

|                   |   |
|-------------------|---|
| <b>7000</b>       | <b>PROPERTY</b>                                       |
| <b>7217</b>       | <b>Dangerous Weapons</b>                              |
| <b>7230</b>       | <b>Gifts and Bequests</b>                             |
| <b>7310</b>       | <b>Disposition of Surplus Property</b>                |
| <b>7410</b>       | <b>Maintenance</b>                                    |
| <b>7420</b>       | <b>Hygienic Management</b>                            |
| <b>7430</b>       | <b>Safety Program/Risk Reduction Program</b>          |
| <b>7430 AG</b>    | <b>On-Line Safety Courses</b>                         |
| <b>7434</b>       | <b>Use of Tobacco on School Premises</b>              |
| <b>7440</b>       | <b>Plant Security</b>                                 |
| <b>7450</b>       | <b>Property Inventory</b>                             |
| <b>7510</b>       | <b>Use of ESC Premises</b>                            |
| <b>7510 F1</b>    | <b>Facility Use Form</b>                              |
| <b>7530</b>       | <b>Lending of ESC-Owned Equipment</b>                 |
| <b>7531</b>       | <b>Cellular Phones</b>                                |
| <b>7531.1</b>     | <b>Cellular Phone Allowance</b>                       |
| <b>7531.1 F1</b>  | <b>Cell Allowance Request Form</b>                    |
| <b>7540</b>       | <b>Computer Technology and Networks</b>               |
| <b>7540.01</b>    | <b>Technology Privacy</b>                             |
| <b>7540.02</b>    | <b>Student Technology Acceptable Use &amp; Safety</b> |
| <b>7540.03</b>    | <b>Staff Acceptable Use &amp; Safety</b>              |
| <b>7540.04</b>    | <b>Web Server Policy</b>                              |
| <b>7540.04 F1</b> | <b>Web Master Form</b>                                |
| <b>7540.04.1</b>  | <b>Center Web Page</b>                                |
| <b>7540.05</b>    | <b>ESC Issued Staff E-Mail Account</b>                |
| <b>7542</b>       | <b>Network Access from Personally Owned Computers</b> |
| <b>7543</b>       | <b>Utilization of Website and Remote Access</b>       |
| <b>7550</b>       | <b>Joint Use of Facilities</b>                        |

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7217/page 1 of 2

#### **DANGEROUS WEAPONS**

The LCESC Governing Board prohibits professional staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board or District owned vehicle, except as permitted by law.

Any staff member found possessing a weapon or other device designed to inflict serious bodily harm on District premises, a school vehicle, or on property being used by the District for school purposes may be charged with a felony. This restriction applies to staff members licensed to possess firearms unless serving as an authorized security officer, law enforcement officer, or attendance officer.

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

The Superintendent shall ensure that any staff member possessing a weapon or other device designed to inflict serious bodily harm is reported immediately to the appropriate law enforcement agency, regardless of whether such staff member possesses a valid concealed weapon license. As well, the staff member shall be disciplined up to and including discharge consistent with law, due process, and the terms of any negotiated agreement.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel, handguns in the possession of a person who has a concealed handgun license;
- B. an active duty member of the armed forces with a valid military identification card and documentation of successful completion of firearms training if the handgun remains in the vehicle with the individual or is left in a locked vehicle when the person exits the vehicle;
- C. weapons carried by an on-duty security officer employed by the Board;
- D. objects indistinguishable from a firearm used during school safety training.

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7217/page 2 of 2

Staff members shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the program administrator. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

The Board directs the Superintendent to post notices prohibiting the carrying and possession of concealed weapons in a school safety zone, including schools and school buildings, on school premises and school buses, and at school activities. The notices shall contain a statement substantially in the following form: "Unless otherwise authorized by law, pursuant to Ohio Revised Code 2923.122, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone."

The Superintendent shall conspicuously post such notices at each entrance of a school and/or school building and in areas inside the building where visitors are required to report. Notices shall also be posted at each entrance leading into a school activity (particularly those activities held outside of the school building) and parcel of land. Further, notices shall be posted in each school bus and other Board-owned vehicle, including a school van.

R. C. 2923.12, 2923.122, 3313.20, 2923.22, 2923.1961, 2923.122, 2923.19; 18 USC 922

Adopted: April 14, 1998

Revised: May 9, 2017

## **GIFTS AND BEQUESTS**

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

All gifts or bequests having a real dollar value (cash) shall be accepted by the Governing Board at that cash value. Items like furniture or equipment or school supplies are to be accepted as items only with no value assigned by the Board. A letter accepting the items or cash will be sent to the individual making such donations. The letter will state the items donated and inform the person that "Please note that no monetary value has been attached to your gift. The School District is not able to provide an appraisal that would be recognized by the Internal Revenue Service. You may want to review the Internal Revenue Service Publication 561 – Determining the Value of Donated Property for guidance on how to value your gift to the School District. The publication should be available on the IRS website at [www.irs.gov](http://www.irs.gov)."

All accepted gifts or bequests should be acknowledged by the Governing Board.

Gifts and bequests shall become the property of the Governing Board and will be subject to use by the LCESC as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board.

Any equipment proposed to be purchased by a parent **and/or** organization for use in any LCESC classrooms shall be submitted to the Superintendent, prior to purchase, so it can be determined whether or not the ESC would incur any liability by its use.

The Governing Board reserves the right to not accept such liability and thus deny the use of the equipment by students or ESC employees.

R.C. 9.20, 9.26, 3313.36, 3313.37

Adopted: November 10, 1999  
Revised: February 14, 2017

## **DISPOSITION OF SURPLUS PROPERTY**

The Governing Board requires the Superintendent to review the property of the Center 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 Center 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. copyright date five (5) or more years old
2. concepts or content that do not support the current goals of the curriculum
3. information that may not be current
4. worn beyond salvage

### **B. Equipment**

The Center shall inspect the equipment used in the educational 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. Disposal of surplus property purchased with Federal funds shall be disposed of in accordance with Federal guidelines.

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

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 awarding agency, the Center shall request disposition instructions from the Federal awarding agency if required by terms and conditions of the Federal award. Disposition of the equipment will be made in accordance with disposition instructions of the Federal awarding agency.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7310/page 2 of 2

Except as provided in C.F.R. 200.312 - Federally – owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair market value in excess of \$5,000.00 may be retained by non-Federal entity or sold. The Federal Awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by Federal awarding agency’s percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500.00 or ten percent (10%) of the proceeds, whichever is less, for its selling and handling expenses.

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

R.C. 3313.40, 3313.41  
2C.F.R. 200.312, 200.313

Adopted: December 8, 1998  
Revised: November 8, 2016

**MAINTENANCE**

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

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

The Superintendent shall develop, for implementation by the custodial staff and other staff members with cleaning duties, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. a long-range program of building maintenance and improvement.

The Superintendent shall develop and promulgate to the custodial staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant.

Said rules shall include the establishment of sound priorities among the requests for repairs received from facility directors/supervisors and written monthly facility safety checks. The safety checks shall include verification of all fire extinguishers and exit lights in proper readiness.

Approved: December 14, 1999

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**

7420/page 1 of 1

## **HYGIENIC MANAGEMENT**

The Governing Board of Education recognizes that the health and physical well-being of the students of this Educational Service Center (Center) depends in large measure upon the cleanliness and sanitary management of the school facilities.

The Governing Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members.

The Superintendent shall request the Licking County Health Department to inspect each school facility for cleanliness and sanitation not less than once each year.

### **Waste and Fluids**

The Superintendent shall prepare, in consultation with Licking County Health Department, procedures for the handling and disposal of body wastes and fluids. Such procedures shall include the protection of staff members who clean or handle blood or blood-soaked items, vomitus, saliva, urine, or feces; the disinfection of surfaces and items in contact with such matter; the disposal of such matter in sealed containers; and the frequent and thorough cleansing of hands and any other body parts that contact such matter.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, in school grounds, and school equipment pursuant to law.

### **Integrated Pest Management**

The hygienic management plan shall include an Integrated Pest Management program (IPM) for control of structural and landscape pests that minimize the use of pesticides while addressing pest control. The program shall include procedures for identification, prevention, control, and monitoring while using the least-toxic chemicals.

Guidelines are established to determine when a child should be sent home during a school day. This set of guidelines will include checking for signs of skin rash, head lice, vomiting, or evidence of a fever over 100 degrees (f) in helping make such a determination.

The cleanliness and safety of each school building shall be the responsibility of the principal/director.

R.C. 3701.9333, 3703.03, 3707.26, 3313.473, 3314.15

A.C. 3301-35-03 (C) (D), 3701-54

Adopted: December 8, 1998

Revised: November 18, 2008



# **Policy**

**BOARD OF EDUCATION  
LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7430/page 1 of 1

## **SAFETY PROGRAM RISK REDUCTION PROGRAM**

The Licking County Educational Service Center (ESC) Governing Board believes that the employees and students of programs, 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 Governing Board will provide reasonable and adequate protection to the lives, safety, and health of its employees.

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 ESC and take appropriate action on any violations thereof to the Superintendent.

The Superintendent shall ascertain that the employees and students of this Center are aware of their rights to a hazard-free environment, 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 regulation of the Public Employees Risk Reduction Advisory Commission.

Members of the Superintendent's Advisory Committee shall constitute membership in the ESC's Safety Committee and during its regular meetings will list and discuss items on their agenda concerning Safety and Risk Reduction activities.

In the event an inspection is made by a representative of the State, the Superintendent shall report the results thereof to the Governing Board at the meeting following the receipt of the State report.

R.C. 4167.01 et seq.

See 7430 AG for administrative guidelines in professional development of all employees for safety.

Adopted: November 17, 1998

Revised: August 12, 2008

# Policy

BOARD OF EDUCATION  
LICKING COUNTY EDUCATIONAL SERVICE CENTER  
Administrative Guidelines

PROPERTY  
7430 AG/page 1 of 1

## SAFETY PROGRAM RISK REDUCTION TRAINING PROGRAM ON-LINE COURSES AND REPORTING OF ACCIDENTS

Guidelines: On the [www.lcesc.org](http://www.lcesc.org) website there is a pull down tab for health and safety. All employees will be expected to take on-line courses to maintain a high level of safety preparedness as made possible through SchoolWorks programs as relayed to each employee by work classification via emails.

### To all employees:

**Safety is our first priority!** While education and quality are our core business value, we will not compromise safety for their sake. We will maintain a safety and health program conforming to the best standards and practices of Ohio Educational Service Centers and Ohio Schools.

**Safety is everyone's responsibility!** Management accepts responsibility for providing a safe working environment and employees are expected to take responsibility for performing work in accordance with safe standards and practices. Safety and health in our Educational Service Center must be a part of every operation. Without question, it is every employee's responsibility at all levels.

Thanks for your support!

Nelson McCray  
Superintendent  
Licking County ESC

[Employee Links](#)  
[Service Request](#)

[Facilities Management](#)  
[Safety in the Classroom](#)

Revised: August 12, 2008  
Revised: September 22, 2011

## **USE OF TOBACCO ON SCHOOL PREMISES**

The Governing Board is committed to providing students, staff, and visitors with an indoor tobacco-and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second hand smoke, are well established. Further, providing an indoor non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

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, or tobacco substitutes, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or smoking electronic, "Vapor," or other substitute forms of cigarettes, clove cigarettes and any lighted smoking devices for burning tobacco or any other substitutes.

In order to protect students and staff who choose not to smoke or use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone smoking or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products by professional staff members at all times within any indoor facility owned or leased or contracted for, by the Board. Such prohibition also applies to school facilities or grounds; Board owned and/or operated buses or vehicles, at any school-related event and in designated areas in statute and by Ohio's Smoke-Free Workplace Program.

R.C. 3313.20, 3313.47, 3313.751, 3794 et seq  
20 USC 6081 et seq, 20 U.S.C. 7182  
U.S.D.O.E. Memorandum, 1995  
A.C. 3701-52

Cross Ref:    3215    Use of Tobacco by Professional Staff  
              4215    Use of Tobacco by Classified Staff  
              5512    Use of Tobacco by Students

Adopted: April 14, 1998  
Revised: June 14, 2011

**PLANT SECURITY**

Buildings constitute the greatest financial investment through Leases for the Licking County Educational Service Center (ESC). It is in the best interest of the Governing Board to protect the ESC's investment adequately. The buildings and equipment owned/leased by the Governing Board shall be protected from theft and vandalism in order to maintain the optimum conditions for carrying out the educational programs.

The Superintendent shall develop and supervise a program for the security of the school buildings, school grounds, and school equipment pursuant to statute and rules of the State. Such a program may include video surveillance equipment in appropriate areas in and around the schools and other ESC facilities and vehicles.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to ESC 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 shall report to the Governing Board each major case of vandalism and the extent of the damage.

R.C. 2909.05, 3313.173, 3313.642  
A.C. 3301-35-03

Adopted: November 17, 1998  
Revised:

**PROPERTY INVENTORY**

As steward of this Educational Service Center (ESC)'s property, the Governing Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Governing Board shall maintain a continuous inventory of all ESC-owned equipment.

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, and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Treasurer, 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.

The Treasurer shall maintain a system of property records which shall show, as appropriate to the item recorded, the description and identification, manufacturer, year of purchase, initial cost, and disposition or location.

Equipment acquired under a Federal award will vest upon acquisition to the Center, subject to the following:

- 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. The equipment shall not be encumbered without the approval of the Federal agency or the pass-through entity.
- C. A physical inventory of the property must be taken and results reconciled with property records at least every two years.
- D. A control system shall be developed to provide adequate safeguards to prevent loss, damage, or theft of the property. Any such loss, damage, or theft shall be investigated.
- E. Adequate maintenance procedures shall be implemented to keep the property in good condition.

C.F.R. 200.313

Adopted: November 17, 1998  
Revised: November 8, 2016

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7510/page 1 of 2

#### **USE OF ESC PREMISES**

The Governing Board of Education believes that the school premises leased by this Educational Service Center (ESC) should be made available for community purposes, provided that it does not infringe on the original and necessary purpose of the property or interfere with the educational program of the school. The Governing Board will permit the use of its leased facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent and meets the terms of the lease.

For purposes of this policy, the terms “school premises” or “premises” refers to all indoor and outdoor structures, facilities, and land owned, rented, or leased by the Board. The term “non-school hours” refers to times prior to and after regular classroom instruction on a day that school is in session, and any day that school is not in session, including weekends, holidays, and vacation breaks.

ESC school premises shall be available for the following: uses directly related to the school and the operations of the school (including giving instructions in any branch of education, learning, or the arts); use by groups indirectly related to the schools; use of facilities for off-hour employees; and community organizations or groups of individuals formed for charitable; civic; social; religious; recreational (indoor or outdoor games or physical activities, either organized or unorganized, that are undertaken for exercise, relaxation, diversion, sport, or other pleasure); other government agencies, and educational purposes. The use of facilities shall not be granted for private social functions or any purpose which is prohibited by law.

Users shall abide by all Center policies and guidelines, and rules regarding the use of Center Premises and be liable for any damage incurred. Under no circumstances shall the grounds or facilities be used to raise funds for political purposes.

Should all or any part of the Center's community be struck by a disaster, the Board shall make the Center's grounds and facilities available for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate county agencies 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. (R.C. 5915.02-08)

The Superintendent shall develop administrative guidelines for the granting of permission to use facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user may be required to present evidence of the purchase of organizational liability insurance to the limit prescribed by ESC administrative guidelines;

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7510/page 2 of 2

- B. Use of school equipment in conjunction with the use of school premises must be requested specifically in writing, and may be granted by the procedure by which permission to use school premises 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;
- C. Users shall be liable financially for damage to the school premises and for proper chaperonage; and
- D. LCESC employees who use facilities for after hour recreational and non-work related activities shall hold the Board harmless for accidents to such individuals during such use.

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

R.C. 3313.75 - .79, 3313.791, 3501.29,  
R.C. 5915.02-08; P.L. 98-377

Adopted: December 8, 1998  
Reviewed: December 8, 2015

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**  
**FORM**

**PROPERTY**  
7510 F1

**BUILDING USE FORM**  
**(SUBMIT APPLICATION IN DUPLICATE)**

Name of Group \_\_\_\_\_ Local \_\_\_\_ Non-School Commercial \_\_\_\_

Description of Activity \_\_\_\_\_

\_\_\_\_\_

| Facilities Requested / Building Rooms | Date(s) | Hours      |
|---------------------------------------|---------|------------|
| _____                                 | _____   | ___ to ___ |
| _____                                 | _____   | ___ to ___ |
| _____                                 | _____   | ___ to ___ |

Equipment Requested \_\_\_\_\_

Equipment to be brought onto school property \_\_\_\_\_

Admission Charge (if applicable): Adults \$ \_\_\_\_\_ Children \$ \_\_\_\_\_

\*\*\*\*\*  
"The above signature of the applicant / organization signifies agreement to indemnify and HOLD HARMLESS Licking County Educational Service Center's Governing Board and their agents and employees from all liabilities, claims, demands, damages, or costs for or arising out of school facility rental, whether it be caused by the negligence of indemnitor or the Licking County Governing Board of Education or either party's agents of employees, or otherwise."  
\*\*\*\*\*

Director Approval / Denial \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval / Denial \_\_\_\_\_ Date \_\_\_\_\_

RENTAL \$ \_\_\_\_\_ OTHER FEES \$ \_\_\_\_\_

*Reviewed: December 8, 2015*



### **LENDING OF ESC-OWNED EQUIPMENT**

The Governing Board of Education believes that Educational Service Center (ESC) 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 ESC.

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

The user of ESC-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.

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

Personal use by responsible employees of ESC equipment over summer breaks (or year-long assignments) may be arranged and signed out through the employee's supervisor. "Responsible" is defined as not having damaged or lost such equipment in the past and/or proof of home owner's liability with sufficient coverage in case of damage or loss of assigned equipment.

While laptop computers or information storage devices such as CD's, flash drive, memory sticks, etc. may be assigned to certain individuals to allow flexibility in their use and travel to district meetings or for recording observations of students, at no time shall confidential, student, and/or, staff identifiable data be left on the computer unprotected.

Adopted: December 8, 1998  
Revised: December 8, 2015

**CELLULAR PHONES**

District-owned cellular phones may be issued to Administrative and Teaching staff members as assigned by the Superintendent.

The phones are to be used primarily for emergency situations; communicating with the administration, other staff members, or parents concerning classroom, school, or ESC or local districts activities; and shall be collected and stored for the summer from individuals who have completed their contract time as 185, 200 and/or 220 day until they return for duty at start of next school year.

Telephones are **not** to be used:

- A. to transact personal business or non-school business;
- B. during classroom instructional time unless it is for an emergency or the call is an integral part of a learning activity;
- C. by students at any time unless specifically authorized by the teacher or supervisor for school related purposes only; and
- D. for long distance personal calls.

Adopted: December 10, 2002  
Revised: October 13, 2009

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Signature of employee receiving a cell phone from LCESC assuring that the employee understands the use of the cell phone is for work related business only.

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Signature of employee

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Date received

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## **CELL PHONE ALLOWANCE**

### **Eligibility for Cell Phone Allowance**

Mobile/cellular telephones, smartphones (e.g. BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.) telephone paging devices enable communication whenever a situation arises necessitating immediate contact, regardless of person's location at the time. The Superintendent and the administrators who meet one or more of the following criteria are required as a condition of employment to personally own a cell phone and obtain an appropriate service plan so that the cell phone is available for use for business-related communications:

- A. their jobs require them to spend a considerable amount of time outside their assigned office or work area during regular work hours and have regular access to telephone and/or internet/data connections while outside their office or assigned area;
- B. their jobs require them to be accessible outside of scheduled or regular work hours or to be contacted and respond in the event of an emergency;
- C. their regular jobs consistently require timely and business critical two (2) way communication for which there is no reasonable alternative technology.

Administrators who are required to have a personally owned cell phone as a condition of their employment shall receive a monthly cell phone allowance, up to an amount approved annually by the Board of Education to reimburse them for the costs associated with maintaining and using the personally-owned cell phone for business purposes. Additionally, other staff members who believe that they meet the above-identified criteria may apply for an allowance, and the Superintendent shall approve only those who meet the requirements as stated above.

The Allowance shall consist of a monthly allowance of up to a specific dollar amount for cellular telephone service and a wireless Internet/ Data connection. The allowance shall not serve as a substitute for a portion of the staff member's regular wages and will not be calculated into the base pay due to annual raises if given.

To be eligible to receive the allowance, the employee must maintain the type of telephone coverage and wireless internet plan that is reasonably related to his/her job responsibilities. Each staff member making application must submit to the Superintendent **Form #7531.1 F1** including a copy of his/her most recent monthly invoice and document identifying his/her cellphone number so that the employee may be contacted as the need arise. In order to continue the allowance, administrators are required to answer all business-related calls on his/her cell and promptly respond to any messages. The employee must maintain an active cellular telephone service contract while the allowance is being provided or, the allowance may be taken back, if not by individual check, then by reduction from last pays.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7531.1/page 2 of 2

**Not Considered Taxable Income**

Provided the employee maintains and uses his/her personally-owned cell phone for business purposes as described herein, the allowance should not be considered additional income to the employee (i.e. the allowance will be treated as a non-payroll reimbursement of business expense- similar to mileage reimbursements- and no payroll taxes are to be withheld from the employee's paycheck for this amount).

Since the cell phone is the employee's personal property, the cell phone may be used for personal calls. Since the employee is personally responsible for the cell phone, any damage or repair, replacement becomes their responsibility. Personal calls should be avoided during work hours and random checks for usage may be necessary if abuse is suspected.

Employees' safety is a priority of the Board and responsible use of cell phones requires safe use. Employees may not use a cell phone in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Violation of this policy may constitute just cause for disciplinary action up to and including termination. Use of cell phone in any manner contrary to local, State or Federal laws will constitute misuse, and will result in immediate termination of the allowance.

I.R.S. Notice 2011-72 (effective December 31, 2009)  
Ohio Revise Code 4511.204

Adopted: July 16, 2013  
Revised: February 9, 2016

# Policy

BOARD OF EDUCATION

LICKING COUNTY EDUCATIONAL SERVICE CENTER

## Form

PROPERTY

7531.1F1/page 1 of 1

### WIRELESS COMMUNICATION ALLOWANCE REQUEST FORM

This form must be completed by an employee when s/he, as a part of his/her job assignment, needs to use his/her personal wireless communication device (WCD) for Center business, and wishes to receive an allowance. The employee must submit this form and detailed bills for WCD to the Superintendent semi-annually for approval for reimbursement. These semi-annual periods will be set at December and June of the fiscal year in which reimbursement allowance is requested.

Employee name: \_\_\_\_\_

Job Title \_\_\_\_\_ Building \_\_\_\_\_ Cell # \_\_\_\_\_

Usage Guidelines: Any employee who applies to receive a wireless communication allowance hereby agrees to:

- Maintain an active wireless service contract while the allowance is being provided
- Pay all monthly service charges in full and on time
- Answer all business-related calls to his/her WCD and properly respond to any messages during his/her work hours
- Provide to the Superintendent his/her WCD's telephone number
- Notify the Superintendent if his/her service is interrupted or terminated
- Replace or repair the WCD as needed
- Comply with Center requests to produce copies of the wireless communications in their possession that either public records or education records, or that constitute ESI that is subject to a Litigation Hold
- If the employee decides to terminate the WCD contract the employee will bear the costs of any fees associated with the charge or cancellation
- The monthly allowance amount approved annually by the Board shall not exceed what the employ may actually be paying for the WCD

Certification;

I certify that I have read, understand, and intend to comply with Policy 7531.1, and that the foregoing and attached are true and correct.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

Attach to this form a copy of your current monthly invoice for WCD service plan.

# **Policy**

**BOARD OF EDUCATION**

**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**

7540/page 1 of 1

## **COMPUTER TECHNOLOGY AND NETWORKS**

The Licking County Educational Service Center (ESC)'s Governing Board is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of ESC operations. It also recognizes that safeguards have to be established to ensure that the Governing Board's investment in both hardware and software is achieving the benefits of technology and inhibiting negative side effects. As such, the Board directs that students are educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

The Superintendent is directed to establish administrative guidelines not only for proper acquisition of technology but also to provide guidance to staff and students concerning making appropriate and ethical use of the Board's computers and other technological equipment.

The Superintendent shall establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if ESC technology and/or networks are abused in any way or used in an illegal or unethical manner.

The Superintendent shall further establish appropriate procedures to inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an illegal or unethical manner.

P.L. 106-554, Children's Internet Protection Act of 2000  
20 U.S.C. 6777, 9134 (2003)

Adopted: November 17, 1998

Revised: February 17, 2010

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.1/page 1 of 1

## **TECHNOLOGY PRIVACY**

The Licking County Educational Service Center (ESC) Governing Board of Education recognizes its staff members' right to privacy in their own 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, telephones systems, electronic mail systems, and voice mail systems are the Board's property and are intended to be used for business purposes. The Board retains the right to access and review all 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 shall be notified that they have no expectation that any information contained on 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. All passwords or security codes must be registered with the Superintendent as designated through technology officials. A staff member's refusal to permit such access may be grounds for discipline up to and including discharge.

Computers, electronic mail, and voice mail are to be used only for business and educational purposes. Personal messages via Board/owned technology should be limited in accordance to Superintendent's Guidelines. Staff members are encouraged to keep their personal records and personal business at home. Because the Board's computer and voice mail systems are to be used for business and educational purposes, staff members are prohibited from sending offensive, discriminating, or harassing computer, electronic, or voice mail messages.

The Board is interested in resources being properly used. 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/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 authorized by the Superintendent have the authority to search and access information electronically. In addition, staff members may not copy software on any Board computer and may not bring software from outside sources for use on Board owned equipment without the prior approval of the technology supervisor. Such pre-approval will include a review of the copyright infringements or virus problems associated with such outside software.

Adopted: September 8, 2009

Revised:

### **USE OF E-MAIL**

The Licking County Educational Service Center (ESC) Governing Board of Education recognizes the efficiencies that can result from the use of technology and authorizes the establishment of an e-mail system for ESC use through LACA (Licking Area Computer Association) heretofore referred to as the Computer Center, located on Union Street in Newark, Ohio.

Because the use of an e-mail system can lead to violations of privacy, the Governing Board has established the following policy concerning the use of e-mail by members of the school community.

- A. LACA shall issue a username to each person authorized to use the e-mail system. System users shall have no expectation of privacy in their e-mail communications and shall not have the ability to deny access to their e-mail by the Superintendent.
- B. The District will not monitor the content of e-mail messages of staff members but the LACA is authorized to develop a cursory monitoring system for determining whether or not e-mail messages are appropriate.
- C. The acquisition and operation of the e-mail system are to be reviewed and approved by the LACA Governing Board and its legal counsel to ensure that the system complies with applicable Federal and State laws.
- D. The Superintendent is to identify which individuals are to have access to the District's e-mail system and ensure that each such person is provided a copy of this policy, and agrees, in writing, to the terms.

Use of LACA e-mail system is a privilege, not a right. Inappropriate use will result in a cancellation of privileges. LACA system administrators, in conjunction with district administrators, will deem what is inappropriate use of e-mail; their decision is final. The system and district administrators may terminate a user's ability to access LACA e-mail system at any time as required. If a specific user account has been issued, the administration, faculty, and staff of LACA's contracted districts may request the system administrators to deny, revoke, or suspend user accounts. For the complete e-mail policy listing by LACA, check [www.laca.org](http://www.laca.org).

Adopted: December 8, 1998  
Revised: September 11, 2007



**STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

The Board regulates the use of Center Technology Resources by principles consistent with applicable local, State, and Federal laws, the Center's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of Center's Technology Resources and students' personal communication devices when they are connected to the Center 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.

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 Center 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 Center's computer network and/or Internet connection.)

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.02/page 2 of 4

First, the Board may not be able to technologically limit access through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), 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 Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Center Technology Resources, 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 Superintendent or Technology Coordinator 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 technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to 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.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.02/page 3 of 4

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 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.

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 Center 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 Center Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using Center 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 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 are personally responsible and liable, both civilly and criminally, for uses of Center Technology Resources that are not authorized by this policy and any accompanying guidelines.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.02/page 4 of 4

The Board designates the Superintendent and Technology Coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of Center Technology Resources.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,  
as amended (2003)

18 U.S.C. 1460  
18 U.S.C. 2246  
18 U.S.C. 2256  
20 U.S.C. 6777, 9134 (2003)  
47C.F.R. 54.500 – 54.523

Approved: September 8, 1998  
Revised: February 17, 2015  
Revised: December 12, 2017

### **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 Governing 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 Educational Service Center's computer network and Internet system does not serve as a public access service or public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Center Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Center's educational mission. This policy and its related administrative guidelines and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Center's Technology and Information Resources and staff's personal communication devices when they are connected to the Center'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 Center 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 Center's computer network and/or Internet connection).

Staff members are expected to utilize Center 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 Policy 2520 – Selection of Instructional Materials and Equipment.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.03/page 2 of 4

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 Center 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, Center 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.

First, the Board may not be able to technologically limit access through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages. Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or Superintendent, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Center Technology Resources, 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.

The Superintendent or Technology Coordinator 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 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 Superintendent or Technology Coordinator may also disable the technology protection measures to enable access for bona fide research or other lawful purposes.

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.03/page 3 of 4

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training will 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 online, and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members will 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. The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Center 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 Center Technology Resources 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, parents and other staff members.

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

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.03/page 4 of 4

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

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

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 Center'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 student or employee information may be disciplined.

P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)  
18 U.S.C. 1460, 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003)  
47 C.F.R. 54.500 – 54.523

Approved: September 8, 1998  
Revised: February 17, 2015  
Revised: December 12, 2017



# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.03/page 1 of 3

#### **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 Governing Board 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. The Educational Service Center's Internet system does not serve as a public access service or public forum, and the Board imposes reasonable restrictions on its use consistent with the limited educational purpose.

This policy and Administrative directives and rules governs staff use of the Center's computers, laptops, tablets, personal communication devices (that include, according to Policy 5136, computers, laptops, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network and Internet connection and online educational services ("Education Technology" or "Ed Tech").

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, emails, and records of their online activity while on the network and Internet). Access to the Global connections brings an incredible quantity of information and resources with it, however, and certain unique challenges and responsibilities.

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 in enriching educational activities. The instructional use of the Internet and online educational services will be guided by the Board's policy on Instructional Materials.

First, and foremost, the Board may not be able to technologically limit access through its Education Technology, 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.

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.03/page 2 of 3

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or blocks) 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 Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board 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 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 will be subject to discipline.

The Superintendent or Technology Coordinator may temporarily or permanently unblock access to websites or online educational services containing appropriate material, if access to such sites has been inappropriately blocked by 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 Superintendent or Technology Coordinator 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 will include:

- E. safety and security while using e-mail, chat rooms, social media, and other forms of electronic communications
- F. the dangers inherent with the online disclosure of personally identifiable information
- G. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying, and other unlawful or inappropriate activities by students online, and
- H. unauthorized disclosure, use, and dissemination of personal information regarding minors.

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

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

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.03/page 3 of 3

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 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 e-mail address that they are required to utilize for all school-related electronic communications, including those to students and their parents and other staff members.

Staff members are responsible for good behavior on Board's computer Network and the Internet 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.

Personal or private use of social media, such as Facebook, Twitter, MySpace, blogs, etc., may have unintended consequences. While the Board respects the first amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Center's mission, undermine staff relationships, or cause substantial disruption to the school environment. This warning includes staff member's online conduct that occurs off school property including from the employee's private computer or device. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

Users who disregard this policy and 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 Ed Tech not authorized by this policy and any accompanying guidelines.

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

P.L. 106-554, Children's Internet Protection Act of 2000,  
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003),  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003),  
18 U.S.C. 2256, 18 U.S.C. 1460, 18 U.S.C. 2246, 20 U.S.C. 6777, 9134 (2003), 75 F.R. 56295, 56303

Approved: September 8, 1998  
Revised: February 17, 2015

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.04/page 1 of 2

## **WEB SERVER POLICY**

The Licking County Educational Service Center (ESC) Governing Board of Education recognizes the efficiencies that can result from the use of technology and authorizes the participation in a Web Server system for ESC use.

### **Overview**

The Licking Area Computer Association (LACA) currently operates a World Wide Web server to house district/ESC pages for those districts that contract with LACA for library services. There are three tiers of access to these pages.

- A. Building Webmaster - A Building Webmaster will have access to one specific directory housing a homepage for one specific building.
- B. District Webmaster - A District Webmaster will have access to the main district homepage, as well as all data for each building homepage in their district. District Webmasters will help oversee the content of all building homepages as well as the district page.
- C. LACA Webmaster - The LACA Webmaster will have access to All information housed on LACA 's web server, including LACA's Homepage and all district and building homepages.

### **LACA's Responsibilities**

LACA will assist district personnel in the uploading of pages to LACA's Web Server, but creation of pages is the responsibility of the district. LACA holds classes occasionally on web page authoring in HTML, but does not support daily questions on HTML or web page authoring tools. LACA will provide one generic e-mail alias per building, which can be published on the participating district's page. Any mail sent to this generic account can be forwarded to one or more accounts of the district/building's choosing. LACA's Webmaster reserves the right to remove offensive, inaccurate, or otherwise questionable content that violates the LACA Web Server Policy. The LACA Webmaster will notify the District Webmaster immediately after the content is removed.

### **Policy**

### **District Responsibility**

All pages housed on LACA's Web Server (<http://www.laca.org>) are to be monitored and maintained by the Webmaster of the district/building in question. Approval of the Webmaster must be given by the Principal for building Webmasters, or the Superintendent for District Webmasters.

# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.04/page 2 of 2

#### **Resources**

LACA reserves the right to limit disk space for districts/buildings as necessary to insure proper operation of the Web Server.

#### **Content**

All content in District/ Building web pages must be of educational value or information about the District/building. Links to other sites should only be to other sites of educational or informational value. No staff or students may publish personal homepages as part of the district web site, or homepages for other individuals or organizations not affiliated with the district. Class project pages are acceptable content, as is student or staff work associated with the project, as long as it is under the supervision of the teacher.

#### **Student Safeguards**

Due to the nature of the Internet, and the easy access to personal information that it provides, LACA offers the following recommendations to keep students identities anonymous and safe:

- 1 . Do not put full student names on any page. Restrict names to first name and last initial;
- 2 . Do not publish student phone numbers, addresses, family member's names, friend's name, or schedules;
3. Do not publish photographs of students;
- 4 . Use the generic e-mail accounts if you wish to receive comments or suggestions.
  
5. Do not publish individual student or staff e-mail addresses.

#### **Vandalism**

No one shall attempt to alter or deface district/building homepages. Any such act will constitute loss of account/privileges for the LACA network. Webmaster passwords are kept strictly confidential. Failure to maintain their security of your page may result in a reassignment of the District/Building Webmaster.

#### **District-Owned Web Servers**

Districts may choose to run their own web servers on a machine in their building. All district-owned web servers accessible via the LACA Network must follow the same content guidelines as pages housed on LACA's Web Server.

#### **Disclaimer**

LACA makes no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, network outages, or service interruptions caused by negligence, errors, or omissions. LACA denies any responsibility for the accuracy, content or quality of information provided in the school district web pages or in external links to other web sites referenced on LACA's web server.

Approved: September 8, 1998

Revised: July 17, 2007

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**  
**FORM**

**PROPERTY**  
7540.04 F1

Building WebMaster Authorization Form

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This entitles \_\_\_\_\_ to oversee web page  
(name)

content on LACA's Web Server for \_\_\_\_\_ in the  
(building)

\_\_\_\_\_  
(district name)

---

\_\_\_\_\_  
(Approval of Building Principal)

\_\_\_\_\_  
(Approval of LACATech Representative / Date)

---

District WebMaster Authorization Form

---

This entitles \_\_\_\_\_ to oversee web page  
(name)

content on LACA's Web Server for \_\_\_\_\_  
(district name)

---

\_\_\_\_\_  
(Approval of Superintendent / Date)

\_\_\_\_\_  
(Approval of LACATech Representative / Date)

Approved: September 8, 1998  
Revised: July 17, 2007

**CENTER WEB PAGE**

The Governing Board 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 Educational Service Center, 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 Superintendent or designee.

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 should be suitable for and usable by students and teachers to support the curriculum and the Board's Mission;

B. Inform

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

C. Communicate

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

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 provisions of Policy 8330- Student Records.

All links included on web pages must also meet the above criteria and comply with State and Federal law, e.g. copyright laws, Children's Internet Protection Act, ADA, and Children's Online Privacy Protection Act (COPPA). Nothing in this paragraph shall prevent the Center from linking the Board's website to 1) recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites) or 2) to websites that are developed and hosted by outside commercial vendors pursuant to a contract with the Board. The Board recognizes that such third party websites may contain age-appropriate advertisements that are consistent with the requirements of Policy 9700 and State and Federal law.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.04.1/page 2 of 2

Under no circumstances is a website 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 Center's website may: 1) include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of public official or passage of a tax levy or bond issue; or 2) link to a website of another organization if the other website includes such a message.

Under no circumstances is a staff member-created web page/site, including personal web pages/sites, to be used to post student progress reports, grades, class assignments, or other similar class related material. The Board maintains its own website (e.g., [www.lcesc.org](http://www.lcesc.org), Progressbook) that employees are required to use for the purpose of conveying information to students and/or parents.

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

School websites must be located on Board affiliated servers.

The Superintendent shall delegate guidelines to be followed as directed by the Tech Coordinator and IT (LACA) Center's Guidance.

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

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

R.C 9.03  
O.A.G. Opinion No. 2002-01

Adopted: February 17, 2015  
Revised:



# **Policy**

## **BOARD OF EDUCATION**

### **LICKING COUNTY EDUCATIONAL SERVICE CENTER**

### **PROPERTY**

7540.05 page 1 of 3

## **EDUCATIONAL SERVICE CENTER-ISSUED STAFF E-MAIL ACCOUNT**

### **Staff**

The Governing Board is committed to the effective use of electronic mail (“e-mail”) by all Educational Service Center staff and Board members in the conduct of their official duties. This policy and any corresponding guidelines 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.

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

Center staff may join list serves or other e-mail services (e.g. RSS feeds) that pertain to their responsibilities in the Center, provided these list serves or other e-mail services do not exceed the staff member’s e-mail storage allotment. If a staff member is unsure whether s/he has adequate storage or should subscribe to a list serv or RSS feed, s/he should discuss the issue with his/her Building Principal or the Center’s Technology Director. The Technology Director is authorized to block e-mail from list serves 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 Center’s Technology Director.

### **Public Records**

The Center complies with all Federal and State laws pertaining to electronic mail. Accordingly, e-mails written by or sent to Center staff and Board members may be public records if their content concerns Center 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.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.05 page 2 of 3

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 Center staff and Board members by means of their private e-mail account may be public records if the content of the e-mails concerns Center business, or education records if their content includes personally-identifiable information about a student. Consequently, staff shall comply with a Center 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 Center.

**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 Center maintains archives of all e-mails sent and/or received by users of the Center'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 Center server to their Center 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 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.

**Policy**  
**BOARD OF EDUCATION**  
**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**  
7540.05 page 3 of 3

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

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

Approved: December 12, 2017

**NETWORK ACCESS FROM PERSONALLY OWNED COMPUTERS**

Educational Service Center students and employees, as well as contractors, vendors and agents of the Center, shall not be permitted to access the Center's server and internal network, while on-site at a Center facility, from their computers and/or web-enabled devices of any type.

Establishment, and subsequent enforcement, of the standards is intended to minimize the County's potential exposure to damages, including, but not limited to, the loss of sensitive Center data, illegal access to confidential data, damage to the Center's intellectual property, damage to the Center's public image, and damage to the Center's critical internal systems, from unauthorized use.

Exceptions to this policy must be approved in advance, in writing, by the Superintendent.

Adopted: March 9, 2010

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

Access to the Educational Service Center's Website [www.lcesc.org](http://www.lcesc.org) is encouraged.

The following resources are available on the Center's website: staff resources, job postings, Board policies, links to related sites, ESC services, Health and Safety training programs for staff, directories, and more. The Board encourages employees, parents, students, and community members to check the Center'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 login procedure due to the personally identifiable nature of the information provided through the resource (e.g. the gradebook program and email system). If a user name and password, or login procedure is necessary to access a resource, information shall be provided on the website explaining who is eligible for a user name and password, how to obtain a user name and password, and detailed instructions concerning the login process.

Board members, Center employees, or students are permitted to use their personally-owned or Center owned computers or workstations to remote (i.e. away from Center property and facilities) access the Center's server and thereby connect to the Center'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 Center, including, but not limited to, reading or sending email and reviewing Center-provided internet web resources and completing assigned coursework.

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, at the minimum, the anti-virus software specified in the Center's standards for remote access and connection.
- B. The individual may only access the Network using his/her assigned user name and password; (The individual must not allow other persons, including family members, to use his/her name and password to login into the Network. The user may not go beyond his/her authorized access level).
- C. His/her device must 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. The individual may not access non-Center email accounts (e.g. Hotmail, Gmail, Yahoo, AOL, and the like) or other external resources while connected to the Network.

- E. 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 split tunneling or dual homing.
- F. Use of the Network is contingent upon the individual abiding by the terms and conditions of the Center's Network and Internet Acceptable Use and Safety policy and guidelines.

Additional standards and regulations for remotely accessing and connecting to the Center network shall be developed and published on the Center's website.

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, vendor, agent who violates this policy may have his/her contract with the Center terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

Adopted: February 17, 2010

# **Policy**

**BOARD OF EDUCATION**

**LICKING COUNTY EDUCATIONAL SERVICE CENTER**

**PROPERTY**

7550/ page 1 of 1

## **JOINT USE OF FACILITIES**

The Governing Board of Education advocates the joint expenditure of Licking County Educational Service Center (ESC) 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 Governing Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with:

- A. the local municipal governing body;
- B. the board of county commissioners;
- C. other school districts or educational institutions in acquiring, improving, equipping, operating, or maintaining such joint-use facilities;
- D. collaborate with other agencies to provide facilities for the benefit of ESC cooperative ventures for our students.

R.C. 3313.59

Adopted: November 17, 1998