorized staff may use District Information & Technology Resources to access and use District approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of District approved social media platforms/sites for business-related purposes is subject to Ohio's public records laws and, as set forth in Policy 7544, staff members are responsible for archiving their social media and complying with the District's record retention schedule. See Policy 8310—Public Records and AG 8310A—Public Records.~~

~~{DRAFTING NOTE: Retain the following this provision if the District has chosen an option in Policy 7544 permitting staff to access social media from District Information & Technology Resources or from personally-owned personal communication devices technology resources or from personal technology resources.}~~

~~Staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District Information & Technology Resources () or personally-owned personal communication devices WCDs {END OF OPTION} to access and/or use social media for personal purposes.~~

~~{END OF OPTION #3}~~

~~{END OF OPTIONS}~~

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Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised TECHNOLOGY PRIVACY
Code	po7540.01
Status	
Adopted	July 17, 1997
Last Revised	February 12, 2009

Revised Policy - Vol. 41, No. 2

7540.01 - 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 Information & Technology Resources (as defined in Bylaw 0100) are considered the Board's property (whether physical objects or digital assets, including those accessible online) and the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all Information & Technology Resources (as defined in Bylaw 0100) including, but not limited to, electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the 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, regardless of whether the Board owns said systems or acquires them as a service.

Review of such information may be done by the Board with or without the staff member's knowledge. The use of passwords and/or other means of securing such information (e.g., use of multifactor authentication (MFA) tools or techniques) does not guarantee confidentiality and the Board retains the right to access information in spite of the information being protected by a password and/or other means of verifying the user's identity (e.g., MFA or biometric data) does not guarantee confidentiality and the Board retains the right to access information in spite of a password. () All passwords or security codes must be registered with the Board. **{END OF OPTION}** A staff member's refusal to permit or otherwise facilitate such access may be grounds for discipline, up to and including discharge.

District Information & Technology Resources are to be used () only, (x) primarily, **END OF OPTION** for business and educational purposes.

{CHOOSE OPTION #1 OR OPTION #2}

{ } {OPTION #1}

No personal messages should be exchanged via District Information & Technology Resources because District Information & Technology Board-owned technology. Because District Technology Resources are to be used solely for business and educational purposes, Staff members are prohibited from sending offensive, discriminatory, or harassing messages/emails, images, audios, or videos computer, electronic, or voice mail messages. Staff members are encouraged to keep their personal records and personal business separate and distinct from District Information & Technology Resources at home.

{END OF OPTION #1}

() {OPTION #2}

Personal messages/emails, images, audios, and videos sent via District Information & Technology Resources 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 separate and distinct from District Information & Technology Resources at home. Because District Information & Technology Resources are to be used primarily for business and educational purposes, staff members are prohibited from sending offensive, discriminatory, or harassing messages/emails, images, audios, or videos computer, electronic, or voice mail messages.

{END OF OPTION #2}

{END OF OPTIONS}

District Information & Technology Resources must be used properly. Review of District Information & Technology Resources 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/messages/emails/voice-mails file/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any personal information/data 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 shall have the authority to search and access electronic/digital information/data maintained, stored, and/or transmitted on or through District Information & Technology Resources information electronically.

All District Technology Information & Technology Resources are considered the property of and/or under the jurisdiction 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 Information & Technology Resources without the express permission of the Superintendent or communicate any such information to unauthorized individuals. In addition, staff members may not download, copy, or install copy software onto any District Information & Technology Resources and may not bring or access software from outside sources for use on District Information & Technology Resources without the prior approval of the Director of Technology, _____. Such pre-approval shall include a review of any security/privacy, copyright infringements, or virus problems associated with such outside software.

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Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES
Code	po7540.02
Status	
Adopted	April 11, 2002
Last Revised	April 11, 2019

Revised Policy - Vol. 41, No. 2

7540.02 - WEB ACCESSIBILITY, CONTENT, APPS, AND SERVICES

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

The Board of Education authorizes staff members ☒ and students ~~{END OF OPTION}~~ to create content, apps, and services (see Bylaw 0100 - Definitions) that ~~are~~ will be hosted by the Board on its servers or District-affiliated servers ~~(i.e., servers the Board pays to use or otherwise sanctions the use of)~~ and/or published on the Internet.

The content, apps, and services must comply with State and Federal law (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)) 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 content, apps, and services are subject to prior review and approval of the Superintendent before being published on the Internet and/or used with students.

~~{NOTE: CHOOSE ONE, BOTH, OR NONE OF THE FOLLOWING OPTIONS.}~~

☒ Student-created content, apps, and services are subject to Policy 5722 - School-Sponsored ~~Student~~ Publications and Productions.

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

~~{END OF OPTIONS}~~

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

The purpose of content, apps, and services ~~covered by this policy~~ 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 interested in and/or 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 are 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 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 (3) communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

[X] Under no circumstances is staff member-created content, apps, and services, including personal web pages/websites, to be used to post student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board-specified website, app, or service (e.g., Progressbook/Powerschool/Infinite Campus) for the purpose of conveying information to students and/or parents. **{END-OF-OPTION}**

[X] Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites (including, but not limited to, their Facebook, Instagram, ~~or~~ Pinterest pages, ~~or~~ YouTube Channel(s), ~~or~~ TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. **{END-OF-OPTION}**

[X] If a staff member creates content, apps, and ~~for~~ services related to the staff member's his/her class, it must be hosted on the Board's server or a District-affiliated server. **{END-OF-OPTION}**

[X] Unless the content, apps, and services contain student personally identifiable information, Board-sponsored websites, apps, and services that are ~~created by students and/or staff members that are posted~~ published on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, student(s), or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the Board's website(s), apps, and services. **{END-OF-OPTION}**

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

The District's website(s) and web pages, apps, and services must be hosted on Board-owned or District-affiliated servers. ~~School web pages/sites, apps, and 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 content, apps, and services by staff **(X)** and students **{END-OF-OPTION}**.

The Board retains all proprietary rights related to the design of and content for its website(s) content, apps, and services ~~that are hosted on Board-owned or District-affiliated servers~~, absent written agreement to the contrary.

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

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

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 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 This policy reflects the Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. 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.coshoccityschools.com. [Insert link to the District's website]. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's (W3C'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. (-)
[insert another acceptable standard selected by the District - e.g., the Section 508 Information and Communication Technology Accessibility Standards published by the U.S. Access Board, which serves as the standards the Federal government uses for its own web sites [END OF OPTION].

{DRAFTING NOTE: While OCR currently (as of December 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020 and a Candidate Recommendation draft of WCAG 2.2 in September 2022; a final version of WCAG 2.2 is expected to be released in early 2023. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. The W3C also encourages the use of the most current version of WCAG when developing or updating Web accessibility policies.}
{DRAFTING NOTE: While OCR currently (as of August 2022) recommends WCAG 2.0 Level AA, WCAG 2.1 is gradually becoming the standard courts cite as the ADA accessibility standard that public entities should use for websites, mobile applications, and digital content compliance. Further, W3C published a working draft of WCAG 2.2 in August 2020, and a final version of WCAG 2.2 is expected to be released in 2022. The W3C states that WCAG 2.0 and 2.1 remain its recommendation, but version 2.2 should be used to maximize future applicability of accessibility efforts. OCR recommends WCAG 2.0 Level AA.}

2. Web Accessibility Coordinator

The Board designates its (-) Section 504/ADA Compliance Coordinator(s) (M) Technology Director (-) [END OF OPTIONS] as the District's Web Accessibility Coordinator(s). (x) That individual (-) Those individuals (x) Is (-) are [END OF OPTIONS] responsible for coordinating and implementing this policy. web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

(-) The Board commits to providing the Web Accessibility Coordinator with sufficient resources and authority to coordinate and implement this policy and any corresponding guideline(s), subject to oversight by the Superintendent and the Board.

{SELECT OPTION #1 OR OPTION #2}

(-) {OPTION #1}

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

{END OF OPTION #1}

[X] [OPTION #2]

The District's ~~Web Accessibility Coordinator(s)~~~~web accessibility coordinator(s)~~ can be reached at ~~Jason Ollinger, District Technology Director~~
~~jason.ollinger@coshoctoncityschools.com~~ **[Insert name or title, address, e-mail, phone].**

[END OF OPTION #2]**3. Third Party Content**

Links included on the Board's website(s), ~~apps, and services~~~~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, 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/digital content) that is in an accessible format, it 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(s)~~~~or web accessibility coordinator or his/her designee(s)~~ will vet online content available on its website, ~~apps, and services that are~~ that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content ~~published on the District's website, apps, and services after adoption of this policy, 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), ~~apps, and services to~~ 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 contain advertisements that are not age-appropriate or~~~~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 will, under the direction of the ~~Web Accessibility Coordinator(s) or designee(s)~~~~web accessibility coordinator(s) or his/her/their designees~~, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.

[X] This audit will occur ~~(-) at least annually~~ **(X)** no less than once every two (2) years **[END OF OPTION].**

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 a person accessing the District's website(s), apps, or services (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that the District has violated the technical standards identified above in its online content, the user may contact a/the Web Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II. 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 Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~

D. Instructional Use of Apps and Services

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

[SELECT OPTION #1 or #2]

~~{ } [OPTION #1]~~

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

~~{END OF OPTION #1}~~**~~{ } [OPTION #2]~~**

A teacher who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the ~~() Superintendent ()~~ **Technology Director** **[END OF OPTION]** that the app and/or service has a FERPA-compliant privacy policy and it complies with all requirements of the COPPA and CIPA ~~() and Section 504 and the ADA [END OF OPTION]~~.

~~{END OF OPTION #2}~~

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

E. Training

The District will provide ~~() annual ()~~ periodic **[END OF OPTION]** training for its employees who are responsible for creating **web content or distributing information online** ~~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 **and creation and/or uploading of** documents and multimedia content.

~~{ } Such training shall be facilitated by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standards set forth in Board policies and administrative guidelines.~~

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

The Board approves the use of its website/web pages. ~~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 services to be one-way communication, public comments are not solicited or desired, and the website, app, or service is to be considered a nonpublic forum.

If the District uses an app and/or 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 **app and web service** ~~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 - ~~Requests for Public Records~~ and AG 8310E - Record Retention and Disposal), but it will not review or consider those comments.

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

O.A.G. Opinion No. 2002-01

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	April 11, 2002
Last Revised	December 21, 2017

Revised Policy - Vol. 41, No. 2

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology ~~directly affects~~ has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. ~~Educators are expected to~~ As a result, educators are continually ~~adapt~~ adopting their means and methods of instruction and the way they approach student learning to incorporate the ~~latest technologies~~. The Board of Education provides Information & Technology Resources (as defined in Bylaw 0100) (collectively, "District Information & Technology Resources") vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Information & Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for ~~limited~~ educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The 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 ~~stated~~ limited educational purpose.

The Board regulates the use of District ~~Information & Technology Resources in a manner~~ Technology in a manner Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District ~~Information & Technology Resources~~ and students' personal communication devices when they are connected to ~~District Information & Technology Resources, including online educational services/apps, regardless of whether such use takes place on or off school property, the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).~~

~~Students are prohibited from using District Information & Technology Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines and the Student Code of Conduct (e.g., making personal attacks or injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on students' First Amendment rights. 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 Information & Technology Resources are not unlimited, the Board may institute~~ has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

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

~~While the Board uses various technologies to limit students using its Information & Technology Resources to only use/access online educational services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum. It is impossible to prevent students from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members~~ First, 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) when significant portions of students' education take place online or through the use of online educational services/apps, 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 implements ~~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 (CIPA). At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students 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 District Information & Technology Resources if such disabling will cease to protect against access to materials that are prohibited under CIPA, the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be ~~subject to discipline~~ disciplined.

The Superintendent or Technology Director _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been mistakenly, improperly, or inadvertently ~~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.

Parents are advised that a determined user may be able to gain access to online content and/or services/apps ~~services and/or resources on the Internet~~ that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications content that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines.

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

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

Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. ~~instruction for their students regarding the appropriate use of technology and online safety and security as specified above.~~ Furthermore, staff members will monitor the online activities of students while they are ~~at~~ school.

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

[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.

~~Principals are responsible for providing training so that students under their supervision are knowledgeable about this policy and its accompanying guidelines. All students who use District Technology & Information 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 District Technology Resources. Such training shall include, but not be limited to, education concerning~~

~~appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. See Form 7540.03 F1.~~

~~In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, students are required to comply with all District-established cybersecurity procedures (X). Including, but not limited to, the use of multi-factored authentication for which they have been trained. END OF OPTION. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.~~

~~X] Students will be assigned a District-provided school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals, and/or organizations outside the District with whom they are communicating for school-related projects and assignments. (X) Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services/apps, including mobile applications/apps that will be utilized by the student for educational purposes. END OF OPTION~~

Students are responsible for good behavior when using District Information & Technology Resources – i.e., behavior comparable to that expected of students when they are in physical classrooms and school buildings and at school-sponsored events. Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general. General school rules for behavior and communication apply. The Board does not approve any use of its Information & Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

~~{NOTE: If language about social media is added to Policy 7540, it is recommended that the following optional language be added to this policy.}~~

~~X] Students may only use District Information & Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.~~

~~[X] Use of Artificial Intelligence/Natural Language Processing Tools For School Work~~

~~Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.~~

~~Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:~~

- ~~A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.~~
- ~~B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.~~
- ~~C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.~~
- ~~D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.~~

- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

{END OF OPTION}

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

The Board designates the Superintendent and **The Technology Director** _____ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District **Information & Technology Resources**.

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Legal

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

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

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

47 C.F.R. 54.500 - 54.523

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

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04
Status	
Adopted	April 11, 2002
Last Revised	December 21, 2017

Revised Policy - Vol. 41, No. 2

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology ~~directly affects~~ has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. ~~Educators are expected to continually adapt.~~ As a result, educators are continually adapting their means and methods of instruction and the way they approach student learning to incorporate the ~~latest technologies, vast, diverse, and unique resources available through the Internet.~~ The Board of Education provides ~~District Information & Technology Resources (as defined by Bylaw 0100) (collectively, "District Information & Technology Resources")~~ 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 to~~ not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its ~~stated~~ limited educational purpose.

The Board regulates the use of District Technology and Information ~~Information & Technology~~ Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines ~~(-), Policy 7544 and AG 7544, [END OF OPTION]~~ and any applicable employment contracts and collective bargaining agreements govern the staff's use of ~~District~~ the District's Technology Information ~~Information & Technology~~ Resources and staff's personal communication devices when they are connected to the District's ~~Information & Technology Resources. Including online educational services/apps, regardless of whether such use takes place on or off school property (see Policy 7530.02), 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).~~

{DRAFTING NOTE: Choose the option in the preceding paragraph if above if the Superintendent recommends and the Board adopts Policy 7544.}

Staff members are prohibited from using District Technology and Information ~~Information & Technology~~ Resources to engage in illegal conduct (e.g., libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, etc.) or conduct that violates this Policy and its related administrative guidelines (e.g., making personal attacks and injurious comments, invading a person's privacy, etc.). Nothing herein, however, shall infringe on a staff member's First Amendment rights. Because its ~~District Information & Technology~~ Technology and Information Resources are not unlimited, the Board may institute restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

~~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.~~

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

Staff members are expected to ~~use~~ utilize District Technology and Information ~~Information & Technology~~ Resources to promote educational excellence in our schools by providing students with the opportunity to develop resource sharing ~~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/apps will be guided by Board Policy 2520 - 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 ~~Information &~~ Technology Resources provide students and staff with the opportunity to communicate with ~~people~~ other people from throughout the world. Access to such an incredible quantity ~~and diversity~~ of information and resources brings with it, however, certain unique challenges and responsibilities.

~~While the Board uses various technologies to limit the use of District Information & Technology Resources to only use/access online services/apps and resources that have been pre-approved for the purpose of instruction, study, and research related to the curriculum. It is impossible to prevent users from accessing and/or coming in contact with online content that has not been pre-approved for use by students of certain ages. It is no longer possible for educators and community members~~ 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 ~~all~~ 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) ~~when significant portions of students' education take place online or through the use of online educational services/apps,~~ 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 ~~(CIPA)~~. 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 ~~Information &~~ Technology Resources if such disabling will cease to protect against access to materials that are prohibited under ~~CIPA~~ 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 ~~disciplined~~ subject to disciplinary action, up to and including termination.

The Superintendent or ~~the Technology Director~~ _____ may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been ~~inappropriately, mistakenly, improperly, or inadvertently~~ 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. ~~(b)~~ The Superintendent or ~~the Technology Director~~ _____ may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

~~Principals are responsible for providing training so that staff under their supervision are knowledgeable about this policy and its accompanying guidelines.~~

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.

~~Staff members shall provide guidance and instruction to their students regarding the appropriate use of District Information & Technology Resources and online safety and security as specified above. Additionally, such training shall include, but not be limited to, education concerning appropriate online behavior including interacting with others on social media, including in chat rooms, and cyberbullying awareness and response. Further, staff members shall monitor students' online activities while the students are at school.~~

~~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.~~

~~§] 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.~~ **{END OF OPTION}**

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

~~Building Principals are responsible for providing training so that staff 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. See Form 7540.04 FI.~~

~~In order to keep District Information & Technology Resources operating in a safe, secure, efficient, effective, and beneficial manner to all users, staff members are required to comply with all District-established cybersecurity procedures () including, but not limited to, the use of multi-factored authentication (MFA). **{END OF OPTION}** for which they have been trained. Principals are responsible for providing such training on a regular basis and measuring the effectiveness of the training.~~

~~§] Staff will be assigned a District-provided school e-mail address that they are required to use 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.~~ **{END OF OPTION}**

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

~~Staff members are responsible for good behavior when using District Technology Information Resources - i.e., behavior comparable to that expected when they are in physical classrooms and school buildings and at school-sponsored events. Because communications classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature, general rules for professional behavior and communication apply. The Board does not approve any use of its District Technology Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guideline () and Policy 7544 and its accompanying guideline.~~ **{END OF OPTION}**

{DRAFTING NOTE: Choose the preceding option if option above if the Superintendent recommends and the Board adopts Policy 7544.}

{NOTE: If the use of social media is authorized by Policy 7540 and Policy 7544, choose the appropriate following option to match that language}

~~§] Staff members may only use District Information & Technology Resources to access or use social media if it is done for educational or business-related purposes.~~ **{END OF OPTION}**

~~§] Staff members' use of District Information & Technology Resources technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.~~ **{END OF OPTION}**

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

~~§] An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school~~

environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal communication device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities. ~~{END OF OPTION}~~ General school rules for behavior and communication apply.

[x] Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy – e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to students' academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. Students' unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts, and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

~~{END OF OPTION}~~

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

The Board designates the Superintendent and ~~The Technology Director~~ as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District ~~Technology Information~~ ~~Information & Technology~~ 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 ~~and/or laws or~~ privacy laws related to the disclosure of ~~student or employee personally identifiable~~ confidential student or employee information may be disciplined.

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

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Legal

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

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6777, 9134 (2003)

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

47 C.F.R. 54.500 - 54.523

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

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300
Status	
Adopted	June 15, 2017

Revised Policy - Vol. 41, No. 2

8300 - CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions, with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to the recovery of operations and ~~minimizing or~~ ~~minimize~~ the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event ~~occurs~~ ~~has occurred~~. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current ~~changing~~ threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, ~~cyberattacks~~, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review, ~~testing~~, and revision of such a plan, is important for the overall District () and also for each school () ~~and department in the District~~. **[END OF OPTIONS]**.

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and ~~department~~ ~~departmental~~ plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District ~~to the larger local community~~ post-disaster.

The Superintendent shall ~~develop and~~ recommend the COOP for Board of Education review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws, and accordingly, no copies shall be provided for public review ~~during the adoption process~~.

The Superintendent shall conduct () ~~an annual~~ () a periodic **[END OF OPTION]** review of the COOP.

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised INFORMATION SECURITY
Code	po8305
Status	
Adopted	June 15, 2017

Revised Policy - Vol. 41, No. 2

8305 - INFORMATION SECURITY

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This ~~data~~ information may be in hard copy or digital format and may be stored in the District or offsite with a third party provider.

~~Data/information~~ ~~Data/Information~~ collected by the District shall be classified as Confidential, Controlled, or Published. ~~Data/information~~ ~~Data/Information~~ will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board of Education members, staff members/employees, students, parents, contractors/vendors, and visitors who use District ~~Information & Technology Resources~~ (as defined in Bylaw 0100) ~~and Information Resources~~.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the ~~data~~ information is protected and preserved. Board members, administrators, and all District staff members ~~(x)~~, as well as contractors, vendors, and their employees, ~~END OF OPTION~~ granted access to data/information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information. Completing the appropriate section of the Staff Technology Acceptable Use and Safety form (Form 7540.04 F1) shall provide this certification.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District ~~Information & Technology Resources~~ on which it is stored.

If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to ~~him/her/them~~ or how they apply to ~~him/her/them~~, the individual should contact the District's Technology Director or Information Technology Department/Office.

The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

Further, the Superintendent is ~~charged with developing procedures that can~~ ~~authorized to develop procedures that would~~ be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs.

The Superintendent shall require ~~staff members to participate in training related to the internal controls applicable~~ ~~the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect and have access to, to which they have access, and for which they and~~ would be responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information & Technology Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this Policy and its related administrative guidelines may put data/information collected and ~~retain~~retained by the District at risk. Employees who violate this policy and/or ~~its related administrative guidelines may be disciplined~~the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment and/or referral to law enforcement. Students who violate this Policy and/or ~~its related administrative guidelines will be disciplined~~AGs will be subject to disciplinary action, up to and including expulsion and/or referral to law enforcement. ~~(x)~~Contractors/~~vendors~~Vendors who violate this Policy and/or ~~its related administrative guidelines~~AGs may face termination of their business relationships with and/or legal action by the District.~~END OF OPTION~~ Parents and visitors who violate this Policy and/or ~~its related administrative guidelines~~AGs may be denied access to the District's ~~Information &~~ Technology Resources.

The Superintendent shall conduct ~~()~~an annual ~~(x)~~ a periodic ~~{END OF OPTION}~~ assessment of risk related to the access to and security of the data/information collected and retained by the District.

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Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised INFORMATION MANAGEMENT
Code	po8315
Status	
Adopted	February 12, 2009

Revised Policy - Vol. 41, No. 2

8315 - INFORMATION MANAGEMENT

The Board of Education recognizes its responsibility, in certain circumstances, to maintain information created, maintained, or otherwise stored by the District outside the "Records Retention Schedule" in AG 8310A. In such situations, a "Litigation Hold" procedure will be ~~used~~ utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI, and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in AG 8310A. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form and cannot be disposed of under the "Records Retention and Disposal" requirements of AG 8310E. Failure to comply with a Litigation Hold notice (~~it~~) may ~~(-) shall~~ **END OF OPTION** result in ~~disciplinary action~~ **discipline**, up to and including possible termination.

Instances where the Board must maintain information outside the "Records Retention Schedule" in AG 8310A include:

- A. when the Board has specific information and/or written notice from ~~a parent/guardian, student, or person representing the parent/guardian or student~~ **a parent/guardian, student, or person** of an intent to file an appeal of student discipline to State court;
- B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the Board is served with litigation including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees, or agents at an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of Education Office for Civil Rights, ~~Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct~~ **Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct**, State Personnel Board of Review, or a Civil Service Commission regarding a claim against the Board, its members, employees, or agents;
- E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Ohio Civil Rights Commission, State Employment Relations Board, U.S. Department of Education Office for Civil Rights, ~~Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct~~ **Ohio Department of Education Office for Exceptional Children or Office of Professional Conduct**, State Personnel Board of Review, or a Civil Service Commission regarding a claim ~~filed~~ against the Board, its members, employees, or agents;
- F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation ~~involving~~ **involving** that third party;
- G. when the Superintendent recommends the termination of an employee to the Board pursuant to R.C. 3319.16 and R.C. 3319.081, R.C. Chapter 124, or a labor contract;

H. when the Board explores, contemplates, or initiates litigation.

Definitions

"Documents" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audiot recordings, images, video recordings, recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI" means any type of information that is created, used, and stored in digital form and accessible by digital means. It includes all data, digital documents or files, or other information contained on any media type (e.g., tape, hard disk drive, cloud storage, or some yet to be created storage technology). Specifically, it includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound/audiot recordings, images, video recordings, and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. Examples include: e-mails and their attachments, text and instant messages, communications conducted in ephemeral messaging applications or in workplace collaboration tools, word processing documents, spreadsheets, digital photographs/pictures, videos, application programs and data files, data/information stored in databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, digital scans (including TIFF files), PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voicemails, phone/call logs, faxes, Internet/browser histories, caches, cookies, or logs of activity on computer systems (whether internal to the District or external) that may have been used to process or store electronic data. ESI also includes data/information from cloud applications (e.g., educational or operational apps/services), electronic records of online activity (e.g., social media postings), and data generated or stored by devices connected to the Internet of Things (IoT).

"ESI" includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, Internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media" includes, but is not limited to, computer hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, microfilm, backup tapes, cassette tapes, cartridges, etc.) accessed, used, and/or stored on/in/through the following locations: networks and servers, whether internal or external (including the cloud); laptop and desktop work computers; home and personal computers; other computer systems; databases; backup computers or servers, whether internal or external (including cloud storage); archives; mobile devices (e.g., mobile/cellular phones and tablet computers, personal digital assistants ("PDAs" - including Palm, BlackBerry), etc.); pagers; firewalls; audit trails and logs; printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media also includes social media websites (e.g., Facebook, Twitter, LinkedIn) and any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy was first adopted into the future; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" - including Palm, BlackBerry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs; printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media shall also include any item containing or maintaining ESI that is obtained by the District for Board member or employee usage or that an employee uses for such purpose (even if privately owned by the Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," ~~the Superintendent~~ or the Board's legal counsel will notify the Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the Board or Superintendent () may ~~() will~~ **END OF OPTION** utilize an Electronically Stored Information Team ("ESI Team"). The Board's legal counsel shall be involved in the implementation of the "Litigation Hold Procedure" outlined in AG 8315.

A "Litigation Hold" shall remain in place until removed/withdrawn by the Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy shall fall back under the "Records Retention Schedule" in AG 8310A once the "Litigation Hold" is removed/withdrawn.

The Superintendent shall develop administrative guidelines outlining the procedures to be followed by Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines shall be posted and distributed in the manner described in AG 8315.

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Legal

F.R.C.P. 34, 37(f)

O.R.C.P. 34, 37(F)

Book	Policy Manual
Section	April 2024-Ready for Board
Title	Vol. 41, No. 2 - Technology Update - January 2023 Revised ADVERTISING AND COMMERCIAL ACTIVITIES
Code	po9700.01
Status	
Adopted	November 1, 1986

Revised Policy - Vol. 41, No. 2

9700.01 - ADVERTISING AND COMMERCIAL ACTIVITIES

The purpose of this policy is to provide guidelines for the appropriate and inappropriate use of advertising or promoting of commercial products or services to students and parents in the schools.

"Advertising" comes in many different categories and forums and is defined as an oral, written, or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use, or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos, or tags for product or service identification purposes are not considered advertising.

~~{CHOOSE OPTION #1 OR OPTION #2; SELECTION OF THE FIRST OPTION PRECLUDES SELECTION OF THE SECOND OPTION}~~

~~{ } {OPTION #1}~~

~~It is the policy of the Board of Education that advertising shall not be permitted in School District facilities or on School District property and that the District's name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non school agency or organization, public or private.~~

~~{END OF OPTION # 1}~~

~~{ } {OPTION #2}~~

The Board of Education may permit advertising in School District facilities or on School District property in the following categories or forums in accordance with the guidelines set forth herein:

A. ☒ Product Sales:

- ☒ product sales benefiting a district, school, or student activity (e.g., the sale of beverages or food within schools);
- ☒ exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);
- ☒ fundraising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club, or activity where the school receives a share of the profits.

B. ☒ Direct Advertising/Appropriation of Space:

- ☒ signage and billboards in schools and school facilities;

2. ☒ corporate logos or brand names on school equipment (e.g., marquees, message boards, or score boards);
3. ☒ ads, corporate logos, or brand names on book covers, student assignment books, or posters;
4. ☒ ads in school publications (newspapers and yearbooks and event programs);
5. ☒ media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);
6. ☒ free samples (e.g., of food or personal hygiene products).

C. ☒ Indirect Advertising:

1. ☒ corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants, or gifts;
2. ☒ the Board approves the use of instructional materials developed by commercial organizations, such as films and videos, only if the education value of the materials outweighs their commercial nature.

The films or materials shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and are in compliance with the guidelines as set forth above.

D. ☐ Market Research:

1. ☐ surveys or polls related to commercial activities;
2. ☐ internet surveys or polls asking for information related to commercial activities;
3. ☐ tracking students' internet behavior and responses to questions calling for personal identification at one (1) or more websites;
4. ☐ _____ {other}.

~~{END OF OPTION # 2}~~

It is further the policy of the Board that its name, students, staff members, and District facilities shall not be used for any commercial advertising or otherwise promoting the interests of any commercial, political, nonprofit, or other non-school agency or organization, public or private, without the approval of the Board or its designee.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds or school property ☒ including the District's website **~~END OF OPTION:~~**

- A. ☒ When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.
- B. ☒ Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.
- C. ☒ The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.
- D. ☒ No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.
- E. ☒ No advertisement shall promote any specific religion or religious, ethnic or racial group, political candidate or ballot issue, and shall be non-proselytizing.
- F. ☒ No advertisement may contain libelous material.

- G. ☒ No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.
- H. ☒ No advertisement shall be false, misleading, or deceptive.
- I. ☒ ~~To the extent feasible, each~~ **END OF OPTION** Each advertisement must be reviewed in advance for age appropriateness.
- J. ☒ Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.
- K. ☒ All corporate support or activity must be consistent with the Board's policies prohibiting discrimination on the basis of race, color, national origin, religion, sex, disability, or age, and must be age-appropriate.
- L. ☒ Students shall not be required to advertise a product, service, company, or industry.
- M. ☒ Advertising will not be permitted on the outside or the inside of school buses.
- N. ☒ The Superintendent or designee is responsible for screening all advertising ~~(x) unless it is not feasible to do so, and the advertising is linked to a contract approved by the Board that expressly requires the vendor who is selecting and running the advertisement(s) to comply with these General Advertising Guidelines~~ **END OF OPTION**.
- O. ☒ The Superintendent or designee may require that samples of advertising be made available for inspection.
- P. ☒ The inclusion of advertisements in School District publications, in School District facilities, or on ~~school district~~ **School District** property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.
- Q. ☒ Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

In addition to the guidelines set forth in this policy, the Superintendent shall prepare administrative guidelines addressing the Criteria for Commercial Messages and the process by which advertising shall be accomplished. (See AG 9700B.)

Accounting

Advertising revenues must be properly reported and accounted for.

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