

Board of Education Regular Meeting

Monday, June 10, 2013 8:00 PM

Conference Room
1501 Front Street
Henderson, NE 68371-8929

Agenda

1. Preliminary Procedures
 1. Call to Order
 2. Public Notice of the Meeting
 3. Roll Call
2. Public Comments on Agenda Items
3. Public Comments on Topics Not on the Agenda
4. Reports
 1. Superintendent's Report
5. Discussion Items
 1. Online and Dual Credit Coursework
 2. Summer project update
6. Old Business
7. New Business
 1. Consider moving July meeting date
 2. Set lunch and breakfast prices
 3. Proposed handbook changes
 4. Consideration of Network Safety and Acceptable Use Policy
 5. Consideration of Internet Use and Filtering Policy
 6. Technology Use Agreement Handbook
 7. Superintendent Evaluation
8. Future Agenda Items

1. 2013-2014 Superintendent Evaluation Tool

9. Consent Agenda

1. Approval of Minutes

2. Approval of Treasurer's Report

3. Approval of Claims

4. Financial Reports

5. Out of State Travel Requests

10. Adjournment

Board & Administrator

FOR SCHOOL BOARD MEMBERS

June 2013 Vol. 27, No. 2

Editor: Jeff Stratton

Design superintendent's evaluation to improve relationships

Stephen Hansen, executive director of the British Columbia School Trustees Association, doesn't mince words when he discusses the importance of the superintendent's evaluation and its impact on a strong board and administrator relationship.

"I know of no successful school district that has a poor relationship with its superintendent," Hansen said.

Although it's generally thought that performance improvement is the main purpose of superintendent evaluation, that outcome is hollow if the process doesn't lead to improved understanding of roles and improved relationships, Hansen said. "Otherwise, you are just improving the development of someone who would rather be working elsewhere," he said.

Here are two ideas from Hansen to improve

your superintendent evaluation process:

- **Pay attention to the design of the evaluation process.** "Everything from the questions that are asked, how the evaluation questions are answered, ways of reducing subjectivity, and how the data are interpreted can reduce the likelihood of one trustee skewing the whole process," Hansen said.

The board and superintendent also need to focus on mutually-agreed-upon outcomes and competencies, he said.

- **Spend time on the design of questions.** Questions should be asked so they focus on the board member's direct experience with and/or observation of the superintendent, Hansen said. "The evaluation shouldn't be about what the trustee heard," he said.

For information, www.bcsta.org. ■

Understand how the board-superintendent-staff connection works

The most important responsibility of a board is policy development. School boards work most effectively when their focus is on the development of policies and the monitoring of those policies.

The superintendent and her staff implement the board's policies.

By delegating the management of the school district to the superintendent, the board gives the superintendent the authority to manage the district. This frees up the board

to concentrate on its core responsibilities.

How does a board know the district is being managed effectively?

By giving the superintendent an annual appraisal, the board holds the superintendent accountable.

The superintendent is also responsible for communicating to the board and should be assessed on her communication skills. ■

Create your own governance policy

One benefit of having a local governance policy is that it will clearly spell out the responsibilities of the board. That can help keep the board focused on its most important tasks: making policy and monitoring results. Use the tips below to help you create your own governance policy.

Board Governance Policy

- Lead off with a purpose statement. Example: "The major responsibility of the board is to achieve the objectives of the district's mission statement. The board must thoughtfully and efficiently govern the district in a manner that is consistent with the productive use of people and resources."
- Delegate. Give your superintendent the authority to do his job. The board should respect the role of the administration to determine how policy will be implemented. The board should never encroach on the superintendent's duties or micromanage the affairs of the school district. Responsibilities of the board should be clearly distinguished from the responsibilities of the superintendent. The implementation of board policy is an administrative task that belongs to the superintendent.
- State the long-range board's focus. The board's main emphasis should be on medium- to long-term issues. The board needs to plan strategically for the district's future needs and challenges. The policy can state that the board will bring to the attention of the superintendent the opinions and interests of the community.
- Make a "one voice" commitment. The board should always speak with one voice to the superintendent, staff, and public. Individual board members only have authority as explicitly delegated by the full board. Your governance policy should make it clear that no board member will represent to anyone that the board member as an individual has the authority

to act on behalf of the board or district.

- Add a "no surprises" promise to the policy. State that board meetings must include only previously designated board issues. Convey the idea that board members will not put items on the agenda for political purposes or to embarrass staff or fellow board members at meetings.
- Clarify who manages personnel. The board needs to make its superintendent responsible for personnel management. State in your governance policy that no board member will observe the performance of employees (including classroom teachers) for the purposes of "evaluating" their performance. The governance policy should also state that board members are not to engage in any administrative functions unless specifically designated in state statutes.
- Demonstrate the board's commitment to improvement. In your governance policy, state the board will perform an annual self-evaluation. Ask the superintendent to research and provide the board with the evaluation document.
- Prepare new board members for board service. State that all new board members will participate in orientation prior to attending their first board meeting. The orientation should be conducted by the superintendent and board president, but other board members may participate.
- Reinforce the board's ethical commitments. Members should remain free from conflict of interest in their school board service. The governance policy should remind board members that the use of influence for personal gain is both unethical and illegal. Any board members who think they may have a conflict of interest on any issue before the board should state their concern prior to any discussion and/or vote for discussion by the full board. Board members should always respect confidential information. ■

What are the board's discipline options?

If a board member is a repeat violator of board policies that define board standards and conduct norms, what can the board do? Assuming the board's leadership has first discussed the problem member's conduct with him, then look to what your state's law says about disciplining board members.

After that, school board discipline options typically include:

- A verbal reprimand from the board in private.
- A written reprimand.
- Censure.
- Removal from any board committee or any board's officer's position. ■

6xxx - DUAL COURSE CREDIT/EXTRA CREDIT HOURS

Students who receive credit from an accredited institution for course work completed will have such credit recorded on the student's transcript of credits with the approval of the Principal and Superintendent. The course may be considered for dual credit and the credit may be allowed to meet the requirements for high school level courses if prior approval is given by the administration.

The student must submit a request for the recording of extra credit to the Principal. A verified acknowledgment of course work completed along with the recommendation of the institution must be received and placed on file with the student's records.

These courses may be taken by correspondence, directly from the college or university, Internet or other approved method of delivery, or by distance learning through the school system. Each student and their parents are responsible for all tuition costs for such courses.

These courses should not be considered a method to simply avoid a regularly scheduled class of Heartland Community Schools.

Adopted: September 1, 1998

Revised:

Reviewed: March 12, 2012

HEARTLAND COMMUNITY SCHOOLS
BOARD OF EDUCATION POLICY: IMD

INTERNET SAFETY

It is the policy of the School District #96 that access to the Internet provided by the School District #96 is expected to be used as an educational and/or work related resource and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the school District #96, is in any way prejudicial to the best interest of School District #96 or in conflict with the School District #96 program of study.

The Board of Education of School District #96 reserves the right to refuse access to the Internet to anyone when it deems it necessary in the public interest.

DEFINITIONS:

1. Access to the Internet: A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network that has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
 - A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measure shall refer to a proxy server managed by

- ESU #6 that blocks and/or filters Internet access.
8. Authorized staff members as used herein shall refer to an adult staff member appointed by the School District #96 administration.
 9. Technology Committee as used herein shall refer to a group of School District #96 staff members appointed to the committee by the administration.

ACCESS TO INTERNET BY MINORS

Minors accessing Internet services provided by School District #96 when working as a student, employee or volunteer of School District #96; when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by School District #96 or at a facility of which School District #96 has otherwise been granted primary custody; or when accessing School District #96 with remote access connections shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational or work related uses.
2. Minors shall not use School District #96 technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network systems security.
3. Minors shall not engage in any illegal activities on the Internet.
4. Minors should only use electronic mail, chat rooms, and other forms of direct electronic communications for purposes related to education within the context of school-related assignment activity or for purposes related to work, including volunteer, at School District #96.
5. Minors shall not disclose personal identification information on the Internet.

ACCESS TO INTERNET BY ADULTS

Adults accessing Internet services provided by School District #96 when working as an employee or volunteer of School District #96 when attending training, meetings, conferences, or other events sponsored by a facility owned or leased by School District #96 or at a facility of which School District #96 has otherwise been granted primary custody; or when accessing School District #96 Internet services with remote access connections shall be subject to the following rules and regulations:

1. Adults shall not access material that is obscene, child pornography, or otherwise inappropriate for training or work-related uses.
2. Adults shall not use School District #96 technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network systems security.
3. Adults shall not engage in illegal activities on the Internet.

TECHNOLOGY PROTECTION MEASURE

School District #96 shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of School District #96.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling and with the permission of the Superintendent of School District #96.
2. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized with the permission of the Superintendent of School District #96.

POLICY VIOLATIONS

Any violation of this policy may result in the loss of access to the Internet by School District #96. Additional disciplinary action may be determined in accordance with existing procedures and practices, both administrative and as stipulated in School District #96 board policy, and including applicable law enforcement agencies when necessary.

POLICY CHALLENGE PROCEDURES

An individual who has been granted access to the Internet by School District #96 and desires to access an Internet site that is not compliant with this policy may challenge the enforcement of the policy according to the following provisions:

1. Internet site review requests should be directed to the School District #96 principal in writing for forwarding to the Technology Committee for consideration.
2. The Technology Committee will review the site within seven working

days of submission of the request and, if deemed appropriate for educational or work related purposes, may vote to unblock the site.

3. School District #96 principal will regulate enforcement of the policy, including disciplinary actions, and shall forward to the Superintendent of School District #96 any challenges to the severity of the applied discipline.
4. Challenges to the application or enforcement of School District #96 Internet Safety Policy which cannot be resolved at the levels outlined in the preceding step will be handled in accordance with School District #96 established grievance policy or at the School District #96 administrator and/or board level for challenges presented in writing by individuals other than School District #96 employees and volunteers who have been granted access to the Internet by School District #96.

**Policy IMD
NETWORK SAFETY AND ACCEPTABLE USE POLICY**

Content Filtering

It is the policy of Heartland Community Schools to comply with the Children’s Internet Protection Act (CIPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

Definitions

Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access,

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including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.

Social Networking

Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response.

Adoption

This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

Technology Subject to this Policy

This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

Access and User Agreements

- Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.
- The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

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- The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

Acceptable Uses

The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

Unacceptable Use

The following are unacceptable uses of the technology resources:

- Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

Disclaimer

The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

Campaigning

Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

Technology-Related Limitations

Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users.

Other Policies and Laws

Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

- to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
- to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
- to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
- to engage in or promote violations of student conduct rules.
- to engage in illegal activity, such as gambling.
- in a manner contrary to copyright laws.
- in a manner contrary to software licenses.

Users shall not:

- use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
- erase, remake, or make unusable another person's computer, information, files, programs or disks.
- access resources not specifically granted to the user or engage in electronic trespassing.
- engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
- copy, change, or transfer any software without permission from the network administrators.

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- write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
- engage in any form of vandalism of the technology resources. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

Content Filter

A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

Monitoring

Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

Sanctions

Violation of the policies and procedures concerning the use of the District technology

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resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of

Education

Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254 FCC Order adopted August 10, 2011

47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)

Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption:

Adopted:

Revised:

Reviewed:

**Policy IMD-A
INTERNET USE AND FILTERING POLICY**

The Heartland Community Schools will make available to its employees and its students access to the Internet system and telecomputing in general when using District computers. The primary purpose of access to the Internet system is to enhance research, education, and communication. Users of the Internet system will be able to conduct searches for the purposes of research, download software, and exchange electronic mail throughout the world.

The use of the Heartland Community Schools Internet system or District computers is a privilege, not a right and are not to be used for commercial purposes, illegal activities of any nature, transmission of copyrighted materials or software, inaccurate or objectionable materials, child pornography, visual depictions harmful to minors or obscene or profane materials. In addition, the Heartland Community Schools, in accordance with federal regulations requiring the operation of a technology protection measure in order to qualify for Universal Service Funds, will filter Internet access on District computers.

Staff members are responsible for any and all activity on their computer and staff members supervising students are responsible for appropriate use of the Internet by their students.

Student Use of the Internet

Students accessing Internet services provided by the Heartland Community Schools when working as an employee or volunteer, when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by the Heartland Community Schools of which the District has been granted primary custody, or when accessing Heartland Community Schools Internet services with remote access connections shall be subject to the following rules and regulations:

- Students shall not access material that is obscene, pornographic, child pornography, harmful to minors, or otherwise inappropriate for education uses.
- Students shall not use school resources to engage in hacking or attempts to otherwise compromise system security.
- Students shall not engage in any illegal activities on the Internet.
- Students shall use caution in their use of direct electronic communications as these forms of communication can expose minors to dangerous situations.
- Students shall never disclose personal information, such as name, school, address, and telephone number to strangers on the Internet.

Any violation of this policy or rules may result in loss of student access to the use of

District technology and/or internet/network services.

Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Adult Use of the Internet

Adults accessing Internet services provided by the Heartland Community Schools when working as an employee or volunteer, when attending trainings, meetings, conferences, or other events sponsored at a facility owned or leased by the Heartland Community Schools of which the District has been granted primary custody, or when accessing Heartland Community Schools Internet services with remote access connections shall be subject to the following rules and regulations:

- Adults shall not access materials that are obscene, child pornography, or otherwise inappropriate for training or work related uses.
- Adults shall not use Heartland Community Schools technology resources to engage in unauthorized hacking or attempts to otherwise compromise any computer or network system's security.
- Adults shall not engage in illegal activities on the Internet.

Technology Protection Measure

The Heartland Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of the District.

The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling.

An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes during which time the minor will be monitored directly by the authorized staff member and or his/her designee.

Any violation of this policy or rules may result in loss of Heartland Community Schools access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The purpose of the filtering system is to prohibit access to inappropriate material,

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however, the Heartland Community Schools cannot and will not guarantee that Internet filtering software will prohibit staff and students from gaining access to materials that are obscene, pornographic, child pornographic, harmful to individuals or otherwise inappropriate for educational uses.

Laptops for Students Program

Technology Use Agreement Handbook



Expanding Learning to the 21st Century and Beyond

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Laptop Policy & Procedures Handbook

Objectives

The goals of the project are increased student achievement through the improvement of 21st century skill sets of our students and staff. Areas of emphasis will include:

- Creativity and innovation
 - Communication and collaboration
 - Research and information fluency
 - Critical thinking, problem solving, and decision making
 - Digital citizenship
 - Technological operations and concepts
-

Laptop Specifications

- MacBook Air by Apple, Inc.
 - MacBook Air
 - 4GB RAM, 64GB Flash Memory
 - Brenthaven padded protective sleeve and accessories pouch
-

Receiving Your Laptop

Students and their parents will be required to complete the following steps before laptops will be issued.

- Attend an orientation meeting prior to the beginning of the school year.
- Students wishing to use the computer off of school property will be required to pay a \$40 insurance and usage fee. More details may be found within the "Laptop Loan Agreement".
- Completion of the:
 - Laptop Responsibilities Agreement Form
 - Acceptable Use Policy Form
 - Insurance Form

Using Your Laptop at School

Laptops are intended for use at school each day. Students are responsible for bringing their charged laptop to all classes. Only charge your laptop with the provided charger.

Privacy and Internet

E-mail is provided to each student for educational purposes only. The only email account that students are allowed to access while using a school-issued laptop is one which has been assigned by Heartland Community Schools. Please note that emails sent on school-issued devices are not private and may be reviewed at any time and without notice.

The following rules will apply when using an email account:

- Always use appropriate language.
- Do not transmit language/material that is profane, sexual, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters, or spam. Students should maintain high integrity with regard to email content.
- Use of “chat rooms” or conferencing applications may not be utilized during class without permission.

Managing Your Files

While at school, each student will have access to a storage account on the school’s file server. This folder is not available from outside of our building network. The Macbook Air computers and the space dedicated on the server for each student is quite limited. Students will not be able to store libraries of music or photos on their laptops nor on the server due to this space limitation. Even with these restrictions, assignments, research papers, and general word processing types of documents do not require large file sizes allowing for plenty of space for saving these types of documents. Additional storage on the server may be granted for assignments with permission from the administration.

Software

The software originally installed by Heartland Community Schools must remain on the laptop in usable condition and be easily accessible at all times.

Screen Savers & Backgrounds

Only school appropriate backgrounds and screen savers may be used on the laptops.

Sounds

- Students must have personal earbuds/headphones to listen to audio.
- Sound must be muted unless permission is granted by the teacher for instructional purposes.

Personal Devices

- No personal devices, such as laptops, iPods, or smartphones will be allowed on our secure student network. With administrative permission, these devices may be allowed access to our “BYOD” network, but will not have access to the student’s files on the server.

Printing

As the student will have access to the electronic version of a document at all times, the need to print will be greatly reduced. It is recommended that students analyze the need for a printed copy of any material prior to printing. Teachers may distribute homework and allow submission via an electronic “drop box” to eliminate the shuffling of printed copies. Printing at school will be regulated.

Using Your Laptop at Home

Laptops may be taken home each day, provided that:

- No money is owed on lunch accounts, fees, or fines
- The usage and insurance fee has been paid
- Agreement forms have been signed
- Proper use of the computer has been maintained by the student

Students are responsible for their laptop at all times. Sharing with family members is allowed provided they follow HCS policy and procedures. You are responsible for any loss or damage that occurs when someone else is using your assigned laptop.

While the student will not have access to his/her files that are stored on the school server, the laptop will continue to be filtered for content.

Care of Your Laptop & Accessories

Laptops are provided to further enhance academic achievement. Students will use the laptops responsibly, safely, and respectfully. Students are responsible for the general care of the laptop and accessories they have been issued by the school.

General Precautions

- Keep all liquids away from the laptop. Never eat or drink while using the laptop.
- Laptop should not be placed on or under soft items, such as blankets, pillows, or sofa cushions. This may cause the laptop to overheat and result in physical damage to the machine.
- Cords and cables must be inserted carefully into the device to prevent damage.
- Laptop and case must remain free of any writing, drawing, stickers or labels that are not the property of HCS.
- Laptop must never be left unsupervised.

Screen Care

- To avoid damaging the screen, only the power supply and power cord should accompany the laptop inside the sleeve.
- Never close the laptop with anything on the keyboard, such as pencils or notebooks.

- Avoid touching the laptop screen. If you need your screen cleaned please use a clean, soft cloth. No cleansers of any kind.

Protecting and Storing Your Laptop

- Laptop must always be transported within the school issued protective sleeve.
- Protect the laptop from extreme heat and cold.
- Laptop should never be left in a car.
- If the laptop has been in extreme cold or hot temperatures, let it come up to room temperature before operating it.
- When laptop is not in use, please store it in a secure location.
- Heavy objects should never be placed or stacked on top of the laptop. This includes books, musical instruments, etc.

Laptop Repair & Assessed Fees

- If a computer is damaged or malfunctioning, it must be reported immediately so repair can be made.
- Under no circumstances should anyone else attempt repairs on laptops. All laptop repairs must be provided by Heartland Community Schools.
- If a laptop is lost or stolen, it must be reported immediately to the school and appropriate law enforcement authorities.
- A “loaner” laptop may be issued to a student when they leave their laptop for repair. The student will be expected to return the loaner laptop at the end of the school day.
- Each summer, all laptops will be inspected for damage that would cause them to be inoperable or for major physical damage that would be noticeable to someone looking at the laptops from a distance. Damage will be assessed according to the following schedule:
- A \$100 deductible per incident will be the maximum charge for the first two incidents. If there is a third incident of damage, the full cost of repair and loss of privilege of removing device from school property will be required of the student. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Heartland Community Schools may elect to waive the deductible.

Suspension of Laptop Use

The use of any District technology is a privilege and not a right. Students are expected to use their computer in accordance with the district's 1:1 laptop policy and procedures, and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences as determined by the administration of Heartland Community School.

The following actions are NOT permitted on school issued laptops:

- Attempting to bypass or bypassing the Internet filter.
- Accessing or attempting to access social media sites and computer games without specific permission from a teaching or administrative staff member.

- Physically altering or disassembling a computer in any way.
- Accessing or attempting to access inappropriate material on the Internet.
- Giving your username and password to another student to use
(Remember - you are responsible for whatever they do with your account!)

Any of these violations could lead to any or a combination of the following:

- Removal of take home privileges.
- Permanent removal of school technology privileges.
- Financial payment for damages.
- Other consequences deemed necessary.
- Criminal charges being filed against the student.

Suggested Links

<http://www.apple.com>

This is the laptop's manufacturer's main website. There are hundreds of pages of resources including the two below:

<http://www.apple.com/macbookair/> - specific about the Macbook Air itself

<http://www.apple.com/osx/what-is/> - specific about the Mac operating system

<http://www.apple.com/findouthow/mac/#switcher> - includes many videos on how to use the Mac if you are coming from a Windows environment.

<http://www.netSMARTz411.org>

Parents' and guardians' online resource for answering questions about Internet safety, computers, and the Web.

<http://www.digizen.org>

The Digizen website provides information for educators, parents, carers, and young people. It is used to strengthen their awareness and understanding of what digital citizenship is and encourages users of technology to be and become responsible DIGItal citiZENS. It shares specific advice and resources on issues such as social networking and cyber-bullying and how these relate to and affect their own and other people's online experiences and behaviors.

<http://ncdoj.gov/Top-Issues/Internet-Safety.aspx>

This site is from the North Carolina's Attorney General's office and offers videos and documents on how to keep your child safe while using the internet and other technology.

<http://www.common sense media.org/advice-for-parents>

This site has pages of information for parents and students on many topics, including internet safety, cyber-bullying and digital citizenship. Look to the menu on the left side of the first page for topics.

Acceptable Use Policy

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

Staff/Students must:

- Respect and protect the privacy of others.
- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.
- Respect and protect the integrity, availability, and security of all electronic resources.
- Observe all network security practices, as posted.
- Use personal mobile devices on the public network only.
- Not log in (authenticate) to the private network unless using district owned/authorized devices or services.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Respect and protect the intellectual property of others.
- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.
- Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Staff/Students may, if in accord with the policy above:

- Design and post web pages and other material from school resources.
- Responsibly use social networking and internet communication resources with a teacher's permission and within the guidelines stated above.
- Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.

Social Networking:

Social networking sites and resources (Facebook, YouTube, Twitter, etc) can be useful tools in the school environment and may be utilized in the classroom only with teacher or administrator permission. In such cases, certain guidelines should be followed:

- Follow the handbook etiquette guidelines and the school's code of conduct when posting online. What is inappropriate in the classroom is inappropriate online.
- Do not use other people's intellectual property, including pictures, without their permission. It is a violation of copyright law to copy the words of others without proper attribution.
- If you encounter inappropriate material, feel threatened or harassed, or find material that violates the school's code of conduct, notify a teacher or administrator immediately.
- All student online activity making use of school equipment or websites must be in compliance with the district's Acceptable Use Policy.

Consequences for Violation:

- Violations of these rules may result in disciplinary action, including the loss of privileges to use the school's information technology resources.

Supervision and Monitoring:

- School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I have read and agree to abide by the Heartland Community Schools Acceptable Use Policy for use of the Internet with the school issued device.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Parents: Please discuss these guidelines with your student(s) to insure they understand the responsibility, not only for the safe care of the equipment, but for safe use of online sources.

Laptop Loan Agreement

Your child has been loaned a MacAir laptop and carrying case to improve and personalize his/her education this year. It is essential that the Heartland Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's device.

In order for your child to use the laptop in class and to take it home, you must be willing to accept the following responsibilities and terms. In addition there is a \$40 annual insurance fee, payable to Heartland Community Schools. This fee is required before your child will be allowed to take the device home. Until the fee is paid in full, the student may use the device only while at school. All lunch accounts, fees, and fines must be paid in full in order for your child to remove the laptop from school property.

In cases of negligence (loss or abuse) by the student, a \$100 maximum per incident will be charged. In the case of theft or accidental breakage in the course of normal, educational use, the administration of Heartland Community Schools may elect to waive the deductible.

Parent Responsibilities and Terms

As a parent, I will:

- read the Acceptable Use Policy and discuss it with my child.
- supervise my child's use of the laptop at home.
- make sure my child charges the laptop nightly and begins the school day with a fully charged battery.
- make sure my child brings the laptop to school each day and keeps it locked in their locker when not using it for a class.
- discuss appropriate use of the Internet and supervise my child's use of the Internet.
- not attempt to repair the laptop.
- report any problems or damage to the laptop to a school administrator.
- report loss/theft of the laptop to school and proper authorities (police) within 24 hours.
- not change or attempt to change the configuration of software or hardware.
- not remove any apps or certificates on the laptop except for personal apps of my child.
- insure that my child only uses accounts assigned by the school.
- not alter or remove the school device management certificates at any time.
- agree to allow the school administration and faculty to inspect and examine the device, apps and content at any time.
- agree to make sure that the laptop is returned to the school when requested and upon my son's/daughter's withdrawal from Heartland Community Schools.

Student Responsibilities and Terms

As a student, I will:

- read the Acceptable Use Policy and discuss it with my parent/guardian.
- adhere to the terms of the Heartland Community Schools Acceptable Use Policy and District guidelines each time the laptop is used, at home or at school.
- recharge the laptop nightly and begin the school day with a fully charged battery.
- bring the laptop to school each day and keep it locked in my locker when not using it for a class.
- keep the laptop in its assigned protective case at all times when not being used.
- make the laptop available for inspection by an administrator or other staff member upon request.
- use appropriate language in all communications.
- abide by copyright laws.
- not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- not give out personal information, such as name, address, photo, or other identifying information online.
- report loss/theft of laptop to parents, school and proper authorities (police) within 24 hours.
- not use the laptop to record (audio or visual) others without their permission.
- not change or attempt to change the configuration or settings of management certificates.
- not attempt to repair, alter or make additions to the laptop.
- report all problems and damage immediately to the administrator or technology staff.
- not remove or attempt to remove identification tags on the laptop or deface with stickers, marking pens, etc.

Laptop Loan Agreement Signature Page

- One MacAir, charger, and Brenthaven protective sleeve and accessory bag are being loaned to Borrower and are in good working order.
- It is Borrower's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- This equipment is, and at all times remains, the property of Heartland Community Schools of Henderson, Nebraska, and is herewith loaned to the student for educational purposes only for the academic school year.
- Student may not deface or destroy this property in any way.
- Inappropriate use of the machine may result in the student losing his/her right to use this device.
- The equipment will be returned to the school when requested by Heartland Community Schools, or sooner, if the student withdraws from Heartland Community Schools prior to the end of the school year.
- Nebraska statutes 79-737 and 79-2,127 allow the district to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.
- Borrower acknowledges and agrees that Borrower's use of the district property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges responsibility to protect and safeguard the district property and to return the same in good condition and repair upon request by Heartland Community Schools.

I agree to follow the Heartland Community Schools' responsibilities and rules at all times while using the school issued device in accordance with the Acceptable Use Policy and Laptop Loan Agreement.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Media Release Form

(Please check ONE of the following)

- Students and teachers at Heartland Community Schools may be videotaping and taking photographs of many of the activities throughout the school year. Your child's image may be used in promotional videos or presentations to outside groups, school web pages, and/or various media outlets and newspapers. By signing below, you agree to allow your child to be in photographs and/or videos used by Heartland Community Schools.
- I do not give consent for Heartland Community Schools to use photographs of my child in promotional videos, presentations, school web pages, and/or other media outlets.

Parent Signature _____ Date _____

Sample Form

**Minutes for
Heartland Community Schools
Board of Education Regular Meeting**

May 13, 2013 8:00 PM
Conference Room

MISSION STATEMENT: Heartland Community Schools - Henderson/Bradshaw is dedicated to educating all students by providing challenging opportunities to learn according to individual needs.

1. Preliminary Procedures

1.1. Call to Order

1.2. Public Notice of the Meeting

1.3. Roll Call

2. Public Comments on Agenda Items

Discussion:

FBLA members were present to request permission to attend the National Convention in Anaheim, CA June 25-July 1; Art Club members were present to request permission to go to Kansas City to attend art museums; Freshmen class members were present to request permission to hold a fundraiser during Community Days.

3. Public Comments on Topics Not on the Agenda

4. Reports

4.1. Superintendent's Report

Discussion:

Update on second phase of technology initiative; summer projects and new staff assignments.

4.2. Principals' Reports

Discussion:

Elementary: Elementary Field Day will be held May 15; theme of the summer reading program this year is Dig Into Reading which will be held June 11-July 20.

High School: Congratulations to those who participated in District Music Contest this year. 21/21 performances received a 1.

5. Discussion Items

5.1. Review board/administrative goals

5.2. Technology Update

Discussion:

Scheduling training for teachers; website ideas; developing policies and curriculum.

5.3. Summer Reading Program

Discussion:

The format of the special education summer school will change for this summer. Qualifying special education students in grades K-2 will meet six Tuesday mornings and students in grades 3-6 will meet six Thursday mornings.

5.4. Lunch Program

Discussion:

Comparison of lunch prices, purchases, receipts for the past few years.

5.5. Budget Review

6. Old Business

7. New Business

7.1. Out of State Travel Requests

Motion Passed: To approve the art club students' travel to Kansas City and the FBLA students to national competition in Anaheim, CA passed with a motion by Mr. Gary Braun and a second by Mr. Glenn Larson .

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

7.2. Fundraising Request

Motion Passed: To approve the freshmen's request to conduct a fundraiser during community days as presented passed with a motion by Mr. Boyd Stuhr and a second by Mr. Kent Allen.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

7.3. Southeast Nebraska Regional Program

8. Personnel

8.1. Offer Teaching Contract

Motion Passed: To offer a teaching contract to Clark Ribble for the 2013-14 school year. passed with a motion by Mr. Kent Allen and a second by Mr. Gary Braun.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

8.2. Review New Staff Assignments

9. Future Agenda Items

10. Consent Agenda

Motion Passed: Motion to approve the consent agenda passed with a motion by Mr. Glenn Larson and a second by Mr. Kent Allen.

Mr. Kent Allen	Yes
Mr. Gary Braun	Yes
Mr. Paul Brune	Yes
Mr. Glenn Larson	Yes
Mr. Boyd Stuhr	Yes
Mrs. Debra Wilhelm	Yes

10.1. Approval of Minutes

10.2. Approval of Treasurer's Report

10.3. Approval of Claims

10.4. Financial Reports

10.5. Out of State Travel Requests

11. Adjournment

Discussion:

The board adjourned at 9:43 p.m.

The next scheduled meeting to be held on June 10 at 8:00 p.m

Board President

Board Secretary