



Book Policy Project Revised
Section 7000 Property Cleaned
Title FACILITIES PLANNING
Code po7100
Status From Neola
Legal [F.S. 553.73](#)
[F.S. 1013.37](#)
[F.S. 1013.385](#)
[F.A.C. 6A-2.0010](#)
[Section 114, Florida Building Code](#)

7100 - **FACILITIES PLANNING**

The School Board recognizes that careful, prudent planning is essential to the efficient operation of the schools and that planning must be grounded on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, the Superintendent will prepare a Five Year Facilities Work Plan and submit it to the Board for approval annually in accordance with State Requirements of Educational Facilities (SREF) 2.1.

The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

All educational and ancillary facilities constructed by the Board shall comply with the uniform Statewide building code for planning and construction of public educational and ancillary plants, including adopted standards.

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

Further, when new construction or a remodeling or renovation project over \$300,000.00, or per Section 423 of the Florida Building Code, whichever is greater, will be undertaken pursuant to the District's plan, the Superintendent, will evaluate alternative construction methods, including exceptions to standards for innovative planning and construction techniques, to determine the most appropriate method for completing the particular project. In conducting that evaluation the Superintendent will consider the use of new materials, systems, and applications in the design and construction of educational facilities. Based on the evaluation of the alternative methods, the Superintendent will recommend to the Board the methods for design and construction determined most appropriate for the project. Upon approval of the District's building official, the Board, and the Florida Department of Education, the District shall proceed with contracting for the project in accordance with Policy 6322 - *Construction Contracting and Bidding*.



Book Policy Project Revised
Section 7000 Property Cleaned
Title BUILDING PERMITS AND THE CODE ENFORCEMENT OFFICE
Code po7101
Status From Neola
Legal F.S. 468.604
F.S. 553.73, The Florida Building Code, as amended
F.S. 553.80
F.S. 1013.37
F.S. 1013.38
F.A.C. 6A-2.0010 (State Requirements for Educational Facilities)

7101 - **BUILDING PERMITS AND THE CODE ENFORCEMENT OFFICE**

The School Board shall establish a Code Enforcement Office, employ a Building Code Administrator (BCA) and/or subcontract for code enforcement services. The BCA or subcontractor serving as the BCA services shall perform those responsibilities identified in F.S. 468.604. Approved project plans will be reviewed for code compliance, permits issued, and the work inspected. Two (2) types of permits will be issued: annual facility maintenance permits and building permits.

A. Annual Facility Maintenance Permits:

Each school or facility will be issued an annual facility maintenance permit to facilitate routine maintenance, emergency repairs, building refurbishment, and minor renovations of systems or equipment. Qualifiers for this type of permit will be the Operation and Maintenance Director and/or his/her designee. Permits will be issued in their names. The amount expended per maintenance project may not exceed \$200,000. A facility maintenance permit is valid for one (1) year. The BCA retains the right to make inspections at the facility site as s/he considers necessary.

A detailed log of all work performed under an Annual Facility Maintenance Permit shall be maintained by the District and submitted annually to the Florida Department of Education.

B. Building Permits:

Building permits are required for new construction, additions, remodeling, renovations, site work, structural modifications, major mechanical and electrical upgrades, roofing, re-roofing, and demolition. District project managers and/or their contractors will submit an application for a permit to the Code Enforcement Office.

The BCA shall accept for review and approval electronically transmitted construction plans, drawings, specifications, reports, final documents, or documents prepared or issued by a licensee. The documents must be dated and electronically signed and sealed by the licensee in accordance with Florida law.

Before a contract has been let for the construction, the BCA must review and approve the Phase III construction documents as required by F.S. 1013.37. Upon review by the BCA, a permit will be issued and work inspected. When the work is deemed complete and the BCA has determined that the building or structure and its site conditions comply with all applicable statutes and rules, the BCA will issue a Certificate of Occupancy.

The BCA shall take into account the seventeen (17) considerations set forth in F.S. 1013.37 when reviewing plans for approval.

The District may reuse prototype plans on another site, provided the facilities list and Phase III construction documents have been updated for the new site and for compliance with the Florida Building Code and the Florida Fire Prevention Code and any laws relating to fire safety, health and sanitation, casualty safety, and requirements for the physically handicapped which are in effect at the time a construction contract is to be awarded.

For each proposed new facility and each proposed new facility addition exceeding 2,500 square feet, the Board shall submit for review a minimum of one (1) copy of the site plan to the local county, municipality, or independent special fire control district providing fire protection services to the facility. The site plans shall be considered in accordance with F.S. 1013.38.

Before the commencement of any new construction, renovation, or remodeling, the Board shall:

1. approve or cause to be approved the construction documents and evaluate such documents for compliance with the Florida Building Code and the Florida Fire Prevention Code; and
2. ensure compliance with all applicable fire safety codes and standards by contracting with a fire safety inspector certified by the State Fire Marshal under F.S. 633.216.

The Board shall provide reasonable access to all construction documents upon request by the local county, municipality, or independent special fire control district.

C. Design Services:

The Board or volunteer service organization which undertakes any project that includes new construction, addition, remodeling, and structural modifications shall have plans and specifications prepared by a licensed design professional as required by State Requirements for Educational Facilities.

Board approved projects will be governed by the standard District contracts. Volunteer project sponsor(s) will submit a standard partnership agreement for project approval prior to the commencement of work.

D. Contractors:

All construction on Board-owned property including volunteer or service organization projects shall be performed by State-certified or licensed general contractors and subcontractors, or locally registered subcontractors where their registration is valid, as required by State Requirements for Educational Facilities and shall follow approved processes as described under Florida statutes.



Book Policy Project Revised
Section 7000 Property Cleaned
Title STUDENT ACCOMMODATION
Code po7110
Status From Neola
Legal F.S. 1013.37
F.S. 1013.45

7110 - **STUDENT ACCOMMODATION**

The School Board recognizes the need to define the criteria for implementation of alternatives for student housing when funding for new facilities, including additions, is limited or not available.

For purposes of this policy, the following definitions apply:

A. Design Capacity.

The maximum number of students eligible to be housed at the school based upon State of Florida standards applied to permanent, on-site facilities scheduled on a traditional calendar.

B. Enrollment Statistic

The enrollment statistic used to determine percent capacity at a particular school is based upon actual SBBC students enrolled in October of the current school year whose address specifies attendance at the school in question.

Elementary Schools

- A. The design capacity of elementary schools shall be no larger than 1000 students.
- B. At 110% of design capacity, if students cannot be adequately housed in the permanent, on-site facilities, students in impacted grades are assigned and transported (if eligible) to other schools with space available in the specified grades; and/or, new boundary lines (attendance zones) are drawn redistributing students to schools with space available; and/or, reduce programs; and/or temporary classrooms are provided within the constraints of available District inventory.

INTERMEDIATE/MIDDLE/JUNIOR HIGH SCHOOLS AND HIGH SCHOOLS

- A. The design capacity of intermediate/middle/junior high schools shall be no larger than 1800 students and the design capacity of the high schools shall be no larger than 3,500 students (9-12).
- B. At 110% of design capacity, if students cannot be adequately housed in the permanent, on-site facilities, students in impacted grades are assigned and transported (if eligible) to other schools with space available in the specified grades; and/or, new boundary lines (attendance zones) are drawn redistributing students to schools with space available; and/or, students are scheduled for an extended day; and/or, temporary classrooms are provided within the constraints of available District inventory, or, if inadequate numbers of temporary classrooms are available, within the constraints of available resources until those resources are exhausted.

IMPLEMENTATION FLEXIBILITY

The Superintendent has flexibility in the implementation of this policy due to extenuating circumstances.

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Section 7000 Property Cleaned
Title WEAPONS
Code po7217
Status From Neola
Legal 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

7217 - **WEAPONS**

But for the exceptions specified below, pursuant to State law, the School Board prohibits visitors and District employees from openly carrying a handgun or carrying a concealed weapon or concealed firearm, in the school safety zone, or any elementary or secondary school facility, 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, a school bus, a school bus stop, or in a District vehicle.

Definitions

For purposes of this policy, the following definitions shall apply:

- A. "Administration building" is any Board-owned or leased facility where one (1) or more administrative employees are assigned.
- B. "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.
- C. "Weapons and firearms" as defined in F.S. 790.001 and include, but are not limited to, any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive, knives, metallic knuckles, or other deadly weapon. "Weapon" also 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.

Exceptions

The only exceptions to the prohibitions set forth hereinabove include the following:

- A. Police, school safety officers (i.e., District guardians), 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.

B. In a vehicle pursuant to F.S. 790.25(4).

This exception does not apply for purposes of student and campus parking privileges.

C. A person may carry a firearm in a case to a firearms program, class, or function which has been approved in advance by the Superintendent as a program or class to which firearms could be carried.

D. 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(not including firearms), 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.

All District employees shall immediately report knowledge of firearms, weapons, and/or threats of violence by students, staff members, or visitors to the School Resource Officer, Principal, and/or immediate Supervisor. Failure to report such knowledge may subject District employees to discipline.

The Superintendent shall require that any District employee possessing a firearm, weapon, or other device designed to inflict serious bodily harm, including a concealed firearm or weapon, in violation of this policy and State law, is reported immediately to the appropriate law enforcement agency, regardless of whether such District employee possesses a valid concealed weapon license. As well, the staff member shall be subject to disciplinary action, up to and including termination, consistent with law, due process, and the terms of any negotiated agreement.

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.

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Section 7000 Property Cleaned
Title SITE ACQUISITION
Code po7240
Status From Neola
Legal F.S. 1001.42
F.S. 1013.14
F.S. 1013.33
F.S. 1013.36

7240 - **SITE ACQUISITION**

Purpose of Site Acquisition

In order to operate, control, and supervise public schools in the District, this School Board must make adequate provision for the acquisition of sites as are necessary and essential to accommodate students, faculty, administrators, staff, and activities of educational programs for the District, and to provide support services to those educational programs.

Before acquiring property for sites, the Board shall determine the location of proposed educational centers or campuses. In making this determination, the Board shall consider existing and anticipated site needs and the most economical and practicable locations of sites. Additionally, the Board will coordinate with the long-range or comprehensive plans of local, regional, and State governmental agencies to assure the consistency of such plans.

Each site identified for acquisition must:

- A. be adequate in size to meet the educational needs of the students to be served on that site by the original educational facility or future expansions of the facility through renovation or the addition of relocatables;
- B. meet standards prescribed in Florida law and such supplementary standards as the State Board of Education prescribes to promote the educational interests of the students;
- C. be well drained and suitable for outdoor educational purposes as appropriate for the educational program or collocated with facilities to serve this purpose;
- D. as provided in F.S. 333.03, the site must not be located within any path of flight approach of any airport;
- E. insofar as is practicable, not adjoin a right-of-way of any railroad or through highway and not be adjacent to any factory or other property from which noise, odors, or other disturbances, or at which conditions, would be likely to interfere with the educational program; and,
- F. to the extent practicable, be chosen which will provide safe access from neighborhoods to schools.

Negotiations

The Superintendent shall be responsible for site acquisition negotiations and compliance with other provisions set forth in F.S. 1013.36.

Appraisals

Before acquisition of real property, the Board shall obtain at least one (1) appraisal by an appraiser approved pursuant to F.S. 253.025 for each purchase in an amount greater than \$100,000 and not more than \$500,000. For each purchase in an amount in excess of \$500,000, the Board shall obtain at least two (2) appraisals by appraisers approved pursuant to F.S. 253.025. If the agreed to purchase price exceeds the average appraised value, the Board will approve the purchase by an extraordinary vote.

Public Records

In accordance with F.S. Chapter 1013, when the Board seeks to acquire by purchase any real property for educational purposes, every appraisal, offer, or counteroffer must be in writing and is exempt from the provisions of F.S. 119.07(1) until an optional contract is executed or, if no optional contract is executed, until thirty (30) days before a contract or agreement for purchase is considered for approval by the Board. If a contract or agreement for purchase is not submitted to the Board for approval, the exemption from F.S. 119.07(1) shall expire thirty (30) days after the termination of negotiations.

The Board shall maintain complete and accurate records of every such appraisal, offer, and counteroffer. For the purposes of this policy, the term "optional contract" means an agreement by the Board to purchase a piece of property, subject to the approval of the Board at a public meeting after thirty (30) days' public notice.

Nothing in this policy shall be interpreted as providing an exemption from, or an exception to, F.S. 286.011.

Approval of Site Acquisition

Official Board action during a public meeting is required to execute a valid contract, and a record of that action must be a part of the minutes of the Board. The process used in acquiring real property must be in accordance with law. Any deviation from the strict requirements of the law may render the transaction void.

Lease, Rental, or Lease-Purchase Agreements

Any lease, rental, or lease-purchase of educational plants, ancillary plants, and auxiliary facilities and sites shall adhere to the requirements of F.S. 1013.15.

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Book	Policy Project Revised
Section	7000 Property Cleaned
Title	COMMEMORATION OF SCHOOL FACILITIES
Code	po7250
Status	From Neola

7250 - **COMMEMORATION OF SCHOOL FACILITIES**

From time-to-time, the School Board may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State, or nation.

The Superintendent shall submit proposed name(s) for school(s) to the Board for final approval. Names for schools shall be considered in accordance with the following procedures:

- A. If the school(s) is to be named by its location in the community, the name(s) proposed should be descriptive and of reasonable length.
- B. If the school(s) is to be named for an individual, the name(s) proposed should be that of an outstanding civic or educational leader, living or deceased, of local, State, or National prominence and, if living, and also an elected official, shall have left public office for a period of time not less than five (5) years.
- C. The name of a new or existing school(s) once adopted by the Board shall be considered permanent. However, should the Board subsequently initiate, or be called upon to consider, a name change of an existing previously named school(s), then in that event the Board shall allow a period of time of not less than eighteen (18) months from said date for community involvement, deliberation, discussion, and debate, prior to its taking action.

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Book Policy Project Revised
Section 7000 Property Cleaned
Title PROPERTY CUSTODIANSHIP
Code po7300
Status From Neola
Legal F.S. 1001.42
F.S. 1001.51

7300 - **PROPERTY CUSTODIANSHIP**

Responsibility of the Superintendent

- A. All real and tangible personal property shall become the direct responsibility of the Superintendent, including its care, custody, safekeeping, and accounting of all property.
- B. The Superintendent shall cause to be established such procedures and measures necessary to provide accurate information in regard to the nature, condition, location, and value of all major school property, to safeguard tangible school property against undue damage, loss depreciation; to attempt to recover and restore to useful service any tangible school property which may be lost, stolen, or damaged; and to do all other things necessary to ensure the proper maintenance and safekeeping of school property.
- C. The Superintendent shall place in operation procedures that include those services and activities which ensure that students may attend school without sanitation or physical hazards and provide for necessary heat, lights, water, power, and other supplies and utilities necessary for the operation of the schools.
- D. The Superintendent shall place into operation procedures for preserving and keeping the building, grounds, and equipment in a satisfactory state of maintenance, and which include repairs, replacements, renovations, and adjustments.

Responsibility of Principal

The Principal of each school shall be the custodian of all property located at and charged to the school.

Responsibility of Division and Department Head

The division and/or department head shall be the custodian of all property purchased through or assigned to the division and/or department.

Delegation of Responsibility

The Principal and the division and department heads may delegate the responsibility to employees (designee) under their supervision, to assist with property accountability; however, the Principal/department head/division head is ultimately responsible for the acquisition, transfer, and/or disposal of all property at their site.



Book	Policy Project Revised
Section	7000 Property Cleaned
Title	EASEMENTS
Code	po7305
Status	From Neola
Legal	<u>F.S. 704.01</u>

7305 - EASEMENTS

The School Board receives regular requests from private and public companies (as well as other governmental entities) to grant easements on Board property. This rule establishes the procedure that shall be followed when requesting an easement on Board property.

Companies (or other governmental entities) that desire an easement shall submit an application packet to the Superintendent that includes, but is not limited to, a description of the type of easement sought; a legal description of the parcel for which the easement is sought; architectural drawings and elevations for any structure that would be constructed on the parcel, if applicable; and a description of the benefits that the District will receive in consideration for granting said easement. This application shall be submitted at least thirty (30) days prior to the date Board approval is desired.

The Board shall give careful consideration to the type of easement sought and whether or not it shall hinder or inhibit the educational program provided on that property or shall present a safety concern for the students who attend school on that property. The Board shall also consider the benefits that the District shall realize if the easement is granted.

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Book Policy Project Revised
Section 7000 Property Cleaned
Title DISPOSITION OF SURPLUS PROPERTY
Code po7310
Status From Neola
Legal F.S. 274.05
F.S. 274.06
F.S. 274.07
F.S. 1012.33
F.S. 1013.28
F.A.C. 69I-73.005
2 C.F.R. 200.312
2 C.F.R. 200.313

7310 - **DISPOSITION OF SURPLUS PROPERTY**

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

A. Instructional Material

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. Equipment

For purposes of this policy, equipment shall mean tangible personal property (including information technology systems), a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, having a useful life of more than one (1) year, and a per-unit cost that equals or exceeds \$1,000.00 as a single unit and does not lose its identity when incorporated into a more complex unit.

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

1. repair parts for the equipment no longer readily available
2. repair records indicate equipment has no usable life remaining
3. obsolete and/or no longer contributing to the educational program
4. some potential for sale at a school auction
5. creates a safety or environmental hazard

C. Disposition

The Superintendent is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal in compliance with 2 C.F.R. 200.313(e) and 200.314.

When there is a residual inventory of unused supplies exceeding \$10,000 in aggregate value at the end of the period of performance, and the supplies are not needed for any other Federal award, the District may retain or sell the unused supplies. Unused supplies means supplies that are in new condition, not having been used or opened before. The aggregate value of unused supplies consists of all supply types, not just like-item supplies. The Federal agency or pass-through entity may be entitled to compensation in an amount prescribed in 2 C.F.R. 200.314.

Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal procedures.

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

Except as provided in Section 200.313, Federally-owned and exempt property, paragraph (b), or if the Federal agency fails to provide requested disposition instructions within 120 days, items of equipment with a current fair-market value in excess of \$10,000 (per unit) may be retained by the non-Federal entity or sold. The Federal agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale. If the equipment is sold, the Federal agency may permit the non-Federal entity to deduct and retain from the Federal share \$1,000 or ten percent (10%) of the proceeds, whichever is less, to cover expenses associated with the selling and handling of the equipment.

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

When included in the terms and conditions of the Federal award, the Federal agency may permit the District to retain equipment, or authorize the FLDOE to permit the District to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

D. Availability of Facilities and Property Identified as Surplus, Marked for Disposal, or Otherwise Unused

District facilities and property (including tangible personal property), identified as surplus, marked for disposal, or otherwise unused, shall be made available to charter schools on the same basis as it is made available to other District schools. A charter school receiving property from the District may not sell or dispose of such property without the District's written permission. For an existing District school converting to charter status, no rental or leasing fee for the existing facility or for the property normally inventoried to the conversion school may be charged by the Board to the parents and teachers organizing the charter school. The charter school shall agree to reasonable maintenance provisions in order to maintain the facility in a manner similar to Board standards. Any school, including District and charter schools, receiving District property must maintain such property in good working condition and order, excepting normal wear and tear. District and charter schools who cause damage to District property shall be required to reimburse the District for the cost of replacement.



Book Policy Project Revised
Section 7000 Property Cleaned
Title ACQUISITION, REMOVAL, DISPOSAL, SALE, OR EXCHANGE OF MAJOR TANGIBLE PROPERTY
Code po7320
Status From Neola
Legal F.S. 287.14
F.S. 287.16
F.S. 1001.42
F.S. 1010.04

7320 - ACQUISITION, REMOVAL, DISPOSAL, SALE, OR EXCHANGE OF MAJOR TANGIBLE PROPERTY

Acquisition

All property shall be acquired through proper purchasing procedures either through the county or internal funds or through donations from outside sources. All property, however, including vehicular equipment shall be in the name of the School Board and under its full control. All property acquired from sources other than county school funds, such as PTA donations, shall be reported promptly, in accordance with procedures established for property accountability.

Removal of Property

- A. Property shall not be taken from any school building or premises for private use. Property may be lent to employees, outside agencies, or organizations only with the prior written approval of the Superintendent.
- B. Major property items shall not be exchanged between schools or departments except upon the written approval of the Property Control Department.

Disposal, Sale, or Exchange

The Board believes that the efficient administration of the District requires disposition of any major tangible personal property no longer necessary for the educational programs or the operation of the District.

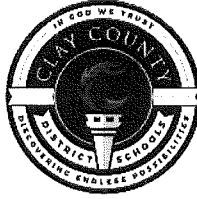
Property which is not suitable for School District use shall be disposed of in accordance with State statutes.

School Memorials and Gifts

- A. No individual, group, or organization shall be permitted to erect an honor roll, memorial, or structure of any kind upon school grounds except by approval of the Superintendent and Board. Memorials shall be limited to a plaque and/or appropriately displayed portrait in the media center, office, etc. Also, a simple landscape project would be acceptable (i.e. planting of a tree, small flower garden), provided there is little or no maintenance and is consistent with the Board's master plan.
- B. Permanent structures shall have utilitarian value in the operation of the school or be erected in memory of a person who has been associated with the school either as a student or employee, or an organization which has made some outstanding contribution to the school or School District.

- C. The Board shall not accept a gift of art unless the cost of installation, operation, and maintenance is consistent with the value of the gift to the school. This gift will require approval of the Superintendent.
- D. Articles of equipment donated to the schools by individuals, groups, or organizations may be accepted if they contribute to the operation of the school program. Donated equipment to include all Technology shall be vetted and have written approval by the Superintendent before donation can be accepted by the District. Donors shall be notified that the title of this gift shall be in the name of the Board.

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Section 7000 Property Cleaned
Title SANITATION AND HOUSEKEEPING
Code po7420
Status From Neola
Legal F.S. 1001.51

7420 - SANITATION AND HOUSEKEEPING

The School Board recognizes that the health and physical well-being of employees and students as well as visitors depends in large measure upon the sanitation and housekeeping of District schools and facilities.

The Board directs that a program of sanitation and housekeeping be instituted in all schools and facilities and be explained annually to all staff members.

The Superintendent shall direct the development and implementation of a program for sanitation and housekeeping of school and facility buildings, grounds, and equipment pursuant to law.

The Principal and/or designee is responsible for the sanitation and cleanliness of their school or facility.

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Book	Policy Project Revised
Section	7000 Property Cleaned
Title	RESTROOMS AND CHANGING FACILITIES
Code	po7421
Status	From Neola
Legal	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

7421 - RESTROOMS AND CHANGING FACILITIES

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

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. The District also offers unisex restrooms at its schools.

For changing facilities, the District maintains a number of changing facilities designated for exclusive use by females and males.

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:

- A. 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.
- B. For law enforcement or governmental regulatory purposes.
- C. 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.
- D. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use.
- E. 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 shall be considered a Level 2 violation of 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.

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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Book Policy Project Revised
Section 7000 Property Cleaned
Title RISK REDUCTION PROGRAM
Code po7430
Status From Neola
Legal F.S. 1013.12

7430 - RISK REDUCTION PROGRAM

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

The Superintendent shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. S/He shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this District are aware of their rights to an environment free of recognized hazards, that they are properly trained in safety methods, that protective devices and equipment are available to meet safety standards, and that proper rules and records are maintained to meet the requirements of the law and the regulations of the Public Employees Risk Reduction Advisory Commission.

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Book Policy Project Revised
Section 7000 Property Cleaned
Title ENVIRONMENTAL HEALTH PROGRAM
Code po7430.01
Status From Neola
Legal [F.S. 1001.41](#)
[F.S. 1001.42](#)
[F.S. 1013.12](#)
[F.A.C. Chapter 69A-58](#)

7430.01 - ENVIRONMENTAL HEALTH PROGRAM

The Superintendent shall direct the development, implementation, and enforcement of an environmental health program, compliant with applicable laws, regulations, and School Board policies designed to prevent injury and illness to employees, students, and the general public, and damage to property or the environment arising from the District's operations.

Inspections of all buildings including educational facilities, ancillary plants, and auxiliary facilities for casualty safety and sanitation shall be conducted at least once during each fiscal year by the Board and once by the local fire official (for fire safety). Conditions that may affect environmental health and safety or impair the operation of the plant will be reported, with recommendations for corrective action. If unsafe or unsanitary conditions are reported, the building site administrator will withdraw from use the educational or ancillary plant, or portion thereof, until the conditions are corrected or removed.

Each school cafeteria must post in a visible location and on the school website the school's semiannual sanitation certificate and a copy of its most recent sanitation inspection report.

Under the direction of the final official appointed by the Board, fire-safety inspections of each educational and ancillary plant located on property owned or leased by the Board, or other educational facilities operated by the Board, shall be made no sooner than one (1) year after issuance of a certificate of occupancy and annually thereafter. Such inspections shall be made by persons properly certified by the Division of State Fire Marshal to conduct fire-safety inspections in public educational and ancillary plants.

Pursuant to State law, a copy of the fire safety inspection report shall be submitted within ten (10) business days after the date of the inspection to the appropriate authority providing fire protection services to the school facility.



Book Policy Project Revised
Section 7000 Property Cleaned
Title SMOKING AND TOBACCO-FREE ENVIRONMENT
Code po7434
Status From Neola
Legal [F.S. 381.84](#)
[F.S. 386.202](#)
[F.S. 386.204](#)
[F.S. 386.212](#)
[20 U.S.C. 6081 et seq.](#)
[20 U.S.C. 7182](#)

Florida Department of Health and the Public Health Law Center's publication
"Commercial Tobacco-Free K-12 School Model Policy: Questions and Answers"

7434 - **SMOKING AND TOBACCO-FREE ENVIRONMENT**

The School Board recognizes that the use of tobacco products, including electronic smoking devices, is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is committed to providing students, staff, and visitors with a smoking and tobacco-free environment on school property and at off-campus, school-sponsored events.

The Board also believes accepting gifts or materials from the tobacco industry will send an inconsistent message to students, staff, and visitors.

The Board recognizes that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke or aerosol and other tobacco use for the students, staff, and visitors.

Definitions

- A. "Any time" means twenty-four (24) hours a day, seven (7) days a week, 365 days a year.
- B. "Electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. "Electronic smoking device" includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, or similar devices. "Electronic smoking device" also includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, or pods.
- C. "School property" means all facilities and property, including land, whether owned, rented, or leased by the Board, and also includes all vehicles owned, leased, rented, contracted for, or controlled by the Board and used for transporting students, staff, or visitors.
- D. "Tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved,

inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to: cigarettes; electronic smoking devices; cigars; little cigars; and other kinds and forms of tobacco.

General Statement of Policy

- A. Students are prohibited from possessing, using, consuming, displaying, or selling any tobacco products, tobacco-related devices, electronic smoking devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.
- B. Administrators, staff, or visitors are prohibited from using, consuming, displaying, activating, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored events. This includes products or paraphernalia displaying tobacco industry brands.
- C. It is a violation of this policy for administrators or staff to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry. This includes, but is not limited to, donations, monies for sponsorship, advertising, alleged educational materials, promotions, loans, scholarships, or support for equipment, uniforms, and sports and/or training facilities. It is also a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the Board.
- D. It is a violation of this policy for any person to promote tobacco products on the school property or at off-campus, school-sponsored events via the display of images of tobacco products on gear, technology accessories, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other material.
- E. Instruction to discourage the use of tobacco products shall be included in the education provided for all students. Staff responsible for teaching tobacco use prevention shall have adequate training and participate in ongoing professional development activities in order to be able to effectively deliver the education program. The curriculum for this instruction will not be paid for or developed by the tobacco industry or its subsidiaries.

Exceptions

It is not a violation of this policy:

- A. for a staff member or approved visitor to include tobacco products, tobacco-related devices, imitation tobacco products, or lighters in an instructional or work-related activity in District school buildings, if the activity does not include smoking, chewing, or otherwise ingesting the product; or
- B. for a person to use or possess a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and if the product is being marketed and sold solely for such an approved purpose.

Enforcement

The success of this policy depends upon the thoughtfulness, consideration, and cooperation of the entire school community. All individuals on school premises, including students, staff, administrators, and visitors, are responsible for adhering to and enforcing this policy. Members of the school community are encouraged to communicate this policy with courtesy and diplomacy. Any person acting in violation of this policy will be informed or reminded of the policy and asked to comply.

Visitors observed violating this policy will be asked to comply with this tobacco-free policy.

If a visitor fails to comply with the request, this policy violation may be referred to the building principal or other available school district supervisory personnel. The supervisor will decide on further action that may include a directive that the visitor leave school property and forfeit any fee charged for admission to a school-sponsored event.

Dissemination of Policy

Notice of this policy will be provided through:

- A. appropriate "No Tobacco" signage posted in the District on school buildings, building entrances, vehicles, vehicular entrances to school grounds, and indoor and outdoor athletic facilities;
- B. written notice to students and parents/guardians in student handbooks and orientations;

C. written notice in staff handbooks, in orientations and employee or staff trainings, and when offering employment;

D. reminder announcements of this policy at school and District events, as appropriate.

Program Evaluation

This smoking and tobacco-free policy shall be assessed by the District or its designated evaluator at regular intervals, but at least once a year, to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

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Book Policy Project Revised
Section 7000 Property Cleaned
Title PLANT SECURITY
Code po7440
Status From Neola
Legal F.S. 1001.51

7440 - PLANT SECURITY

School District buildings, facilities, and property are significant financial investments that must be protected. The buildings and equipment owned by the School Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to Florida law. Such a program may include, but is not limited to,:

- A. securing entries;
- B. lighting specifically designed for entry point security;
- C. video surveillance equipment and security cameras;
- D. automatic locks and locking devices;
- E. fencing designed to prevent intruder entry into a building.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to District property and to require such persons to rectify the damage or pay a fee to cover repairs. A reward may be offered for apprehending such persons.

Appropriate authorities may be contacted in the case of serious offenses.

The Superintendent may install security devices which would assist in the detection of guns and dangerous weapons in school buildings and/or on District property.

The Superintendent shall report to the Board each major case of vandalism and the extent of the damage.



Book Policy Project Revised

Section 7000 Property Cleaned

Title VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

Code po7440.01

Status From Neola

Legal F.S. 1014.04
F.A.C. 1B-24.003(1)(a)
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510
18 U.S.C. 2511
18 U.S.C. 2512
18 U.S.C. 2513
18 U.S.C. 2515
18 U.S.C. 2516
18 U.S.C. 2517
18 U.S.C. 2518
18 U.S.C. 2519
18 U.S.C. 2520
18 U.S.C. 2521
20 U.S.C. 1232g
34 C.F.R. 99.1-99.67

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The School Board authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation. The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline. Video surveillance/electronic monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of designated school staff to monitor and supervise the school building; rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent, or his designee, is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file. The Board will not use video surveillance/electronic monitoring equipment to obtain information for the purpose of routine staff appraisal/evaluation or monitoring. However, prerecorded lessons or observations of on-line or virtual learning sessions may be included as part of an employee's evaluation in accordance with an applicable collective bargaining agreement or Memorandum of Understanding approved by the Board.

Ordinarily, video surveillance/electronic monitoring equipment will not be used to make an audio recording of conversation occurring on school grounds or property where individuals have a reasonable expectation of privacy; however, notice shall be given to all individuals present on the grounds of a school site or on a school bus that their conversations may be recorded through the video surveillance/electronic monitoring equipment and, as a result, individuals on the grounds of a school site or on a school bus should not have an expectation that their conversations will remain private.

Under Florida law, parents have the right to give their consent in writing before a school employee makes a video or voice recording of their minor child, unless the recording is used solely for the following:

- A. a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles;
- B. a purpose related to a legitimate academic or extra-curricular activity;
- C. a purpose related to regular classroom instruction;
- D. security or surveillance of buildings or grounds; or
- E. a photo identification card.

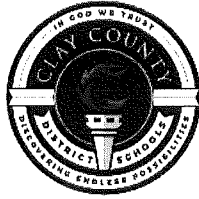
(See also Policy 2461 - *Recording of IEP Team Meetings*)

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Florida's Public Records Act and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personally identifiable information about students shall not be released except to school officials with legitimate educational interests. Parents or guardians of minor students, and students who are eighteen (18) years of age or older, who are charged with disciplinary violations may view relevant portions of any video recording related to the charge, upon written request to the principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any other students whose images appear on the recording). Likewise, school personnel may view relevant portions of any video relating to any disciplinary charge against them, upon written request to the building principal, provided that viewing the recording does not violate State and/or Federal law (i.e., the privacy rights of any students whose images appear on the recordings). Otherwise, such confidential recordings shall only be released as authorized under or required by State and Federal laws.

Video surveillance/electronic monitoring recordings may be retained beyond the retention period required by law if they are going to be utilized for training purposes or as required by law pursuant to Policy 8315 - *Information Management* and AP 8315 - *Litigation Hold Procedure*. This policy does not address or cover instances where school officials record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting) or an isolated instance where a classroom is videotaped for educational or research purposes. Authorized videotaping for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related administrative procedures. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Periodically, the Superintendent shall conduct a review to verify that this policy and its implementing procedures are being adhered to and report to the Board on the use of video surveillance/electronic monitoring equipment in the District.



Book	Policy Project Revised
Section	7000 Property Cleaned
Title	VANDALISM, DAMAGE, LOSS, AND MALICIOUS MISCHIEF
Code	po7440.02
Status	From Neola
Legal	<u>F.S. 1013.22</u>

7440.02 - **VANDALISM, DAMAGE, LOSS, AND MALICIOUS MISCHIEF**

The principal or administrator shall report any damage, loss, vandalism, or malicious mischief immediately to the Superintendent and to the proper law enforcement agency giving all available information.

By Students

A student who willfully damages school property shall be properly disciplined and his/her parent(s) or legal guardian, if the student is a minor, shall be requested, in writing, to restore or to replace any damaged property in accordance with the true value as determined by the principal, the responsible District department head, or in extreme circumstances the Superintendent and/or School Board. In extreme cases of vandalism, a student shall be subject to suspension or expulsion from school under the charge of serious misconduct and criminal charges may be sought. The *Code of Student Conduct* shall identify disciplinary procedures for students who abuse school property. An adult student involved in the destruction of school property shall be held solely responsible for the damages.

A civil action against the student's parent(s) or legal guardian may be instituted by the Board in an appropriate action to recover damages in an amount not to exceed the limit prescribed by Florida statutes if vandalism or theft of school property is known to have been committed by a minor and the parent(s) or legal guardian refuses to restore or replace the property.

By Persons Other Than Students

In case of willful or negligent damage of property belonging to the Board, whether real or personal, the user shall be responsible for the payment or replacement of such damage in accordance with the true value as established by the Superintendent.

By Organizations Under Use Permits

An organization granted a permit for the use of property belonging to the Board shall be responsible for any undue damage to the buildings, equipment, or grounds beyond that which would be considered normal wear and tear and shall repay any such damage in accordance with the true value as established by the Superintendent. Failure to comply with such payment shall cause the individual, group, or organization to lose eligibility for further use of Board-owned property and such legal action as the Board deems proper to recover the amount of damages.



Book	Policy Project Revised
Section	7000 Property Cleaned
Title	SMALL UNMANNED AIRCRAFT SYSTEMS
Code	po7440.03
Status	From Neola
Legal	F.S. 330.41

7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS

The School Board prohibits the operation of small unmanned aircraft systems (sUAS) at any time on a property that is owned or leased or contracted for by the Board by any individual who is not authorized to do so by the Superintendent or the drone is operated by law enforcement. Small unmanned aircraft systems are commonly known as drones.

Pursuant to the Florida High School Athletic Association's (FHSAA) administrative policies, the Board also prohibits the operation of an sUAS at any FHSAA event conducted on property owned or leased or contracted for by the Board. District officials may deny admission or entry to anyone attempting to use an sUAS until the event has been completed.

To be authorized to operate an sUAS on property owned or leased or contracted for by the Board, a staff member or administrator, law enforcement, or other individual (agent) under contract with the Board must have a remote pilot certificate issued by the Federal Aviation Administration (FAA). Further, the sUAS must be registered with the FAA and properly marked in accordance with 14 C.F.R. Part 107.

A staff member, administrator, law enforcement, or agent of the Board who is authorized to operate an sUAS on property owned or leased or contracted for by the Board, must also comply with all rules set forth in 14 C.F.R. Part 107. (See AP 7440.03)

Failure to adhere by all rules set forth in 14 C.F.R. Part 107 and AP 7440.03 may result in loss of authorization to operate an sUAS on property owned or leased or contracted for by the Board, referral to local law enforcement, and/or further disciplinary action, up to and including termination for an employee and expulsion for a student. Further, violations of the provisions of F.S. 330.41 may result in a second-degree misdemeanor up to a third-degree felony.



Book Policy Project Revised
Section 7000 Property Cleaned
Title PROPERTY INVENTORY
Code po7450
Status From Neola
Legal F.S. 274.02
F.S. 1001.43
2 C.F.R. 200.313

7450 - **PROPERTY INVENTORY**

The School Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

A complete inventory of all District-owned tangible personal property shall be conducted annually and submitted to the Board. A complete inventory shall also be conducted when there is a custodian change at a school or department location. A principal or department head shall obtain a police report for any District-owned tangible personal property that is found missing or stolen from the location's inventory.

For purposes of this policy, "tangible personal property" shall mean any tangible personal property of a nonconsumable nature, having a useful life of more than one (1) year, a per-unit cost that equals or exceeds the value defined in statute.

The Superintendent shall develop a property records manual that describes the processes necessary to implement the intent of this policy.

The District is responsible for maintaining and updating property records when there is a change in the status of the property.

Equipment acquired, in whole or in part, under a Federal award will vest upon acquisition to the District, subject to the following conditions:

- A. The equipment shall be used for the authorized purposes of the award project during the period of performance or until the equipment is no longer needed for the purposes of the project.
- B. While the equipment is being used for the originally-authorized purpose, the District (or subrecipient) must not dispose of or encumber its title or other interests without the approval of the Federal agency or pass-through entity.
- C. The equipment may only be used and disposed of in accordance with the provisions of the Federal agency or the pass-through entity and Policy 7310 and AP 7310.
- D. The District must use the equipment for the project or program for which it was acquired and for as long as needed, whether or not the project or program continues to be supported by the Federal award. The District must not encumber the equipment without prior approval of the Federal agency or pass-through entity.

- E. When no longer needed for the original project or program, the equipment may be used in other activities in the following order of priority:
1. Activities under other Federal awards from the Federal agency that funded the original program or project; then
 2. Activities under Federal awards from other Federal agencies. These activities include consolidated equipment for information technology systems.
- F. During the time that equipment is used on the project or program for which it was acquired, the District must also make the equipment available for use on other programs or projects supported by the Federal Government, provided that such use will not interfere with the purpose for which it was originally acquired. First preference for other use of the equipment must be given to other programs or projects supported by the Federal agency that financed the equipment. Second preference must be given to programs or projects under Federal awards from other Federal agencies. Use for non-federally funded projects is also permissible, provided such use will not interfere with the purpose for which it was originally acquired. The District should consider charging user fees as appropriate. If the District does use equipment to earn program income, it must not charge a fee that is less than a private company would charge for similar services unless specifically authorized by Federal statute.
- G. When acquiring replacement equipment, the District may either trade-in or sell the equipment and use the proceeds to offset the cost of the replacement equipment.
- H. Property records shall be maintained that include a description of the equipment, a serial number or other identification number, the source of funding for the equipment (including the Federal Award Identification Number (FAIN)), title holder, acquisition date, cost of the property, percentage of Federal agency contribution towards the original purchase, the location, use, and condition of the property, and ultimate disposition data, including date of disposal and sale price of the property.
- I. A physical inventory of the property must be conducted and results reconciled with property records at least once every two (2) years.
- J. A control system shall be in place to provide safeguards for preventing loss, damage, or theft of the property. Any such loss, damage, or theft of the property must be investigated. The District must notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.
- K. Regular maintenance procedures shall be implemented to keep the property in proper working condition.
- L. Proper sales procedures shall be established to ensure the highest possible return, in the event the Board is authorized or required to sell the equipment/property.
- M. When equipment acquired under a Federal award is no longer needed for the original project/program or for activities currently or previously supported by a Federal agency, the Board shall request disposition instructions from the Federal agency or pass-through entity if required by the terms and conditions of the Federal award. Disposition of the equipment shall be made in accordance with the provisions of C.F.R. 200.313.



Book Policy Project Revised
Section 7000 Property Cleaned
Title ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code po7455
Status From Neola
Legal F.S. 274.02
F.S. 1001.43
F.A.C. 69I-73.002

7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

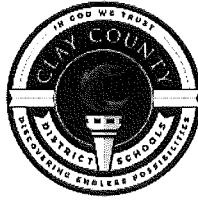
The School Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with generally accepted accounting principles;
- B. adequate insurance coverage;
- C. control and accountability.

Capital assets are defined as those tangible assets of the District (including leased fixed assets) with a useful life in excess of one (1) year and an initial cost equal to or exceeding the amount defined in F.A.C. 69I-73.002.

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition.

The Superintendent shall develop administrative procedures to ensure proper purchase, transfer, and disposal of capital assets.



Book	Policy Project Revised
Section	7000 Property Cleaned
Title	USE OF TEACHER TRAINING CENTER (TTC)
Code	po7510.01
Status	From Neola
Legal	<u>F.S. 1013.10</u>

7510.01 - USE OF TEACHER TRAINING CENTER (TTC)

The Teacher Training Center (TTC) is only available for use or rental upon the approval of the Superintendent. This approval will only be given if the planned activity serves a positive educational or public need, provides a public service, and is not detrimental to the facility.

Supervision and Authority

At all times there will be a Board employee in charge of the facility during each rental use. This employee will be assigned or approved by the Superintendent. In certain circumstances, it will be deemed necessary to have additional personnel. The Board employee will be considered the authority during the rental unless legal authority prevails.

The renter will be responsible for the cost of all mandatory personnel.

If law enforcement is required, the renter will need to secure a duly sworn officer through the Clay County Sheriff's Office, an approved law enforcement agency, or an approved department. The minimum amount of officers required for the rental will be determined by the Superintendent or the law enforcement agency.

At all times, the renter should ensure that their activities and invitees remain in compliance with the agreed-upon use.

Use Agreement, Permits, and Insurance

Use of the TTC will require submission of a rental agreement and acceptance of all terms and conditions. The agreement will not be approved without the proper submission of the required documents. Upon final approval, the Board will provide a use permit to the renter.

The renter at their sole expense must procure and maintain during the terms of the rental the following minimum insurance coverage and be able to submit a valid certificate of insurance (COI) showing the School Board of Clay County, FL as certificate holder and additional insured for the comprehensive general (including property damage) liability coverage.

General Liability Policy Minimum

- A. All policies of insurance shall be rated "A-" or better by the most recently published A.M. Best Rating Guide and shall be subject to the SBCC approval as to form and issuing company.
- B. \$1,000,000.00 per occurrence.

C. \$2,000,000.00 aggregate.

The possession of weapons, alcoholic beverages, and controlled substances, and the use of tobacco products are prohibited on Board property.

Fees and Charges

The Superintendent shall establish a schedule of charges for use of the TTC by commercial organizations.

The renter shall be liable financially for damage to the facilities and for proper chaperonage.

Fees for required Board personnel will be based on the Board approved Facilities Use Fee Schedule.

Long-Term Use

Long-term use agreements for school facilities shall be executed by written contract. When a standardized agreement has been adopted by the Board for use of specific types of facilities, such agreement shall be executed. When uses have not been made the subject of standardized agreements, the Superintendent shall negotiate, in conjunction with the Board attorney, a specific agreement for approval by the Board.

Use of Equipment

A. Rental

Equipment, other than the normal furnishings of a particular facility, is not available for rental except with special permission of the Superintendent. No property or equipment shall be used for any of the following purposes:

1. commercial or personal gain
2. programs involving any form of gambling or any illegal activity
3. private teaching, except by accredited institutions of higher education
4. activities in violation of any Board regulation
5. by any organization or party which believes in or teaches directly or indirectly, the overthrow of the governments of the United States, the State of Florida, and/or Clay County
6. some equipment will require trained personnel for use. Personnel charges may apply.

B. Intent

The intent of this policy may not be circumvented by any agency or organization described herein.

C. Denial of Use

The Superintendent may deny the use of the TTC and any equipment to any agency or organization whose purpose in using District facilities and/or equipment is considered by the Superintendent to be incompatible with this facility, the District, the Board, or rules established.

No liability shall attach to this District, or any of its employees and officers, specifically as a consequence of permitting access to these facilities.



Book Policy Project Revised
Section 7000 Property Cleaned
Title LENDING OF BOARD-OWNED EQUIPMENT
Code po7530
Status From Neola
Legal F.S. 1001.43
F.S. 1001.51

7530 - LENDING OF BOARD-OWNED EQUIPMENT

The School Board believes that Board-owned equipment is a valuable resource that may be loaned for community use under certain conditions only, provided that such use does not infringe on the original and necessary purpose of the equipment or interfere with the District's educational program.

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent and only when such equipment is unobtainable elsewhere.

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off District property is subject to the same rules and conditions of use that are in effect when the equipment is used on District property.

District equipment may be removed from District property by students or staff members and/or Board members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the Superintendent is required along with written signed documentation for such removal.

Individuals authorized to use Board-owned equipment off District property are prohibited from allowing anyone else to use the equipment (e.g., spouses, children, relatives, friends, etc., may not use Board-owned equipment, which is approved for use by a specific person).

A Board employee may use technology resources (as defined in Bylaw 0100) that have been assigned to him/her off District property provided such use is for purposes related to his/her duties. If personally identifiable information ("PII") about students and/or staff are saved/uploaded/stored on the technology resources assigned to an employee, the technology resources shall be locked down to prevent non-authorized individuals from accessing that PII. Federal and State laws prohibiting disclosure of such PII apply to electronic records stored on District technology resources. Board employees must exercise caution when saving/uploading/storing PII on mobile/portable storage devices (e.g., external hard drives, CDs/DVDs, USB thumb/flash drives, etc.), including mandatory encryption of the device, and when accessing PII that is stored on the District's network or contracted cloud-storage. A Board employee who loses or misuses student or staff PII will be subject to disciplinary action.

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

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



Book Policy Project Revised
Section 7000 Property Cleaned
Title BOARD-OWNED WIRELESS COMMUNICATION DEVICES
Code po7530.01
Status From Neola
Legal F.S. 112.22
F.S. 316.305
F.S. 316.306

7530.01 - **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.

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

The Superintendent or designee is responsible for verifying:

- A. the need for each Board-owned cell phone and related service plan is clearly justified for Board business purposes;
- B. alternative solutions for work production and communication are considered;
- C. employees provided with a cellular telephone and/or wireless Internet/data service plans are notified of the purpose and limitations of usage;
- D. cellular telephone and wireless Internet/data service plan invoices outlining the details of usage are received and reviewed for conformance with this policy;
- E. 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;
- F. that the WCD is restricted from accessing any prohibited application as identified by DMS; and,
- G. that the District retains the ability to remotely wipe and uninstall any prohibited application from the WCD that is believed to be have been adversely impacted, either intentionally or unintentionally, by a prohibited application.

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.

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.

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.

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.

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) 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.

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 may 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.

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

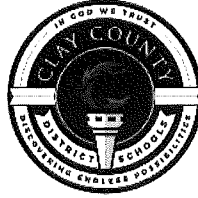
The Board recognizes that in rare circumstances it may be necessary for an employee to use a Board-owned cell phone for personal use. The Board generally prohibits such conduct as emphasized by this policy, but realizes there may be limited situations when such use is justified. Employees are advised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

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

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.

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Section 7000 Property Cleaned

Title STAFF AND SCHOOL OFFICIALS USE OF WIRELESS COMMUNICATION DEVICES

Code po7530.02

Status From Neola

Legal F.S. Chapter 119
F.S. 316.305
F.S. 316.306
F.S. 1001.41
F.S. 1001.42
F.S. 1001.43
F.S. 1002.221
F.A.C. 6A-10.081
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).
20 U.S.C. 1232g
34 C.F.R. Part 99

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF WIRELESS COMMUNICATION DEVICES**

Use of wireless communication devices ("WCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the WCD is School Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her WCD, or the employee or school official receives no remuneration for his/her use of a personally-owned WCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying procedure, as well as other pertinent Board policies and procedures.

Conducting District Business Using a WCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned WCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages, and use District approved apps that concern District business of any kind.

Employees and school officials are responsible for archiving such communication(s) in accordance with the District's requirements as specified in Board Policies 8310 and 8320.

Safe and Appropriate Use of a WCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a WCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message, or e-mail, or browsing the Internet using a WCD while driving is a violation of State law and is strictly prohibited. If accepting a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Pursuant to Policy 8625, use of a WCD in a handheld manner in a designated school crossing, school zone, or work zone area as defined in F.S. 316.003 is prohibited. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees, and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other WCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

All employees and school officials must comply with Policy 8625 – Ban on Texting While Driving.

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

Employees and school officials are subject to all applicable policies and procedures pertaining to the protection of the security, integrity, and availability of the data stored on a WCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

WCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a WCD to relay confidential information, particularly as it relates to students.

Additionally, WCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a WCD may constitute public records.

Further, WCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her WCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her WCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - *Public Records*. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - *Students Records*.

It is the responsibility of the District employee or school official who uses a WCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her WCD in accordance with the District's requirements.

Finally, cellular/wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's WCD may be subject to a litigation hold pursuant to Policy 8315 - *Information Management*. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or his/her designee of all public records, student records, and ESI subject to a Litigation Hold that is maintained on the employee's Board-owned WCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee utilized a personally-owned WCD for District-related communications, and the device contains public records, students records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of his/her employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her personally-owned WCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her personally-owned WCD.

If a WCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the Superintendent so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - *Information Security* and its accompanying procedure, the Superintendent shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the WCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of records and/or information on their WCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

If an employee school official maintains records and/or information on a WCD that is confidential, privileged, or otherwise protected by State and/or Federal law, the employee is required to encrypt the records and/or information.

It is required that employees and school officials lock and password protect their WCDs when not in use.

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a WCD in their possession, that is confidential, privileged, or otherwise protected by State and/or Federal law.

Privacy Issues

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

WCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a WCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.



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Title TECHNOLOGY
Code po7540
Status From Neola
Legal F.S. 1001.43
F.S. 1011.62

7540 - TECHNOLOGY

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

Although students' use of District technology resources (see definition in Bylaw 0100) is required to participate in and benefit from certain aspects of the District's curriculum and to participate in online assessment, unsupervised use of technology resources may be limited or denied if such use is not under the direct supervision of school staff if a student's use of District technology resources is in violation of the District's policy regarding acceptable use. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form annually.

Annually, the Superintendent shall develop a written Comprehensive Technology Plan (CTP), recommend the CTP to the Board for approval, and, upon approval, implement the CTP.

Annually the Superintendent shall require the review of the implementation of the current CTP, update that plan as need be, and recommend the updated plan for approval by the Board. The CTP will address the need for District technology resources for all the District's instructional, operational, and business functions, including, but not limited to software licenses, infrastructure hardware and software, technical support, telecommunication devices, servers, data storage, and recovery systems (both internal and external).

The Superintendent shall establish a technology governance committee to review and revise of the CTP and recommend revisions necessary to update it.

The Superintendent shall appoint members of the administrative, instructional, curriculum, operations, business, and information technology staff to the technology governance committee.

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

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

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

The Board prohibits students from using District technology resources to access and/or use social media for other than instructional purposes.

Staff may use District-approved social media platforms/sites in accordance with Policy 7544 and, pursuant to Policy 7540.02, may use web content, apps, and services for one-way communication with the District's constituents . Authorized staff may use District technology resources to access and use District-approved social media platforms/sites to increase awareness of District programs and activities, as well as to promote achievements of staff and students, provided the Superintendent approves, in advance, such access and use. Use of District-approved social media platforms/sites for business-related purposes is subject to Florida's public records laws and, as set forth in Policy 7544, staff members are responsible for archiving their social media and complying with the District's record retention schedule. (see Policy 8310 - *Public Records*)

Staff must comply with Policy 7544, Policy 7540.04, and Policy 7530.02 when using District technology resources or personally-owned WCDs to access and/or use social media for personal purposes.

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Section	7000 Property Cleaned
Title	TECHNOLOGY PRIVACY
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Status	From Neola
Legal	<u>F.S. 119,011</u>

7540.01 - **TECHNOLOGY PRIVACY**

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

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

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

District technology resources are to be used for business and educational purposes.

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

District technology resources must be used properly. Review of computer files, electronic mail, and voice mail will only be done in the ordinary course of business and will be motivated by a legitimate business reason. If a staff member's personal information is discovered, the contents of such discovery will not be reviewed by the Board, except to the extent necessary to determine if the files/e-mail/voice mail constitute a public record or if the Board's interests have been compromised. Any information discovered will be limited to those who have a specific need to know that information.

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

All District technology resources and information resources are the property of the Board. Staff members shall not copy, delete, or remove any information/data contained on District technology resources without the express permission of the Superintendent, or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on to any District technology resources and may not bring software from outside sources for use on District technology resources without the prior approval of the Director of Information Services or Director of Information Services and Network Security. Such pre-approval shall include a review of any copyright infringements or virus problems associated with such outside software.



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Section 7000 Property Cleaned
Title WEB CONTENT, APPS, AND SERVICES
Code po7540.02
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Legal 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)

7540.02 - **WEB CONTENT, APPS, AND SERVICES**

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

The School Board authorizes staff members 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.

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

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

1. Educate

Content should be suitable for and usable by students and teachers to support the curriculum and the

Board's objectives as listed in the Board's strategic plan.

2. Inform

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

3. Communicate

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

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

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

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

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;
2. link to a website of another organization if the other website includes such a message; or
3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

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 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.

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.

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.

C. Website Accessibility

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its 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.

1. Technical Standards

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

2. Web Accessibility Coordinator

The Board designates its Technology Director as the District's web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.

The District's Web Accessibility Coordinator(s) can be reached at Director of Information Services, 900 Walnut St, Green Cove Springs, FL 32043, (904) 336-6500.

3. 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:

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

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

4. Regular Audits

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

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.

5. Reporting Concerns or Possible Violations

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

D. Instructional Use of Apps and Web Services

The Board authorizes the use of apps and 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.

The Board requires the Director of Information Services 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.

The Board further requires the use of a Board-issued e-mail address in the login process.

E. Annual Training

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

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

The District is authorized to use web pages/sites, apps, and services to promote school activities and inform stakeholders and the general public about District news and operations. 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 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 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, but it will not review or consider those comments.



Book Policy Project Revised

Section 7000 Property Cleaned

Title STUDENT INTERNET SAFETY AND ACCEPTABLE USE

Code po7540.03

Status From Neola

Legal [F.S. 1001.43](#)
[F.S. 1001.51](#)
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[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](#)
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[47 C.F.R. 54.507](#)
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[47 C.F.R. 54.522](#)

[47 C.F.R. 54.523](#)

7540.03 - **STUDENT INTERNET SAFETY AND ACCEPTABLE USE**

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 not appropriate for students (taking into consideration the subject matter and the age of students served at each school), obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act (CIPA). 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 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.

Prior to requiring students to use online content, school personnel must confirm the content is not blocked by any student internet filter. The staff member may submit a request to the District's Information Technology Department to have blocked content or social media platforms reviewed and unblocked for educational purposes.

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:

- A. limits access by students to only age-appropriate subject matter and materials on the Internet;
- B. protects the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;
- C. prohibits access by students to data or information, including so-called "hacking," and other unlawful online activities by students; and
- D. prevents access to websites, web applications, or software that does not protect against the disclosure, use, or dissemination of students' personal information in accordance with F.A.C. 6A-1.0955.

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

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

Staff members shall provide 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, and the ethical, responsible, and safe use of artificial intelligence. 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.

Students are prohibited from accessing social media platforms through the use of Internet access provided by the District. The use of the TikTok platform or any successor platform is prohibited on District-owned devices, or through Internet access provided by the District.

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 as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying procedures as they apply to students' use of District technology resources.

Annual Approval of Policy

By September 1st of each year, the Board shall review and, if necessary, approve any changes to this policy.

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Title STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Code po7540.04

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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. 54.522

47 C.F.R. 54.523

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 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).

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:

- A. limits access by students to only age-appropriate subject matter and materials on the Internet;
- B. protects the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications;
- C. prohibits access by students to data or information, including so-called "hacking," and other unlawful online activities by students; and

- D. 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 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 may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

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

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

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, 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.

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

Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544.

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 Director of Information Services and Network Security as the administrators responsible for initiating, implementing, and enforcing this policy as it applies 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.

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Title DISTRICT-ISSUED STAFF E-MAIL ACCOUNT
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F.S. 668.60 et seq.
F.S. 668.701 et seq.
F.S. 847.012

7540.05 - **DISTRICT-ISSUED STAFF E-MAIL ACCOUNT**

The School Board is committed to the effective use of electronic mail ("e-mail") by all District staff and Board members in the conduct of their official duties. This policy and any corresponding procedures are intended to establish a framework for the proper use of e-mail for conducting official business and communicating with colleagues, students, parents, and community members.

As required by State law, the following statement shall be posted in a conspicuous location on the District's website:

"Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail regarding official business to the District or any of its employees. Instead, contact the District or individual employee by phone or in writing."

The District complies with all Federal and State laws pertaining to electronic mail. State and Federal law exempts certain documents and information within documents from disclosure, no matter what their form. Before electronic mail is released pursuant to a public records request, all exempt information in it must be redacted.

When available, the District's e-mail system must be used by employees for any official District e-mail communications. Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. District staff members are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

District staff members shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Director of Technology and/or site administrator.

District staff members may join listservs or other e-mail services (e.g., RSS feeds) that pertain to their responsibilities in the District, provided these listservs or other e-mail services do not exceed the staff member's e-mail storage allotment. The Director of Technology is authorized to block e-mail from list servs or e-mail services if the e-mails received by the staff member(s) become excessive.

Staff members are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages, appropriately saving e-mails that constitute a public record or student record and e-mails that are subject to a litigation hold (see Policy 8315 - Information Management), and purging all other e-mails that have been read. If the staff member

is concerned that his/her e-mail storage allotment is not sufficient, s/he should contact the District's IT staff.

Public Records

The District complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to District staff members and Board members may be public records if their content concerns District business or education records if their content includes personally identifiable information about a student. E-mails that are public records are subject to retention and disclosure, upon request, in accordance with Policy 8310 – *Public Records*. E-mails that are student records must be maintained pursuant to Policy 8330 – *Student Records*. Finally, e-mails may constitute electronically stored information ("ESI") that may be subject to a litigation hold pursuant to Policy 8315 – *Information Management*.

State and Federal law exempt certain documents and information within documents from disclosure, no matter what their form. Therefore, certain e-mails may be exempt from disclosure or it may be necessary to redact certain content in the e-mails before the e-mails are released pursuant to a public records request, the request of a parent or eligible student to review education records, or a duly served discovery request involving ESI.

E-mails written by or sent to District staff members and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns District business or education records if their content includes personally identifiable information about a student. Consequently, staff members shall comply with a District request to produce copies of e-mail in their possession that are either public records or education records, or that constitute ESI that is subject to a litigation hold, even if such records reside on a computer owned by an individual staff member, or are accessed through an e-mail account not controlled by the District.

Retention

Pursuant to State and Federal law, e-mails that are public records or education records and e-mails that are subject to a litigation hold shall be retained.

The District maintains archives of all e-mails sent and/or received by users of the District's e-mail service. Staff members are required to forward copies of any e-mails received in their personal e-mail account(s) not affiliated with the District server to their District e-mail account so that these records are also archived for future retrieval, if necessary.

Unauthorized E-mail

The Board does not authorize the use of its technology resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail.

The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send an e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Further, the Board prohibits adults from knowingly distributing to minors any material that is obscene and harmful to minors, as defined in F.S. 847.012, in any format through e-mail sent, or caused to be sent, to or through the District's network. An adult who knowingly distributes any such material to a minor through e-mail sent, or caused to be sent, to or through the District's network also commits a felony under State law, and is subject to disciplinary action to and including termination.

Authorized Use and Training

Pursuant to Policy 7540.04, staff members and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.04 F1 annually.

Furthermore, staff members and Board members using the District's e-mail system shall satisfactorily complete training, pursuant to Policy 7540.04, regarding the proper use and retention of e-mail annually.

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Status From Neola

7540.06 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school e-mail account are required to utilize it for all school-related electronic communications, including those to staff members 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.

This policy and any corresponding procedures serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system shall be blocked if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

Students shall not send or forward mass e-mails.

Students may join listservs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the e-mails received from the listservs or other e-mail services do not become excessive. If a student is unsure whether s/he has adequate storage or should subscribe to a listserv or RSS feed, s/he should discuss the issue with his/her classroom teacher, the building principal, or the District's IT staff. The Director of Technology is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student becomes excessive.

Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.

Unauthorized E-mail

The School Board does not authorize the use of its technology resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail.

The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send an e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

Authorized Use and Training

Pursuant to Policy 7540.03, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety by signing and submitting Form 7540.03 F1 annually.

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Book	Policy Project Revised
Section	7000 Property Cleaned
Title	ARTIFICIAL INTELLIGENCE (AI)
Code	po7540.08
Status	From Neola

7540.08 - **ARTIFICIAL INTELLIGENCE (AI)**

The School Board recognizes the positive impact that Artificial Intelligence (AI) technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity.

The Superintendent is authorized to develop procedures governing the use of artificial intelligence. Students and staff members will be informed of the District's requirements regarding the ethical, responsible, and safe use of artificial intelligence in accordance with District procedures and applicable State and Federal laws, regulations, and Board policies. Inappropriate use of artificial intelligence is prohibited.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to the following: Policy 5505 – *Academic Honesty*; Policy 5500 – *Student Conduct*; Policy 5517 – *Anti-Harassment*; Policy 5517.01 – *Bullying and Harassment*; Policy 2264 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities*; Policy 2266 – *Nondiscrimination on the Basis of Sex in Education Programs and Activities (The Board's Policy and Grievand Procedures for Responding to Sexual Harassment Alleged to Have Occurred Prior to 8/1/2024)*; Policy 8330 – *Student Records*; Policy 2240 – *Controversial Issues*; Policy 7540.03 – *Student Internet Safety and Acceptable Use*; and Policy 7540.04 – *Staff Technology Acceptable Use and Safety*.

Student use of Artificial Intelligence and Natural Language Processing Tools (AI/NLP tools)

Utilization of AI/NLP tools is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

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

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

language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.

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

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

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion.

Staff may be disciplined for violations, up to and including suspension or termination of employment.

The administration will refer any illegal acts to law enforcement.

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Book	Policy Project Revised
Section	7000 Property Cleaned
Title	ACCESS TO DISTRICT TECHNOLOGY AND/OR INFORMATION RESOURCES FROM WIRELESS COMMUNICATION DEVICES
Code	po7542
Status	From Neola

7542 - ACCESS TO DISTRICT TECHNOLOGY AND/OR INFORMATION RESOURCES FROM WIRELESS COMMUNICATION DEVICES

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

The Board permits Board members, employees, students, and/or guests, as well as contractors, vendors, and/or agents to use their WCDs (as defined in Bylaw 0100) to wirelessly access the District's technology resources (see definition in Bylaw 0100) and/or information resources (as defined in Bylaw 0100) while they are on-site at any District facility. Access to the business/guest network shall require authentication.

If the user wants to access the District's technology and/or information resources through a hard-wired connection, the user's WCD must first be checked by the IT Department to verify it meets the established standards for equipment used to access the network.

The Director of Information Services and Network Security is charged with developing the necessary standards for connecting WCDs to the District's technology resources and information resources. The standards shall be available upon request.

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

The use of WCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and Policy 7540.04, Policy 5136 - *Wireless Communication Devices*, and Policy 7530.02 - *Staff Use of Personal Communication Devices*. When an individual connects to and uses the District's technology and/or information resources, s/he must agree to abide by all applicable policies, administrative procedures, and laws and regulations (e.g., the user will be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's technology and/or information resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s).

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

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

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

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Book	Policy Project Revised
Section	7000 Property Cleaned
Title	UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO THE DISTRICT'S NETWORK
Code	po7543
Status	From Neola

7543 - UTILIZATION OF THE DISTRICT'S WEBSITE AND REMOTE ACCESS TO THE DISTRICT'S NETWORK

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

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

- A. links to school websites
- B. school/District department
- C. the District's calendar
- D. Synergy
- E. required State reports
- F. School Board agendas and minutes
- G. information concerning the District's anti-discrimination policies and procedures, including Section 504/ADA complaint procedures
- H. required forms
- I. employment and volunteer opportunities
- J. resources for additional information during a crisis/emergency situation
- K. contact information
- L. School Choice Options
- M. Student Code of Conduct

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

District employees, as well as contractors and/or vendors, of the District are permitted to use their personally-owned or District-owned computer or workstations to remotely (i.e. away from District property and facilities) access the District's server and thereby connect to the District's network. This policy is limited to remote access connections that are used to do work on behalf of or for the benefit of the District, including, but not limited to, reading or sending e-mail and reviewing District-provided intranet web resources .

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

A. his/her computer/device must have active on it an anti-virus program with the latest updates from the manufacturer

B. the individual may only access the network using his/her assigned user name and password

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

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

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

E. use of the network, whether connected directly or remotely, is contingent upon the individual abiding by the terms and conditions of the Board's Technology Acceptable Use and Safety policies and procedures

Users are required to sign the applicable agreement form prior to being permitted to use remote access.

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

Any employee who violates this policy may be disciplined, up to and including termination; any contractor and/or vendor who violates this policy may have his/her contract with the District terminated.

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Book Policy Project Revised

Section 7000 Property Cleaned

Title USE OF SOCIAL MEDIA

Code po7544

Status From Neola

Legal 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)

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, District-approved volunteers, and the general public. Social media is defined in Bylaw 0100.

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

In designating District-approved social media platforms/sites, the Superintendent shall specify which platforms/sites/accounts are strictly prohibited for all uses and which ones may be appropriate for use.

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.

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

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 may, with prior approval/authorization from the Superintendent use social media platforms/sites for classroom instruction in courses where it is required as part of the approved curriculum. 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*, Policy 7540.03 – *Student Technology Acceptable Use and Safety*, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media, without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees 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 individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the Superintendent concerning District operations).

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes.

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

Employees are permitted to use District technology resources (as defined in Bylaw 0100) to access social media for personal use, provided the employee's 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.

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

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.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative procedures. If an employee 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 will be reviewed and updated as necessary.

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