

# policy

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## WEAPONS

The Board of Education prohibits staff members, students, and visitors from possessing, storing, making, or using a weapon in 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, a school-sponsored event, or in a District vehicle to the extent permitted by law. Policies regarding staff members are found in Policy 3217 and Policy 4217. The policy pertaining to students is found in Policy 5772.

Any person violating this policy shall be reported to appropriate law enforcement authorities.

### Concealed Carry Permit Holders

No parent or other volunteer may carry or in any fashion possess a concealed weapon, whether they hold a permit or not, while transporting students in a district owned vehicle. Additionally, anyone, including a holder of a concealed carry permit license issued or recognized by the State of Wisconsin, is prohibited by virtue of Wis. Stat. 948.605(2)(b)1r from possessing a concealed weapon anywhere in or on school grounds including parking areas.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or off duty if there is an appropriate agreement between the District and the employer of the law enforcement personnel;
- B. contracted personnel that are authorized by law to carry weapons in the course of their professional duties and for which the District and the contracted entity have a contract that authorizes employees of the contracted entity to carry a weapon on school grounds and in school buildings in the performance of their duties (i.e. armored transport services);
  - starter pistols used in appropriate sporting events; and

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- weapons that are handled in a legal manner for educational purposes (i.e. Military honors, Hunter Safety).

The District Administrator may refer a visitor or volunteer who violates this policy to law enforcement officials. The visitor or volunteer may also be subject to other action such as loss of volunteer status at the sole discretion of the Board.

120.13(1), Wis. Stats.  
175.60, Wis. Stats.  
943.13, Wis. Stats.  
948.605, Wis. Stats.  
18 U.S.C. 921(a)(3)  
18 U.S.C. 922  
20 U.S.C. 7151

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## GIFTS, GRANTS, AND BEQUESTS

The Board of Education is appreciative of public interest in and good will toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the acceptance and administration of gifts, grants, and bequests on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional, or learning disability. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

The Board shall provide written acknowledgement to the donor of any accepted cash donation of \$100 or more and any non-cash donation the value of which is \$100 or more. Such acknowledgement shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event shall be submitted to the Board, prior to purchase, so it can determine if the District would incur any liability by its use.

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The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District sponsored activity or on any property owned, leased, or used by the District.

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

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### COMMEMORATION OF SCHOOL FACILITIES

From time-to-time, the Board of Education may wish to commemorate a school or District buildings and facilities by means of a plaque or naming the building/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.

Naming of school district buildings and facilities is the responsibility of the Board of Education and shall be by a 2/3 majority vote of the entire Board. A facilities naming committee may be appointed by the Board President. Nominations in writing, which shall contain the rationale for such nomination, may be presented by the public.

- I. Criteria that may be considered when naming school buildings are:
  - A. Geographic location or section of the district: A building may be named after a geographic location and/or a section of the District it serves.
  - B. Individuals: The Board encourages appropriate memorials to recognize individuals.
  - C. Facilities within a building can be named after historical figures, deceased former employees and/or Board Members; or individuals/businesses, who have contributed significant financial resources toward the development of those facilities.

If a building or part of facilities is named after an employee, former Board, community member, business (es) or historical person the name shall remain in place for a minimum of 25 years. If any building or facility is built solely through the donations of an individual or business they retain the naming rights in perpetuity.

- II. Sponsorship and Recognition  
The naming of facilities is different than sponsorships. Sponsorship is an agreement between the Board and a sponsor, in return for financial consideration, to identify that sponsor with a facility for a negotiated period of time.

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**The board may approve appropriate sponsorship agreements and recognition/memorial plaques it deems appropriate by a majority vote of the board.**

### DISPOSITION OF REAL PROPERTY

The Board of Education believes that the efficient administration of the District requires the disposition of property and goods no longer necessary for the maintenance of the educational program or the operation of the School District.

The Board shall direct the periodic review of all District property and authorize the disposition by sale, donation, trade, or discard of any property not required for school purposes.

All written offers on real property under consideration for disposition shall be presented as an item on the agenda of a public Board meeting. A preliminary review of offers to purchase or lease shall include: source of offer, date of offer, expiration date of offer, and intended use of property.

Written offers shall be referred to the Board Finance Committee for review and recommendations. Offers, when received, will be distributed to the members of the Board.

All property considered for lease or sale shall be reviewed by the Board prior to solicitation of offers. The solicitation of offers by the Board shall include an expiration date.

The authorized agents of the Board to review all purchase or lease offers pertaining to sale or lease of property shall be the District Administrator and the Board Finance Committee. The Board shall give final approval of all contracts.

In consideration of the best interest of the District and of the residents and taxpayers, the Board reserves the right to reject any and all offers at its sole discretion regardless of price and terms.

120.10(12), Wis. Stats.



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## MAINTENANCE

The Board of Education recognizes that the fixed assets of this District represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The District Administrator, in coordination with the Director of Buildings and Grounds, shall develop, for implementation by the custodial and maintenance staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. an equipment replacement program;
- C. a long-range program of building modernization;
- D. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

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## USE OF TOBACCO ON SCHOOL PREMISES

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well-established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non-working hours off District premises.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles, within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District sponsored events.

120.12(20), Wis. Stats.  
111.321, Wis. Stats.  
20 U.S.C. 6081 et seq.  
U.S.D.O.E. Memorandum, 1995  
20 U.S.C. 7182

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## VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses.

The District Administrator 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. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents.

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.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the District Administrator is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools.

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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.

Recordings of students will be treated as confidential. Consequently, because the Board is bound by Wisconsin Pupil Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal 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 building 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 through subpoena or court order.

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings shall be destroyed within twenty-one (21) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken.

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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.

19.31 – 19.39, 118.125 Wis. Stats.  
FERPA 20 U.S.C. 1232g  
34 C.F.R. 99.1-99.67  
Title I of the Electronic Communication Privacy Act of 1986  
18 U.S.C. 2510-2521

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## SEX OFFENDERS ON SCHOOL PROPERTY

Portage Community School District (“the District”) recognizes its responsibility for the health and safety of all students. Therefore, the Board is mindful of taking appropriate precautionary measures in situations where the District has been notified that a registered sex offender (“Registrant”) wishes to visit a school building or other school premises.

With limited exceptions, a Registrant may not be on any school premises unless the Registrant has followed the procedures below and has obtained prior approval from the Superintendent.

All Contractors who provide services to the District must certify to the District that they have reviewed all of their employees who will be on district property for any reason and that none of the employees appear on any sex offender registry. This certification must be renewed annually and provided to the Superintendent. Each contract will contain the requirements as stated herein.

### Procedures:

- A. Before visiting school premises, a Registrant shall notify the Principal in writing of the specific date, time, and place of the visit, and of the Registrant’s status as a registered sex offender.
- B. The Principal shall forward the Registrant’s notice to the Superintendent or his or her designee for review and approval.
- C. The Superintendent of Schools will notify the Registrant and Principal in writing of whether the Registrant’s visit is approved, and what conditions will apply to the visit, if any. Any approval by the Superintendent will only apply to the specific date, time, and place referenced in the Registrant’s notice.

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- D. The Principal may notify additional school personnel of the visit as necessary, including, but not limited to: appropriate administrative and teaching staff; security personnel; volunteers or paraprofessionals within the student's classroom; counselors; coaches; advisors; nurses; bus drivers; custodians; district daycare providers; and playground supervisors.

Exceptions:

- A. A Registrant who is a voter may visit school premises without providing advance notice or obtaining prior approval if: (a) an election is being held that day; (b) the Registrant's polling place is on school premises; and (c) the Registrant is visiting school premises for the sole purpose of voting.
- B. A Registrant who is the parent or guardian of a child enrolled at the school must notify the Principal of his or her status as a registered sex offender only as follows: (a) at the beginning of each school year; or (b) if the child is not enrolled at the beginning of the school year, when the child is first enrolled; or (c) if the parent/guardian is not a registered sex offender at the beginning of the school year or when the child first enrolls, when the parent/guardian first becomes a registered sex offender.
- C. A Registrant who is a student enrolled in the District must notify the Principal of his or her status as a registered sex offender upon first enrolling in the school, as long as the department, child welfare agency, or other person supervising the student under a dispositional order works with the Principal and District Administrator to ensure the safety of other students.

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## PROPERTY INVENTORY

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment and supplies annually.

For purposes of this policy, "equipment" shall mean 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, costs at least \$5,000.00 to replace and as a single unit and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Director of Business Operations to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.



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## ACCOUNTING SYSTEM FOR FIXED ASSETS

The Board of Education shall maintain a fixed-asset accounting system. The fixed asset system shall maintain sufficient information to permit the preparation of year-end financial statements in accordance with generally-accepted, accounting principles.

The Director of Business Operations shall be responsible for the development and maintenance of the fixed-asset accounting system. The Director of Business Operations shall develop procedures to ensure compliance with all fixed-asset policies.

Fixed assets are defined as those tangible assets of the District system with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Some items may be identified as "controlled" assets that, although they do not meet all fixed-asset criteria, are to be recorded on the fixed-asset system to maintain control.

Fixed assets shall be classified as follows:

- A. land
- B. building
- C. improvements other than building
- D. machinery and equipment
- E. furniture and fixtures
- F. vehicles
- G. plant (aerator)
- H. underground lines

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I. construction-in-progress

Leased fixed assets and assets which are jointly-owned shall be identified and recorded on the fixed-asset system.

Fixed assets shall be recorded at historical cost or, if that amount is not practicably determinable, at estimated historical cost. The method(s) to be used to estimate historical cost shall be established by the Director of Business Operations.

Depreciation shall be recorded for fund fixed assets using the method(s) agreed upon by the District Administrator, principals, and Director of Business Operations.

Accumulated depreciation shall be calculated on a straight line basis and be recorded for general fixed assets.

The following information shall be maintained for all fixed assets:

- A. description
- B. asset classification (land, building, equipment, etc.)
- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation

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- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

### USE OF DISTRICT FACILITIES

The Board of Education believes that the school facilities of this District should be made available for lawful non-school purposes, provided that such use does not interfere with use for school purposes, by school related groups, or for school-related functions. No nonschool related group or entity may promote an activity to occur on school grounds under this policy in any manner that conveys the impression that the School District supports, endorses, or is a partner with the group or individual's cause.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible, individual, organization or a group of citizens and has been approved by the District Administrator.

#### Recreational Activity

Any non-school sponsored group requesting to use District facilities for recreational activity must complete Form 7510 F3 prior to such usage.

"Recreational activity" includes any indoor or outdoor physical activity, sport, team sport, or game, whether organized or unorganized, undertaken for the purpose of exercise, relaxation, diversion, education, or pleasure.

"Outdoor activity" includes hunting, fishing, trapping, camping, picnicking, exploring caves, nature study, bicycling, horseback riding, bird-watching, motorcycling, operating an all-terrain vehicle, ballooning, hang gliding, hiking, tobogganing, sledding, sleigh riding, snowmobiling, skiing, skating, water sports, sight-seeing, rock-climbing, cutting or removing wood, climbing observation towers, animal training, harvesting products of nature, sport shooting, or similar outdoor game, sport, or educational activity.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The District Administrator should meet with the Portage Emergency Management Committee to establish a disaster preparedness plan in

order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The District Administrator shall develop administrative guidelines for the granting of permission to use District facilities by non-school sponsored groups or for nonschool sponsored activities, including a schedule of fees. Such guidelines are to include the following:

Each user:

shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.

may be required to use school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.

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

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

120.13(17), Wis. Stats.  
895.523, Wis. Stats.

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## USE OF SCHOOL BUILDINGS ON WEDNESDAY EVENINGS AND SUNDAYS

The Portage Community School District Schools shall be closed to student-school sponsored activities falling on Wednesday evening or Sundays without special permission from the district administrator.

Other groups may, upon special request, be granted access to school buildings for sponsored activities.

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## EQUAL ACCESS FOR NONDISTRICT SPONSORED, STUDENT CLUBS AND ACTIVITIES

The Board of Education will not permit the use of school facilities by non-district-sponsored, student clubs and activities or District-sponsored, extra-curricular clubs and activities during instructional times. During non-instructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for non-district-sponsored, student clubs and activities to meet on school premises shall be made to the building level administrator, who shall grant permission provided that s/he determines that:

- A. the activity has been initiated by secondary students;
- B. membership and attendance at meetings are voluntary;
- C. no agent or employee of the District will promote, lead, or participate in the meeting;
- D. an agent or employee of the District will be present to monitor facility use and student conduct.
- E. the meeting does not materially and substantially interfere with the orderly conduct of instructional activities in the school and does not occur during instructional times;
- F. non-school persons do not direct, conduct, control, or attend the activity.

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A student-initiated group granted permission to meet on school premises shall be provided the same rights and access of student organizations sponsored by the school district, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's race, creed, color, pregnancy, marital or parental status, religion, age, gender or gender orientation, physical, mental, emotional, or learning disability, national origin, ancestry, or social or economic status.

The Board will not permit the organization of a fraternity, sorority, or secret society.

No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and staff members.

Equal Access Act of 1984, 20 U.S.C. 4071 et seq.  
American with Disabilities Act of 1990, 42 U.S.C. 12101 et seq.  
Civil Rights Act of 1964, 42 U.S.C. 2000e



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## Portage High School Auditorium Use

The Portage Community Schools Auditorium is a facility of the Portage Community School System and is made available to the community for cultural and educational events on a limited basis.

The District reserves the right to be a partner in all programming at the auditorium. Organizations seeking to utilize the facilities independently will be reviewed on a case by case basis for approval. Fees will be determined according to programming needs and the categorical rental structure. For programming partnerships, there will be a separate contract stipulating all financial and other conditions of the partnership arrangement.

The process for securing the Auditorium for an event is as follows:

- a. Written application for auditorium must be submitted to the Facility Coordinator.
- c. Upon application to use the auditorium it will be determined by the Facility Coordinator what category each applicant fits into for rental fees
- d. Following determination of dates and category, the Facility Coordinator will review the fee structure with the applicant.
- e. Upon signature of the rental contract, the Facility Coordinator will confirm the date(s) and needs through the Director of Buildings and Grounds.

The following priorities will govern the scheduling process for the auditorium:

1. Events scheduled by the Portage High School performing arts department
2. Events scheduled by the Portage Community School system.
3. Events sponsored by local non-profit organizations
4. Events sponsored by non-profit groups comprised primarily of Portage Youth.
5. Events sponsored by commercial users and for-profit organizations.

NOTE: The High School principal will be kept apprised of all scheduled events and will coordinate with the Facility Coordinator for scheduling instructional use during the academic days.

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The following categories have been established for the purpose of determining rental fees:

- Category I - School sponsored Groups - Any organized group or organization directly connected with Portage Community Schools (student councils, school bands, choirs, drama presentations, student lectures, workshops, student art displays, etc.). Must have a designated faculty member to supervise.
- Category II - School Community Groups (Music Boosters, PTO/Parent groups, Greater Portage Education Youth Foundation, W.I.A.A., D.P.I., and other groups) whose primary purpose is school related. Fees may be charged on the basis of services rendered.
- Category III - Community Non-Profit Groups - Community non-profit groups are defined as governmental agencies or groups (Scouts, PACT, PAC, Zona Gale, 4-H, church groups, Kiwanis, Rotary, Optimist, parochial schools), primarily comprised of District residents providing civic, educational, or cultural activities. Rent and service fees will be charged.
- Category IV-For Profit Groups comprised of primarily Portage youth; e.g., dance groups, piano recitals, karate exhibitions. Rent and service fees will be charged.
- Category V- Any private, non-district and/or profit making group whose interests are limited primarily to the membership or for profit; e.g., for-profit businesses, vendors, entrepreneurs, commercial institutions, private agencies. Rent and service fees will be charged.

\*Contact District Administrator's office for charges associated with each category/

## STAGE EQUIPMENT

All auditorium, sound, lighting, and projection equipment is available to the Lessee as specified in the rental fee structure. Additional equipment required must be cleared in writing with the Facility Coordinator in advance and this expense and its acquisition will be the responsibility of the Lessee.

## STAGE REQUIREMENTS

All stage requirements shall be presented in writing and discussed with the Facility Coordinator at least two weeks in advance. Earlier notice may be needed depending on the complexity of staging requirements.

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## STAGE LABOR

The amount of stage labor will be determined by the artist's contract's technical rider where applicable. In all other cases, the number of stage hands needed will be the decision of the Facility Coordinator. Stage labor will be supplied by the District unless included in the artist's contract for services. All stage labor will be the expense of the Lessee. No outside persons may operate stage equipment, sound or lighting instruments. Organizations wishing to employ their own staff to use the auditorium equipment must first receive the written permission of the Management. No equipment may be used without supervision by a member of the school staff.

## SCHOOL DISTRICT PERSONNEL

All questions and concerns regarding any aspect of facility use, whether technical, schedule, house, custodial or other should be addressed with the Facility Coordinator or his/her designee. The Facility Coordinator will take responsibility for seeing that concerns are addressed to the appropriate personnel.

## ADVANCE DEPOSITS - Categories III & IV

A deposit in the amount of \$50 shall accompany the signed rental contract. A second payment of the remaining estimated cost will be due four weeks prior to the program date. Final payment will include any additional usage and staffing costs which is due within thirty (30) days. Any Lessee who does not pay the final balance will not be allowed to schedule or use any school facilities in the future. Should the program be canceled by the Lessee the auditorium will retain the actual amount to cover any costs incurred by the canceled program. Should the actual Auditorium rental be less than the deposit amount, the difference will be refunded to the Lessee.

## CANCELLATION DUE TO EMERGENCY

Should the Auditorium be destroyed or damaged to such an extent that the damage will substantially interfere with the use of the facilities, or should a strike, public emergency, or other unforeseen occurrence beyond the control of the Management prevent the use of the facility, then the Management and/or Lessee shall have the right to terminate this agreement. The Lessee would be liable only for charges due at the time of termination. Should the agreement be so terminated, the Lessee waives any claim against the School District for damages and compensation.

## USE DAMAGE PAYMENTS

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The Lessee will pay on demand for any loss or damage due to rental activity of the Auditorium, and/or other leased spaces, equipment, or equipment belonging to professional talent brought in for the Lessee.

## NON-EXCLUSIVE USE

Lessee understands that other activities may be taking place in other sections of the High School during the event scheduled in the Auditorium. Lessee further understands that other events may be scheduled by the Management. Lessee will store sets, props, costumes, and other properties in areas designated by the Facility Coordinator. No Lessee will be allowed more than one week of consecutive (daily) use of the Auditorium.

## CONTRACT

In all cases where professional talent is concerned, the Lessee must approve all contractual and technical riders with the Facility Coordinator before the Auditorium rental contract is signed to see that there are no requirements that are contrary to Portage Community School's Policies.

## RADIO, TELEVISION, AND RECORDING

The granting of permission to broadcast via radio or television, or recording for other reasons, shall be done by mutual consent of the Lessee, the Facility Coordinator and the artist or his agent. The consent must be obtained in advance. Lessee should be aware that Auditorium preparations necessary for broadcasting or recording may result in additional costs. The management's permission is mandatory and final.

## PROMOTIONAL MATERIALS

The Portage Community Schools reserves the right to distribute promotional materials concerning its own programs at any event held in the Auditorium. Promotional materials other than those noted above must relate to the event in progress or a future event to be presented by the Lessee and must be approved by the Facility Coordinator. It is understood that during the period following the opening of the exterior doors, through the closing of these doors after the final part of any program, only the Portage Community Schools or the Lessee has the right to distribute approved materials in the Auditorium or on any school property. Lessee, artists, or crews may sell or give periodicals, books, magazines, newspapers, novelties, photographs, programs, recordings, etc., but all items must be approved by the Facility Coordinator.

## FOOD and BEVERAGE CONCESSION

The management retains sole authority in determining if any food and beverage items may be allowed to be sold and under which conditions. It is understood that no food

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or beverage may be sold, given, or used in the Auditorium, including by the Lessee, artists, or crews.

## OBJECTIONABLE PATRONS

The Portage High School Auditorium reserves the right to remove or ask for the removal, from the premises, of any objectionable person or persons. The Auditorium or its staff shall not be liable to the Lessee for any damage that may be incurred by the Lessee through the exercising by the Auditorium of such right.

## SAFETY REGULATIONS

Safety regulations shall be in accordance with the City and State codes, and shall be enforced by all involved.

## CAPACITY

Lessee shall not admit to the Auditorium facilities a larger number of persons that can be legally seated (650).

## NO SMOKING

Smoking is prohibited at or on all public school buildings and grounds, including parking lots. Any infraction of smoking regulations can cause the termination of the event, and closing of the Auditorium at the discretion of the Facility Coordinator or school administration.

## ALCOHOLIC BEVERAGES

Alcohol is prohibited at or on all public school buildings and grounds. Any infraction of alcohol regulations can cause for the termination of the event, and closing of the Auditorium at the discretion of the Facility Coordinator or school administration.

## DOORS OPEN

Doors open to the public for all Auditorium programs 45 minutes prior to the beginning time stated on the rent contract, unless specifically arranged with the Facility Coordinator in advance.

## SECURITY

Security may be required on a case by case basis at the discretion of the management. All costs related to security shall be the responsibility of the lessee.

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## LENDING OF DISTRICT-OWNED EQUIPMENT

The Board of Education believes that District-owned equipment is a valuable resource which 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 educational program of the District.

The Board may lend specific items of equipment on the written request (use the Equipment Loan Form) of the user and approval granted by the District Administrator

The user of District-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.

District equipment may be removed from District property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the District Administrator is required for such removal.

Personal use of District equipment or facilities by staff or student will be permitted with approval of the District Administrator.

**PORTAGE COMMUNITY SCHOOLS  
EQUIPMENT LOAN  
(Table & Chairs)**

This form must be completed for district personnel to check out tables and/or chairs for their own personal use. Equipment is from their building for off-premise use. **Request must be received by the administrator one week in advance of the check out. Turn in completed form to your building administrator.**

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School \_\_\_\_\_

Date needed \_\_\_\_\_ Return date \_\_\_\_\_

\*Equipment must be returned three days after pickup

Please check item(s) needed

- Tables # needed \_\_\_\_\_
- Chairs # needed \_\_\_\_\_

Reason for use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note condition of items at pickup on this form \*You will be responsible for replacement of any damaged items at replacement cost. (After approval a copy will be returned to borrower to note damage. Leave this form with your administrator at the time of pick up.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Approved
- Not Approved — reason

Administrator Signature \_\_\_\_\_

-----  
Checked condition upon return \_\_\_\_\_  
\_\_\_\_\_

Administrator Signature \_\_\_\_\_



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## COMPUTER TECHNOLOGY NETWORK, AND INTERNET ACCEPTABLE USE AND SAFETY

The use of technology is encouraged to engage students in their learning, facilitate resource sharing, encourage innovation, and increase communication. Technology use, with staff supervision, has become a key component of school curriculum as we incorporate technology use with all our subjects.

Appropriate technology use, safety, and security is everyone's responsibility. Classroom instruction should be included in all these areas. Technology access is intended and designed for educational purposes and governed by the terms and conditions outlined here.

The use of video (including YouTube and other web video sites) in the classroom should always be previewed for educational appropriateness before showing to students.

The District retains the right to filter, monitor, review, audit, intercept, access, and disclose all traffic sent and received (including email) over the District network. It is not private. Internet access is filtered as required under the CIPA requirements. Staff email is archived for seven years according to state law.

Email is the District's primary communication tool. Staff is expected to use District email for appropriate communication with other staff, parents, and students (when applicable). Staff is expected to check their email at least twice per day. District email is not to be used for personal business.

Professional staff is required to use Infinite Campus to maintain a record of students' attendance and grades. Daily attendance will be marked for each attendance period, and grades must be updated at least twice per week.

The District website is an important communication vehicle for informing the public about classroom curriculum, activities, and school programs. Staff is expected to maintain a faculty website that provides accurate, up-to-date information.

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Professional staff should be teaching, moving around the classroom, and monitoring student activities when students are present. They should only be using the computer if it is directly related to the lesson, used for presentation, or taking attendance.

Professional staff members are responsible for keeping current with technology and maintaining a basic level of technology skills. An annual technology assessment may be required and additional training may be necessary to get to an acceptable performance level.

Personal cell phone use should be limited to prep time, break and/or lunch. A personal phone should not ring or be answered when supervising/teaching students.

District employees are personally responsible for the content they publish online, including social media sites. Your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face.

District equipment may not be used to create, download, view, solicit, seek, display, or distribute pornographic material. Wisconsin law now allows state regulators to revoke the license of teachers who are caught viewing pornography on school computers and publish the names of licensees under investigation for such misconduct.

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## TECHNOLOGY PRIVACY

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

All computers, telephone systems, electronic mail systems, and voicemail systems are the Board's property and are to be used primarily for business purposes. The Board retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the Board's computer system, telephone system, electronic mail system, and voice mail system. Staff members should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without notice or 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. All passwords or security codes must be registered with the Board. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with the guidelines, the Board reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

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The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

Computers, electronic mail, and voice mail are to be used for business and educational purposes. Personal messages via Board-owned technology should be limited in accordance with the District Administrator's guidelines. Staff members are encouraged to keep their personal records and personal business at home.

Because the Board's computer and voicemail systems 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.

The Board is interested in its resources being properly used. Review of computer files, electronic mail, and voicemail 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 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 District Administrator have the authority to search and access information electronically.

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All computers and any information or software contained therein are property of the Board. Staff members shall not copy, delete, or remove any information or data contained on the Board's computers/servers without the express permission of the District Administrator or communicate any such information to unauthorized individuals. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board equipment without the prior approval of the Director of Technology. Such pre-approval will include a review of any copyright infringements or virus problems associated with such outside software.

In accordance with State law, any staff member who sends an electronic message with the intent to frighten, intimidate, threaten, or harass another person or sends a message containing lewd, obscene, or profane language will be subject to appropriate discipline by the District and may be found guilty of a Class D misdemeanor.

No staff member will be required to provide District administration with access to personal internet accounts, such as social media accounts, that are password protected. This does not preclude administration from reviewing the contents of such accounts that are not restricted and are thus in the public domain, or from receiving information from those granted access to private information, provided that the District administration does not solicit the receipt of such information. Additionally, if private accounts are accessed from the District's computers, network and Internet services ("Network"), the staff member should have no expectation of privacy in the content of any files or records of their online activity while on the Network as prescribed in Policy 7540.04 – Staff Network and Internet Acceptable Use and Safety.

947.0125, 995.55 Wis. Stats.

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## DISTRICT WEB PAGE

The Board of Education authorizes staff members to create web pages/sites that will be hosted on the Board's servers and published on the Internet. The web pages/sites must reflect the professional image of the District, its employees, and students. The content of all pages must be consistent with the Board's Mission Statement and staff-created web pages/sites are subject to prior review and approval of the District Administrator.

The purpose of web pages/sites hosted on the Board's servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such web pages/sites:

A. **Educate**

Content provided in the web site 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.

B. **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.

C. **Communicate**

Content may provide an avenue to communicate with the community.

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

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

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All links included on web pages must also meet the above criteria and comply with State and Federal law (e.g. copyright law, Children's Internet Protection Act, ADA, Children's Online Privacy Protection Act (COPPA)). Nothing in this paragraph shall prevent the District from linking the Board's web site to (1) recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites) or (2) to web sites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party web sites may not contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact no web pages contained on the District's web site 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 web site of another organization if the other web site 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. Nothing in this paragraph shall prevent the Board from linking on the District's web site to recognized news/media outlets (e.g., local newspapers' web sites, local television stations' web sites).

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Board-affiliated servers.

The Board retains all proprietary rights to the design of web sites and/or pages that are hosted on the Board's servers, absent written agreement to the contrary.

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## STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7530.02), network, and Internet connection and online educational services ("Education Technology" or "EdTech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

The Board encourages students to utilize Education Technology to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet and online education services is guided by the Board's policy on instructional materials.

The Internet is a global information and communication network that provides a valuable opportunity to 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, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.



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

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Education Technology if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

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- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act.

The District Administrator or Director of Technology may temporarily or permanently unblock access to websites or online education containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services 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 Administrator shall prepare guidelines which address students' safety and security while using e-mail, chat rooms, instant messaging and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

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Education Technology is provided as a tool for education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

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"), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personal 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 guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. All students are provided

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filtered Internet access unless their parents/guardians notify the district of their intent to opt out.

Students and staff members are responsible for good behavior on the Board's Education Technology just as 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 sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the EdTech not authorized by this Board policy and its accompanying guidelines.

The Board designates the District Administrator and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

H.R. 4577, 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. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
47 C.F.R. 54.500 – 54.523

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## STAFF EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides staff with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students and to facilitate the staff's work. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02), network and Internet connection and online educational services ("Education Technology" or "EdTech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

Staff are expected to utilize Education Technology in order 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 to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on instructional materials.

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The Internet is a global information and communication network that provides a valuable 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, the Education Technology provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

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

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

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The District Administrator or Director of Technology may temporarily or permanently unblock access to websites containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Director of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

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

- A. the safety and security of students while using e-mail, chat rooms, social networking sites 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"), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Furthermore staff members shall provide instruction for their students regarding the appropriate technology use 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.

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Building Principals are responsible for providing training so that Education Technology users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

With prior approval from the District Administrator or Director of Technology, 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 the Board's Education Technology just as 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 sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the EdTech not authorized by this policy and its accompanying guidelines.

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



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## Social Media Use

An employee's personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., 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.

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

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

H.R. 4577, 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. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C. 1460  
18 U.S.C. 2246  
47 C.F.R. 54.500 – 54.523

### ASSISTIVE TECHNOLOGY AND SERVICES

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

“Assistive technology device” means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

“Assistive technology service” means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;

- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;**
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;**
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.**

**The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.**

**The Board designates the District Administrator and the Director of Student Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.**

**Individuals with Disabilities Education Act (IDEA), as amended  
20 U.S.C. 1401  
Section 504 Rehabilitation Act of 1973  
Assistive Technology Act (P.L. 105 – 394) 1998**

## **ELECTRONIC MAIL**

The Board of Education 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, as well as any guidelines developed pursuant to it are intended to establish a framework for the proper use of e-mail as an official business tool.

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 due to concerns for network security, SPAM, or virus protection. Furthermore, District staff 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 shall not send or forward mass e-mails, even if the e-mails concern District business, without prior approval of the Technology Director or building Administration.

District staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the District, provided these list serves or other email services do not exceed the staff member's e-mail storage allotment. Staff members are required 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, and purging all other emails that have been read.

### **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 and Board members may be public records, 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 should 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 emails 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.

E-mails written by or sent to District staff 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 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 proprietary computers and 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 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.

The District retains the right to monitor or access any District e-mail accounts at any time. Users should not expect that their communications sent or received through the District e-mail system will remain confidential and personal.

**Authorized Use and Training**

Pursuant to Policy 7540.04, staff 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.

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## JOINT USE OF FACILITIES/INTER-LIBRARY LOANS

The Board of Education advocates the joint expenditure of District funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with the City of Portage in acquiring, improving, equipping, operating, or maintaining such jointly used facilities as recreational and cultural areas and/or facilities.

The Board also authorizes District participation in Inter-Library Loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that school district.

43.72, Wis. Stats.

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