



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - WEAPONS

Number: po7217

Revised Policy - Vol. 24, No. 1

7217 - WEAPONS

But for the exceptions specified below, pursuant to State law, the School Board prohibits visitors from openly carrying a handgun or carrying a concealed weapon or firearm, in the school safety zone of any elementary or secondary school, into any administration building, as well as into any Board meeting, any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, any school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. (F.S. 790.001)

The Superintendent shall refer a visitor who violates this policy to law enforcement officials and may take any necessary steps to exclude the visitor from District property and District-sponsored events, regardless of whether such visitor possesses a valid concealed weapon license.

Exceptions

Exceptions to the Board's prohibition from openly carrying a handgun or carrying a concealed weapon or

firearm, in the school safety zone of any elementary or secondary school, into any administration building, as well as into any Board meeting, any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, any school-sponsored event, or in a District vehicle include the following:

~~Members of the Armed Forces, National Guard, police~~Police or other licensed law enforcement officers, as well as other persons approved by the school or District on a case-by-case basis, may possess a firearm or weapon.

A person may have an unloaded firearm securely encased within the interior of a private motor vehicle if the firearm or weapon is carried for a lawful purpose and is not readily available for immediate use.

[NOTE: If the Board chooses to exercise its authority pursuant to F.S. 790.115 to determine that staff and adult students will not be permitted to have an unloaded firearm encased within the interior of a private motor vehicle that is parked on property owned, leased, or contracted for by the Board, the following should be added at the end of this exception.]

() This exception does not apply to adult students or to employees who park their vehicle on property leased, owned, or contracted for by the Board.

A person may carry an unloaded firearm in a case to a firearms program, class or function which has been approved in advance by the Principal or site administrator as a program or class to which firearms could be carried.

A person may carry an unloaded firearm in a case to a career center having a firearms training range.

[NOTE: This option is provided so that the Board can acknowledge, and authorize, the possession and use of tools, instruments, and other devices that may meet the definition of weapons, but are needed in the performance or furtherance of an individual's job requirements.]

[] Staff members, contractors, vendors, or their employees may possess and use tools, instruments, and

other devices on District property or at District-sponsored events, including in vehicles in either situation, even though such items fall within the definition of weapons, provided that such possession and use is in accordance with the terms of a written contract with the Board, or is otherwise in furtherance of their duties under such a contract and is authorized in advance by the Superintendent.

[END OF OPTION]

Concealed Weapon or Firearm

A person may be in lawful possession of a concealed weapon or firearm on School Board property with certain exceptions; a concealed weapon or firearm may not be carried:

into any District elementary or secondary school facility or career center;

into an administration building as defined below;

into an athletic event that is not related to firearms; or

into a Board meeting.

For purposes of this policy the term "administration building" is any Board-owned or leased facility where one or more administrative employees are assigned.

For the purposes of this policy, "school property" means the property of any preschool, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

The Superintendent shall post notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report prohibiting an individual from openly carrying a handgun or carrying a concealed weapon or firearm in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. Such notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and school campuses. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a

school van.

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Legal References

F.S. 790.001

F.S. 790.06

F.S. 790.115

F.S. 790.251

F.S. 1001.43(1)(a)

F.S. 1006.07

18 U.S.C. 922



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Renum./Replacement Policy - Vol. 24, No. 1, July 2023 - RESTROOMS AND CHANGING FACILITIES

Number: po7421

Renum./Replacement Policy - Vol. 24, No. 1

7421 - RESTROOMS AND CHANGING FACILITIES

The School Board is dedicated to providing appropriate restrooms and changing facilities for students and employees.

Definitions

For purposes of this policy, the following definitions apply:

“Changing facility” means a room in which two or more persons may be in a state of undress in the presence of others, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room.

“Female” means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing eggs.

“Male” means a person belonging, at birth, to the biological sex which has the specific reproductive role of producing sperm.

“Restroom” means a room that includes one or more water closets. This term does not include a unisex restroom.

“Sex” means the classification of a person as either female or male based on the organization of the body of such person for a specific reproductive role, as indicated by the person’s sex chromosomes, naturally occurring sex hormones, and internal and external genitalia present at birth.

“Unisex changing facility” means a room intended for a single occupant or a family in which one or more persons may be in a state of undress, including, but not limited to, a dressing room, fitting room, locker room, changing room, or shower room that is enclosed by floor-to-ceiling walls and accessed by a full door with a secure lock that prevents another individual from entering while the changing facility is in use.

“Unisex restroom” means a room that includes one or more water closets and that is intended for a single occupant or a family, is enclosed by floor-to-ceiling walls, and is accessed by a full door with a secure lock that prevents another individual from entering while the room is in use.

“Water closet” means a toilet or urinal.

Restrooms and Changing Facilities

For restrooms, the District maintains a number of restrooms designated for exclusive use by females and males. Every school in the District has separate restrooms for females and males. **[END OF OPTION]** The District also offers unisex restrooms at its schools. **[END OF OPTION]**

For changing facilities, the District maintains a number of changing facilities designated for exclusive use by females and males. The District also offers unisex changing facilities at its schools. **[END OF OPTION]**

Access to Restrooms and Changing Facilities

A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances:

To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in F.S. 825.101, or a person with a disability as defined in F.S. 760.22 or a developmental disability as defined in F.S. 393.063.

For law enforcement or governmental regulatory purposes.

For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk.

For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use.

If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

Violations of this Policy (Students)

For K-12 facilities, any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer is subject to discipline in accordance with the Student Code of Conduct.

For postsecondary facilities, any student who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District postsecondary facility and refuse to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel are subject to discipline in accordance with the Student Code of Conduct.

Violations of this Policy (Employees)

For K-12 facilities, instructional personnel or administrative personnel (as defined in F.S. 1012.01(2) and (3)) who willfully enter, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District K-12 facility and refuse to depart when asked to do so by any instructional personnel, administrative personnel, or a safe-school officer are subject to discipline up to and including termination of employment. Such actions are further subject to discipline pursuant to F.S.

1012.795.

For postsecondary facilities, instructional personnel or administrative personnel who willfully enter, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District postsecondary facility and refuse to depart when asked to do so by any administrative personnel, a faculty member, security personnel, or law enforcement personnel are subject to discipline up to and including termination of employment.

Violations of this Policy (Excluding Students, Administrative Personnel, and Instructional Personnel)

Any person who willfully enters, for a purpose other than those listed in (A) through (E) above, a restroom or changing facility designated for the opposite sex on the premises of a District facility and refuses to depart when asked to do so by any instructional personnel, administrative personnel, a faculty member, a safe-school officer, security personnel, or law enforcement personnel commits the offense of trespass as provided in F.S. 810.08.

This paragraph does not apply to District students or District administrative and instructional personnel.

Exceptions to Policy

This policy does not apply to an individual who is or has been under treatment by a physician who, in his or her good faith clinical judgment, performs procedures upon or provides therapies to a minor born with a medically verifiable genetic disorder of sexual development, including any of the following:

external biological sex characteristics that are unresolvably ambiguous.

a disorder of sexual development in which the physician has determined through genetic or biochemical testing that the patient does not have a normal sex chromosome structure, sex steroid hormone production, or sex steroid hormone action for a male or female, as applicable.

Compliance Reporting

The District shall submit documentation to the State Board of Education regarding compliance with F.S. 553.865

within one (1) year after being established or, if the District facility or career center was established before July 1, 2023, no later than April 1, 2024.

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Legal References

F.S. 553.865

F.S. 1000.05

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.A.C. 6A-10.086



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - (V2) BOARD-OWNED WIRELESS COMMUNICATION DEVICES

Number: po7530.01

Revised Policy - Vol. 24, No. 1 - Version # 2

7530.01V2 - BOARD-OWNED WIRELESS COMMUNICATION DEVICES

The School Board will provide wireless communication devices ("WCDs") (as defined in Bylaw 0100) to employees who by the nature of their job have a routine and continuing business need for the use of such devices for official Board business. Board-owned cell phones are provided as a tool to conduct Board business and to enhance business efficiencies. Board-owned cell phones are not a personal benefit and shall not be a primary mode of communication, unless they are the most cost-effective means to conduct Board business (i.e. because some cellular telephone services plan are billed on a time-used basis, Board-owned cell phones should not be used if a less costly alternative method of communication is safe, convenient and readily available).

In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, District employees shall have fifteen (15) calendar days to remove such applications.

[NOTE: START OF FIRST SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2]

Option #1

[SELECT ONE]

[] The Superintendent will recommend and the Board will approve the staff members who will be issued a Board-owned cell phone and provided with a cellular telephone and/or wireless Internet/data service plan.

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

[END OF SELECTIONS]

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

the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;

alternative solutions for work production and communication are considered;

employees provided with a cellular telephone and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;

cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;

employees reimburse the Board for non-business use; ~~and~~

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

that the WCD is restricted from accessing any prohibited application as identified by DMS; and,

that the District retains the ability to remotely wipe and uninstall any prohibited application from the WCD that is believed to have been adversely impacted, either intentionally or unintentionally, by a prohibited

application.

In deciding which staff members should receive a Board-owned cell phone, the Superintendent will consider whether their jobs:

require them to spend a considerable amount of time outside of their assigned office or work area during regular work hours and have regular access to telephone and/or Internet/data connections while outside their office or assigned work area;

require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;

consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology;

(This is not intended to include occasional, incidental access or purely voluntary access such as checking e-mail from home.)

safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;

more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;

the employee is required to be contacted on a regular basis outside regular work hours; or

the employee is required to be on-call 24/7.

[END OF OPTION #1]

Option #2

The Board requires the staff members listed below to be accessible by telephone for Board business and exigencies when and if need arises. Cell phones enable individuals to be reached whenever a situation arises necessitating immediate contact, regardless of the person's location at that time. Therefore, a Board-owned cell phone may shall be issued to the Superintendent as well as the following staff members:

assistant superintendent(s): _____

District-level administrators: _____

supervisors: _____

principals: _____

bus drivers (for use during work hours only):

teachers (specify): _____

coaches and/or extra-curricular activity advisors: _____

_____ (other)

[NOTE: SELECT THE FOLLOWING PARAGRAPH(S) IF ONLY ADMINISTRATORS/SUPERVISORS ARE SELECTED ABOVE.]

Since the staff members listed above (with the exception of bus drivers and _____) **[END OF OPTION]** are expected to be readily accessible day and night, seven (7) days a week during the course of their employment, the Board considers cell phones and/or other WCDs to be essential equipment for the performance of their duties, and determines that the provision of a cell phone and/or other WCD to the above-mentioned staff members serves a valid public purpose. **[END OF OPTION]**

Accordingly, the individual employment contracts of these staff members () (with the exception of bus drivers and _____) **[END OF OPTION]** shall affirm that the staff member shall be provided with a Board-owned cell phone, describe the permissible and impermissible uses of that device, and describe the staff member's financial obligations, if any, for the service. **[END OF OPTION]**

[NOTE: END OF FIRST SET OF OPTIONS]

Board-owned cell phones and/or their related service plans are to be used only to place calls, access the Internet, or receive/send e-mails, instant messages or text messages for Board business purposes. **[END OF OPTION]**

Furthermore, Board-owned cell phones are not to be used to place calls or send/receive e-mails, instant messages, or text messages of a personal nature, or access the Internet for personal business. **[END OF OPTION]**

Cellular telephones and wireless Internet/data service plans are expected to be set at the minimum level that fulfills the business need for the position in question. The wireless service plan that is selected for an employee should be the one that provides a combination of services including number of minutes, coverage, and local call zone most nearly matching the employee's recurring business needs as well as whether or not the service plan includes text messaging, instant message and/or e-mail capability, and ability to access the Internet. If the service plan is based on minutes used for calls made or includes a charge regarding e-mail or instant messages, the smallest plan available to accommodate the particular business need shall be utilized.

The Board shall approve the Superintendent's recommendation regarding the type and level of cellular telephone and wireless Internet/data service appropriate for each staff member listed above. In all cases, the Superintendent shall take the steps necessary to secure the most economical and responsible service available.

Thereafter, an annual review of the service plans available shall be made to determine if the District's plans are the most economical and responsible available. Additionally, at least once annually, the Superintendent shall review the employee's actual usage (i.e. type and level of service) with the employee and, if warranted, authorize the acquisition of a different cell phone and/or selection of a different service plan that more nearly

matches the employee's recurring business needs. Any such change in provider and/or necessary adjustments to individual staff member's devices and/or service plans shall be presented to the Board for consideration and approval.

Possessing a Board-owned cell phone and/or other WCD is a privilege and all employees are expected to use them appropriately and responsibly. Employees are responsible for managing the cost-effectiveness of their cell phone and/or WCD use by utilizing assigned landline and/or designated computers as available and appropriate. () Employees should know that using a cell phone to place calls outside the immediate area might result in roaming charges, in addition to long distance and regular charges, and that the Board is charged for both outgoing and incoming calls.

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

Employees may not download or access any prohibited application as identified by DMS unless a waiver for certain law enforcement officers and/or purpose is specifically requested and obtained from DMS in accordance with F.S. 112.22.

[] [Select this alternative language if non-exempt employee(s) (for Fair Labor Standard Act ("FLSA") purposes) receive Board-owned cell phone or other WCDs. (see Policy 6700)] In order to continue to receive a Board-owned cell phone and/or other WCD, non-exempt employees are required during his/her regular work hours to answer all calls on his/her cell phone and promptly respond to any messages. Non-exempt employees are not permitted to work remotely via their Board-owned PCD outside regular work hours without prior authorization from their supervisor. In other words, unless they are directed to provide an immediate response, all e-mails/texts/calls should be responded to only during regular work hours. Non-exempt employees must maintain a written record of all time spent preparing and/or responding to e-mails/texts and placing and/or answering calls outside regular work hours. **[END OF OPTION]**

Safe and Appropriate Use of Board-Owned WCDs, Including Cell Phones

Employee safety is a priority of the Board and responsible use of Board-owned WCDs, including cell phones, requires safe use. (see Policy 7530.02 - Staff Use of Wireless Communication Devices)

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

Employees shall comply with Policy 8625 related to WCD use while driving and the prohibitions therein. An employee who violates this prohibition is subject to disciplinary action, up to and including termination.

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

Employees are subject to all applicable policies and procedures pertaining to the protection of the security, integrity, and availability of the data stored on their Board-owned WCDs. (see Policy 7530.02 - Staff Use of Personal Communication Devices)

When the Board intends to dispose of, or otherwise stop using, a Board-owned WCD on which an employee has maintained public records, student records and/or ESI that is subject to a litigation hold, the District's IT department/staff shall verify such records are properly transferred to an alternative storage device, before disposing of, or otherwise ceasing to use, the WCD. The IT department/staff is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the Board-owned WCD. The IT department/staff is responsible for maintaining documentation concerning the actions it takes to comply with this requirement.

Employee's Responsibilities

Employees are responsible for the safekeeping, care, and custody of the Board-owned WCDs assigned to them. Further, employees are responsible for the cost of misuse, intentional damage or reckless loss of the Board-owned WCDs provided to them. () The District does not provide or purchase insurance to cover loss or damage to its WCDs. **[END OF OPTION]**

Reasonable precautions should be taken to prevent theft, loss, or damage to, or misuses or unauthorized use/access to Board-owned WCDs. Upon resignation or termination of employment, or at any time upon request, the employee may be asked to produce the Board-owned WCD issued to him/her for return or inspection. Employees unable to present the device in good working condition within the time period requested

(e.g. twenty-four (24) hours) () **might () will** be expected to bear the cost of a replacement. Employees who separate from employment with outstanding debts for equipment loss or unauthorized charges will be considered to have left employment on unsatisfactory terms and may be subject to legal action for recovery of the loss.

Each employee issued a Board-owned WCD is required to keep a log documenting the calls made, e-mails, instant messages or text messages sent/receive, or Internet sites accessed with a notation of the purpose of each action. **[END OF OPTION]**

Each employee issued a Board-owned cell phone will receive a detailed monthly statement for all charges. The employee must review the monthly statement for billing accuracy, then sign and date it verifying the employee's review and attesting that there are no charges for personal calls, text messages, instant messages or e-mails. A copy of the signed and dated statement is to be submitted to the Superintendent within days of receipt of it by the employee. In the event that a personal call is inadvertently made or received, or a text message, instant message, or e-mail of a personal nature is sent or received on the employee's Board-owned cell phone, the employee shall be billed for the actual cost of the personal calls made or received, or the text messages, instant messages or e-mails sent or received. In addition, the employee shall also be charged a portion of the monthly service fee. If the employee's service plan is all-inclusive and charges are not assessed for individual calls, text messages, instant messages or e-mails, then the employee will be charged a pro-rated share of the monthly charge. Any amount owed will be deducted from the employee's paycheck in the following pay cycle.

Any employee who regularly places or receives personal calls, or uses his/her Board-owned cell phone to send/receive personal e-mails, text messages, or instant messages shall be subject to disciplinary action. Use of a Board-owned WCD by an employee to access a personal e-mail account or connect to the Internet for personal business is strictly prohibited.

WCDs may not be transferred to any other employee without prior notification and approval of the Superintendent. Employees provided with a WCD understand that the WCD is owned by the Board. Any alteration or switching of WCDs must be approved in advance by the Superintendent.

Cell phone numbers provided by the Board, via contract with a cellular telephone service provider/vendor, are considered business numbers of the District which shall remain and belong to the Board for its use unless

otherwise changed by the service provider/vendor or as mandated by the Federal Communications Commission. () Employees are not allowed to transfer/port a previous personal cellular telephone number to a Board-owned cell phone. **[END OF OPTION]**

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

Use of Board-owned Cell Phones for Personal Calls

The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal business. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised not to take advantage of this provision and that repeated use of a Board-owned cell phone for personal business will result in disciplinary action.

[NOTE: START OF FOURTH SET OF OPTIONS - CHOOSE OPTION #1 OR OPTION #2]

Option #1

If unforeseen circumstances develop where employees must use their Board-issued cell phone for personal reasons (i.e., to let family know that the employee will be home late, etc.) it is up to the Superintendent or his/her designee to determine whether the employee should reimburse the Board.

Employees are responsible for maintaining a log/record of the telephone numbers dialed or calls received and/or e-mails, text messages or instant messages sent or received, and names of persons or businesses that were contacted, or who contacted the employee for personal reasons and provide a copy of the records to _____.

The Board will routinely audit the phone log/record provided by employees to confirm that no personal calls were made and/or to ensure that the costs associated with any personal calls made by the employee (including

the employee's pro rata share of the monthly service charge) are timely reimbursed to the Board.

Option #2

Board-owned cell phones are a public resource and may be used for Board business only. Employees are advised to obtain and carry a personally-owned cell phone for personal use at their own expense. Board-owned cell phones may not be used for personal uses, except in clearly urgent situations, when no other telephone is readily available, and the call is related to the conduct of official business. Thus, calls, e-mails, text messages, or instant messages home notifying family of the employee's whereabouts, etc. when required to work extended hours shall be considered business-related. Such communications should be kept brief and to the point. Board-owned cell phones should not be misused for personal business. If an employee determines the need to make or receive a personal call on a Board-owned cell phone, or send or receive a text message, instant message or e-mail of a personal nature then the employee is required to pay the Board the full cost related to such activity, including the pro rata amount of the monthly service charge. Employees in such circumstances are responsible for generating their own log/record of personal communications made on the Board-owned cell phone, reviewing the monthly statement to differentiate between business-related and personal calls, and remitting the full amount owed for personal calls within thirty (30) days of the receipt of the monthly statement. The Board will engage in a mandatory monthly audit of the employee's records and the monthly statement to verify that reimbursements are both accurate and timely made, and to verify that the employee is charged the appropriate pro-rata amount of the monthly service charge. Failure to reimburse the Board within the specified period may result in a deduction of the amount due from the employee's paycheck, or final check upon termination of employment, or garnishment of wages if the employee has received his/her final check upon termination of employment.

The Board reserves the right to withhold any unreimbursed amount from the employee's wages.

Employees will be expected to sign an agreement that allows the Board to deduct the cost of unpaid calls from the employee's paycheck.

[NOTE: END OF FOURTH SET OF OPTIONS]

Potential Disciplinary Action/Cancellation of Board-Owned WCD

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

[OPTIONAL ADDITION]

Employee Use of Board-Owned Cell Phones

The Board will provide Board-owned cell phones to certain employees who require specific equipment or similar technology to perform District functions (e.g., school safety, physical plant maintenance, etc.) and expect never to use these devices for personal use. The Superintendent must approve such exceptions. Employees who qualify for this exception must submit to the Treasurer's office monthly documentation in the form of a copy of their respective cell phone usage logs, verifying business use. The log must note the date/time of the phone call, to whom the call was placed or from whom the call was received, a brief statement of the purpose of the call, () and if the cell phone has wireless Internet/data service **[END OF OPTION]**, a statement that all use of the wireless Internet/data service was business related. The employee's immediate supervisor will be required to approve all charges, attesting that all calls were business related, by initialing the copy of the usage logs. If an employee fails to keep current with this documentation requirement, s/he will be required to return the Board-owned cell phone.

[SELECT ONE OF THE FOLLOWING]

If a personal call inadvertently occurs, restitution must be made to the District.

If the employee uses the Board-owned cell phone for personal business, () a prorated portion of that month's bill, which is related to the employee's personal use of the device, will be treated as compensation for the employee.

The employee will be required to reimburse the District for a prorated portion of that month's bill, which is related to the employee's personal use of the device.

[END OF OPTIONS]

[] Reimbursement for Business Calls on Personally-Owned Cell Phone [NOTE: SELECT ONE OF THE TWO OPTIONS OFFERED BELOW.]

[] If a Board employee's job duties do not include frequent need for a cell phone, the employee is not eligible to receive a Board-owned cell phone. Such employees, however, may request reimbursement for the actual extra expenses of business-related calls that are made/received on their personally-owned cell phone.

Reimbursement for per-minute "air time" charges is limited to the total overage charge shown on the invoice; expenses for minutes included in the employee's personal plan will not be reimbursed. The employee should make personal payment to the provider, and then submit a request for reimbursement, which details the date/time of the call, to whom the call was placed or from whom the call was received, and a brief description of the purpose of the call. A copy of the employee's cellular telephone service bill must be attached to the request for reimbursement (the employee () **may** () **should** redact any personal calls from the bill prior to submitting it). Business calls made on school property should be made from traditional land-line phones, when readily accessible, and therefore will not be reimbursed if made on a personally-owned cell phone.

[] When authorized in writing by the Superintendent the cost of using a personally-owned cell phone for official business may be reimbursed to the employee. Having a personally-owned cell phone is a choice the employee makes, and if the device is used for business purposes, any reimbursement will be for reasonable costs in excess of the base service plan plus any additional charges such as roaming fees or other fees and taxes incurred as a direct result of the business use. In no instances will the employee be reimbursed more than the monthly cost to the employee. To receive the reimbursement, the employee must document the inbound/outbound telephone number, name of person called, texted, or e-mailed or the individual who called, texted or e-mailed the employee, and the date and purpose of the communication along with the original service plan bill.

F.S. 112.22

F.S. 316.305

F.S. 316.306

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Legal References

F.S. 112.22

F.S. 316.305

F.S. 316.306



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - WEB CONTENT, APPS, AND SERVICES

Number: po7540.02

Revised Policy - Vol. 24, No. 1

7540.02 - WEB CONTENT, APPS, AND SERVICES

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

The School Board authorizes staff members [] **and students** to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.

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

In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, District employees shall have fifteen (15) calendar days to remove such applications.

[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]

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

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

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.

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.

Communicate

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

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

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

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

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;

link to a website of another organization if the other website includes such a message; or

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

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

Staff members are prohibited from requiring students to go to the staff member's personal web pages/sites (including, but not limited to, their Facebook, Instagram, Pinterest pages) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments.

If a staff member creates content, apps, and services related to his/her class, it must be hosted on the Board's server or a District-affiliated server.

Unless the content, apps, and services contains student personally-identifiable information, Board websites, apps, and web services that are created by students and/or staff members that are posted 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.

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

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

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

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

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

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

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 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, and 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.

Technical Standards

The District will adhere to the technical standards of compliance identified at _____ **[INSERT link to District website]**. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.0 Level _____, 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]**.

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

Web Accessibility Coordinator

The Board designates its () Section 504/ADA Compliance Coordinator(s) () Technology Director () _____ as the District's web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

[Select Option 1 or 2]

[] [OPTION 1]

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

[] [OPTION 2]

The District's Web Accessibility Coordinator(s) can be reached at _____ **[Insert name or title, address, e-mail, phone]**.

[End of Option 1 & 2]

Third Party Content

Links included on the Board's website(s), 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 content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with these criteria for all new content placed on the District's website after the adoption of this policy.

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

recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites may not contain ageappropriate advertisements that are consistent with the requirements of Policy 9700.01, AP 9700B, and State and Federal law.

Regular Audits

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

() This audit will occur no less than once every two (2) years.

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

Reporting Concerns or Possible Violations

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

Instructional Use of Apps and Web 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. **Students are prohibited from accessing social media platforms through the use of Internet access provided by the District unless expressly directed by a teacher solely for educational purposes.**

[SELECT OPTION #1 OR #2]

[] [OPTION #1]

The Board requires the () Superintendent () _____ 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 Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[] [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 () _____ that the app and/or service

has a FERPA compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) () and Section 504 and the ADA.

[END OF OPTIONS]

The Board further requires

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

() prior written parental permission to use a student's personal email address in the login process.

Annual Training

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

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

The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations. **However, the use of TikTok or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extra-curricular organization, or athletic team.**

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 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 AP 8310A – Requests for Public Records), 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.]

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Legal References

F.S. 104.31(1)(a)

F.S. 110.233(2)

F.S. 110.233(4)

F.S. 112.313(6)

F.S. 1001.32(2)

F.S. 1001.42

H.R. 4577

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

People Against Tax Revenue Mismanagement v. County of Leon, 583 So. 2d 1373 (Fla. 1991);

Commission on Ethics: In Re: Patty Lynch, Case No. 2068EC (1994)



Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Number: po7540.03

Revised Policy - Vol. 24, No. 1

7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The School Board 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 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 do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology 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 Code of Student Conduct. This policy and its related administrative procedures and the Code of Student Conduct govern students' use of District technology resources and students' personal communication devices when they are connected to 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).

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

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

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 procedures and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (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 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 technology resources if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or _____ may temporarily or permanently unblock access to websites

or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the 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 services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable, or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The District shall provide an Internet Safety Program in accordance with State Board of Education Rule. Among other things, the Program:

limits access by students to only age-appropriate subject matter and materials on the Internet;

protects the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;

prohibits access by students to data or information, including so-called "hacking," and other unlawful online activities by students; and

prevents access to websites, web applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information.

PursuantIn addition, pursuant to Federal law, students shall receive education about the following:

safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

the dangers inherent with the online disclosure of personally identifiable information;

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,

unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

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

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying procedures. 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 procedures.

[] Students will be assigned a school e-mail 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. ()
Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

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

[NOTE: If language about social media is added to Policy 7540, it is recommended that this language be added to this policy.]

~~[]~~ Students ~~may only use District technology resources to access or use~~ are prohibited from accessing social media ~~if it is done~~ platforms through the use of Internet access provided by the District unless expressly directed by a teacher solely for educational purposes ~~in accordance with their teacher's approved plan for such use~~. The use of the TikTok platform or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extracurricular organization, or athletic team.

Users who disregard this policy and its accompanying procedures 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 resources that are not authorized by this policy and its accompanying procedures.

The Board designates the Superintendent and _____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of District technology resources.

F.S. 1001.43

F.S. 1001.51

F.S. 1003.02

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

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

20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

20 U.S.C. 6777 (2003)

20 U.S.C. 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

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Legal References

F.S. 1001.43

F.S. 1001.51

F.S. 1003.02

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

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

20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

20 U.S.C. 6777 (2003)

20 U.S.C. 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460
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47 C.F.R. 54.500
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Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Number: po7540.04

Revised Policy - Vol. 24, No. 1

7540.04 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides technology and information resources (as defined by Bylaw 0100) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology and information resources by principles consistent with applicable local, State, and Federal laws and the District's educational mission. This policy and its related administrative procedures [], **Policy 7544 and AP 7544, [END OF OPTION]** and any applicable employment contracts and collective bargaining agreements govern the staff's use of the District's technology and information resources and staff's wireless communication devices when they are connected to the District's computer network, Internet connection, and/or online educational services/apps, or when used while the staff member is on Board-owned property or at a Board-sponsored activity (see Policy 7530.02).

[DRAFTING NOTE: Choose the option above if the Superintendent recommends and the Board adopts

Policy 7544.]

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

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

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 Selection of and Adoption of Instructional Materials.

The Internet is a global information and communication network that brings incredible education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

Staff must follow the District's Internet Safety Plan which:

limits access by students to only age-appropriate subject matter and materials on the Internet;

protects the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;

prohibits access by students to data or information, including so-called "hacking," and other unlawful online activities by students; and

prevents access to websites, web applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information.

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

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (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 technology resources if such disabling will cease to protect against access to materials that are prohibited under the CIPA. Any staff member who attempts to disable the technology protection measures without the express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

In accordance with Florida law, no prohibited application as identified by the Florida Department of Management Services (DMS) shall be installed or utilized on a Board-owned WCD. Upon notice of any changes to DMS's list of prohibited applications, District employees shall have fifteen (15) calendar days to remove such applications.

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

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

- the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;

- the inherent danger of students disclosing personally identifiable information online;

- 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

- unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

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

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

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

Building principals are responsible for providing training so that Internet users under their supervision are

knowledgeable about this policy and its accompanying procedures. 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 procedures.

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

With prior approval from the Superintendent or _____, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying procedures **and Policy 7544 and its accompanying procedure [END OF OPTION].**

[DRAFTING NOTE: Choose the 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 option to match that language]

Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

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

[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 private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

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

The Board designates the Superintendent and _____ as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent (see Policy 8330). Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

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

F.S. 112.22

F.S. 847.012

F.S. 1001.41

F.S. 1003.02

F.S. 1012.32

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

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

20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

20 U.S.C. 6777 (2003)

20 U.S.C. 9134 (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

47 C.F.R. 54.507

47 C.F.R. 54.508

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47 C.F.R. 54.519

47 C.F.R. 54.520
47 C.F.R. 54.522
47 C.F.R. 54.523

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Legal References

F.S. 112.22
F.S. 847.012
F.S. 1001.41
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F.S. 1012.32
P.L. 106-554, Children's Internet Protection Act of 2000
47 U.S.C. 254(h),(1), Communications Act of 1934, as amended
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20 U.S.C. 6777 (2003)
20 U.S.C. 9134 (2003)
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Book: Local Policies for Update

Section: Vol. 24, No. 1, July 2023

Title: Revised Policy - Vol. 24, No. 1, July 2023 - USE OF SOCIAL MEDIA

Number: po7544

Revised Policy - Vol. 24, No. 1

7544 - USE OF SOCIAL MEDIA

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

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

The Superintendent is charged with designating the District-approved social media platforms/sites, **consistent with the Florida Department of Management Service's (DMS) list of prohibited applications, ()**, which shall be listed on the District's website. **[END OF OPTION]**

~~()~~In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites are **strictly prohibited for all uses and which ones may be** appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes. ~~**[END OF OPTION]**~~

Students are prohibited from accessing social media platforms through the use of Internet access provided by the District except when expressly directed by a teacher solely for educational purposes.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100) are a powerful and pervasive technology that affords students and employees the

opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See School Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

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

[DRAFTING NOTE: Districts should consult with their legal counsel concerning the First Amendment implications associated with using social media that permits public comment. Select Option 1 or 2.]

[] [Option 1]

The District uses approved social media platforms/sites as interactive forms of communication.

[] [Option 2]

The District uses approved social media platforms/sites as interactive forms of communication and () accepts () invites () welcomes public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

[END OF OPTIONS 1 & 2]

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

Social Media for Instructional and School-Sponsored Activities

Staff (including District-approved volunteers) may, with prior approval/authorization from the () Principal, () Superintendent, () _____, use social media platforms/sites for classroom instruction or school-sponsored activities. **However, the use of TikTok or any successor platform is prohibited on District-owned devices, through Internet access provided by the District, or as a platform to communicate or promote any District school, school-sponsored club, extra-curricular organization, or athletic team.** When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 – School-Sponsored Student Publications and Productions/AP 5722 - School Publications/Productions, Policy 7540.03/AP 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

[DRAFTING NOTE: ~~Select either Option 3 or 4, or, at the District's discretion, choose neither option.~~]

[] [Option 3]

~~Staff members () (including District-approved volunteers) [END OF OPTION] must provide parents of students involved in a school-sponsored activity the ability to opt-out of having their child use social media platforms/sites for communication purposes associated with that activity, and arrange for an alternative method of communicating with the participating student concerning the schoolsponsored activity.~~

[] [Option 4]

~~Staff members () (including District-approved volunteers) [END OF OPTION] must obtain parental consent for students to participate in the use of social media platforms/sites related to a school-sponsored activity. If a parent refuses to provide such consent, the staff member must arrange for an alternative method of communicating with the participating student concerning the school-sponsored activity.~~

~~[END OF OPTIONS 3 & 4]~~

Expected Standards of Conduct on District-Approved Social Media

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

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

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other inds [END OF OPTION] who use such social media accounts for professional communications must operate them in accordance with the general archiving practices and technology instituted by the District so records remain within the District's control and are appropriately retained.

[END OF OPTION]

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may

result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

[DRAFTING NOTE: Select Option 53, 64, 75, 86, or 97]

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

[] [Option 53]

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

[] [Option 64]

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

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

[] [Option 75]

Employees () and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours, **except they shall not download or access any prohibited application on DMS's current list using District technology.**

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

[] [Option 86]

Employees () and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use during work hours, provided it

does not interfere with the employee's () / volunteer's **[END OF OPTION]** job performance, **except they shall not download or access any prohibited application on DMS's current list using District technology.**

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

[] [Option 97]

Employees () and District-approved volunteers **[END OF OPTION]** are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's () /volunteer's **[END OF OPTION]** use during work hours does not interfere with his/her job performance, **except they shall not download or access any prohibited application on DMS's current list using District technology.**

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

[END OF OPTIONS 53-97]

[DRAFTING NOTE: Select Option 408, 419, or 4210]

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

[] [Option 408]

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

[] [Option 419]

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

[] [Option 4210]

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

[END OF OPTIONS 108-1210]

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

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

() as necessary

() on an annual basis.

F.S. 112.22

F.S. Chapter 119

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1002.221

F.S. 1003.42

F.A.C. 6A-10.081

20 U.S.C. 1232g

34 C.F.R. Part 99

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

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

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Legal References

F.S. 112.22

F.S. Chapter 119

F.S. 1001.41

F.S. 1001.42

F.S. 1001.43

F.S. 1002.221

F.S. 1003.42

F.A.C. 6A-10.081

20 U.S.C. 1232g

34 C.F.R. Part 99

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