

**NOTE: Bold Policy ##### and Bold Title indicates those Administrative Guidelines (AGs) required by Board Policy.**

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AG 7101      *Notice of Procurement of Professional Services* [see Policy language]  
 The Board, pursuant to Indiana law, has determined to neither provide nor publish a notice for the requirement of professional services under consideration by the Board involving the construction, remodeling, rehabilitation, or repair of any building or facility owned or leased by the SSSMC.

AG 7217      *Possession of Firearms and Weapons by Visitors* (revised 9/2/14) [see Policy including 3217/4217/5772]  
 The application of this Board policy applies to Visitors meaning persons who come onto property of a vehicle owned by SSSMC or used by SSSMC for school purposes. The term includes members of the general public, students enrolled in other school or school corporations, and employees of entities providing services to SSSMC. The term does not include SSSMC employees (AG 1617), professional staff (AG 3217), or support staff (AG 4271) or currently enrolled students (AG 5772).

Possession of a "Weapon" other than a "Firearm" by a Visitor

The Board prohibits visitors from possessing, storing, making, or using a weapon other than a firearm, in any setting that is under the control or supervision of SSSMC for the purpose of activities approved and authorized by SSSMC including, but not limited to, property leased, owned, or contracted for by SSSMC, a school-sponsored event, or in an SSSMC vehicle. This prohibition does not apply to weapons under the control of a law enforcement officer.

The term “weapon” means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A “knife” is defined as *an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon (I.C. 35-47-5-2.5(a)).*

#### Possession of a "Firearm" by a Visitor

Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. As used in this policy and as defined by Indiana law, “firearm” means any weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion. **However**, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person’s trunk, kept in the glove compartment of the person’s locked vehicle, or stored out of plain sight in the person’s locked vehicle.

This exception above does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student’s motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

#### Reporting Violations of this Policy

The Executive Director or Board Member will report a visitor who violates this policy to law enforcement officials and is authorized to take any steps necessary to exclude the visitor from SSSMC property and SSSMC sponsored events.

SSSMC administrators may prohibit the entry to an SSSMC facility of any Non-employee when it is reasonably foreseeable that the presence of the person would be a substantial disruption to the education of students or the school operation (also see AG 9150).

Working firearms and ammunition shall never be approved. However, this policy shall not be applied in the following circumstances for items approved by the principal as part of a class or individual presentation under adult supervision, if used for the purpose of and the manner approved; theatrical props used in appropriate settings; and starter pistols used in appropriate school related sporting events.

#### Gun Free Zone

SSSMC has posted notice to every one of the criminal nature of possessing firearms on school property as a Gun Free Zone (18 U.S.C. 922 et seq. Federal Gun Free Schools

Zone Act as re-enacted in 1996 following the US Supreme Court decision U.S. v. Lopez, 514 US 549).

**AG 7310**      *Disposition of Surplus Property* (revised 5/7/13)

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

The Executive Director 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 disposal. Disposal of surplus property purchased with Federal funds shall be in accordance with Federal guidelines. (Although it appears if “instructional or other property” is purchased by Capital Projects Fund, the disposal is at the discretion of the Executive Director. However, it seems prudent to have Board action to accept a disposition list of surplus equipment since most of it is purchased with Federal funds.)

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

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

B. Donated Equipment – SSSMC has a duty of reasonable care. If SSSMC is going to provide a wheelchair, for example, and permit its use at school, SSSMC must take steps to ensure it is in good condition. [Note: may need to have the attorney draft a waiver that holds the school harmless for injury caused by or in conjunction with the wheelchair including a statement that the school does not have an obligation to maintain it.]

C. Loaned Equipment During Vacation Periods – The parent/guardian will be asked to sign a form denoting his/her assumption of responsibility for maintaining and returning the loaned school property during the agreed upon period including:

1. agreement to hold the school harmless for any accident or injury that may occur with parent and/or your child when using the loaned equipment during the vacation period; and
2. acknowledgement that the loaned equipment will be returned when school resumes in the same condition as when borrowed.
3. assigned equipment during extended school year period – see ESY Guidelines and Forms

**AG 7420**      *Hygienic Management* (revised 11/5/13)

The Board has directed that a program of hygienic management be instituted in the RLC and explained annually to all staff members.

The School Board recognizes that the health and physical well-being of the students of this Corporation depends in large measure upon the cleanliness and sanitary management of the school.

An **annual** staff training computer-based program provided by our liability insurance carrier on universal precautions and other infection control measures has been implemented for maintenance/custodial operations consistent with proper procedures adopted by the Indiana State Board of Health.

The Executive Director shall cooperate with the State Board of Health to inspect each school for cleanliness and sanitation **each year**. The cleanliness of the school building shall be the responsibility of the Executive Director or the designee.

A custodial checklist/manual and a program for the cleanliness and sanitary management of the school building, the school grounds, and school equipment pursuant to law have been developed.

**AG 7430      *Safety Standards***

James Grass, Operations Supervisor for SSSMC, also serves as the Safety Auditor and designee of the Executive Director to ascertain that the SSSMC employees and RLC students 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 guidelines and records are maintained to meet the requirements of the law.

A. Environmental Safety

1. Pest Control -- SSSMC is committed to providing students a safe environment. As part of this commitment, SSSMC will implement proper pest control practices. These practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.
2. Chemical Management -- SSSMC is committed to providing students a safe environment. As part of this commitment, this policy applies to all chemicals purchased for use in the school. The purpose of this AG is to reduce student and staff exposure to chemical hazards from hazardous chemicals used or kept at school. By selecting products with lesser hazards, and by properly using these products, there will be a reduced risk of exposure to these products.

B. Safety Commitment – *I have received, read and understand the EMPLOYEE SAFETY COMMITMENT and agree to abide by its safety practices. I further understand that if I am injured in the course of my work, I will report the injury to my supervisor immediately, and report to the HR Administrative Assistant for further instructions including Workmen’s Compensation procedures. (Annual Signatures)*

Most Common Ways to be injured on the Job:

1. Failing to warn others
2. Improper Housekeeping

3. Improper Lifting
4. Student Aggression
5. Tripping, Slipping, Falling
6. Using faulty equipment
7. Unsafe positions

C. Safety: On Our Terms – Supervisors should discuss work procedures with new employees before beginning their assignments consistent with the manual on maintenance and custodial procedures and acceptable practices.

**AG 7434**      *Use of Tobacco by Visitors* (revised 9/2/14) [see 1615/3215/4215/5512]

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by administrators (as well as professional and support staff) at all times within any facility owned or leased or contracted by the Board. Such prohibition also applies on school grounds, on school buses, and at any school-related event.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or lease or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times.

Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, van, trucks, and cars.

The Executive Director or principal shall ask an individual who is smoking in violation of this policy to refrain from smoking. An individual who continues smoking in violation of this policy and fails to refrain from smoking is to be removed from SSSMC property after being asked to refrain from smoking.

**AG 7440**      *Facility Security Program* (revised 11/5/13)

The program for the security of the SSSMC's students, staff, visitors, buildings, grounds, and equipment includes the use of video and audio monitoring and recording equipment on the Board's grounds.

The Board, SSSMC administrators, and RLC staff members welcome and encourage visits to school by parents, community members, and fellow educators. For the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the school or central office, SSSMC has some reasonable visitor limitations in place as further explained in AG 9150.

Visitors must follow the procedures for facility entry and exit as set forth at the main entry #1 to the RLC and the main entry #4 to the SSSMC central offices.

SSSMC administration may prohibit the entry of any visitor to the SSSMC/RLC facility or expel any visitor when it is reasonably foreseeable that the presence of the visitor would be a substantial disruption to the education of a student or the school operations. All

visitors to the main office are expected to sign in and get a pass. Visitors are required to remain in the company of a school employee for the duration of their visit.

The Executive Director is expected to identify persons who knowingly or negligently damage property or expose persons to the risk of harm in the course of SSSMC activities.

In implementing the security program required by this policy, the Board authorizes the Executive Director to direct a person to not come on or to leave SSSMC property or not attend a SSSMC activity when the Executive Director determines that the person's presence endangers others. Where a person does not comply with such a directive, the Board authorizes the Executive Director or designee to seek arrest of the person by a law enforcement officer and prosecution of the person for the Class D felony of Criminal Trespass on School Property (I.C. 35-43-2-2(a)(1) or (2)). A decision by a designee may ask that the Executive Director review and modify the designee's decision.

The Executive Director is authorized to install metal detectors and video and audio monitoring equipment on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property. The Executive Director is also authorized to deploy other security devices that would assist in the detection of contraband such as weapons or drugs in school buildings, on SSSMC property, and at school events held off-site.

If persons responsible for harm or risk of harm to a person or property damage are identified, the Board directs the Executive Director and staff to cooperate in the prosecution of these persons and to pursue recovery of the cost of repair or replacement of damaged property.

The Executive Director is required to report to the Board, no later than the next Board meeting, any significant incident involving vandalism, theft, personal safety, or other security risk and the measures being taken to address the situation.

**AG 7440.01    *Electronic Monitoring and Recording***

The Board authorizes the use of video and audio monitoring equipment on SSSMC property. Information obtained through video and audio monitoring may be used to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct. Video and audio monitoring is to complement other means being employed by the Board and staff to provide a safe and secure working and learning environment for students and staff.

The Executive Director is responsible for approving where and when to install and operate fixed-location video monitoring equipment based on recommendations from the building administrator for use of monitoring in the school. Monitoring equipment may be placed in common areas of the SSSMC facilities.

Monitoring equipment is not to be placed in areas where persons have a reasonable expectation of privacy except in extraordinary circumstances (as defined in the policy)

and only with the written authorization of the Executive Director after prior consultation with SSSMC legal counsel.

The Executive Director is expected to consult with SSSMC legal counsel before authorizing placement in private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

Any person who blocks, moves, or alters the location or viewing angle of a monitoring equipment, or attempts to do so, shall be subject to disciplinary action.

Signs have been placed at the main entrance to buildings in which monitoring equipment may be deployed.

- A. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility.
- B. Students and staff shall also be advised of the use of monitoring the recording equipment in the SSSMC facility.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the SSSMC/RLC facility. Records obtained may be authenticated and used as evidence and may become a part of the student's education record or the staff member's personnel file. Monitoring and recording shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

The Board shall maintain monitoring recordings for a limited period with no guarantee of the destruction of a recording after any specific length of time. Recordings may also be kept beyond the normal retention period if they are going to be used for training purposes.

Monitoring and recording equipment will not be used for the purpose of routine staff appraisal/evaluation. Instruction, however, may be recorded for staff review or educational or research purposes. With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting.

Upon written request to the building administrator, if the access does not violate the privacy rights of any other student whose images appear on the recording, a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

Any request to view a recording under this policy must be made with seven (7) days of the event/incident. Unless an investigation is being conducted, or the SSSMC attorney advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after thirty (30) days. If, however, action is taken by the Board/administration based on recorded events, the recordings shall be kept for a minimum of one (1) year from the date of the action taken.

**AG 7450      *Property Inventory* (Komputrol)**

The Board requires the maintenance of a continuous inventory of all equipment (non-expendable and costs at least \$5,000) owned by SSSMC at such intervals as will coincide with property insurance. The system of property records shall show, as appropriate to the item recorded, a description, identification, and location.

SSSMC has discontinued the former practice of accepting donated instructional, therapy and electronic equipment due to liability considerations, maintenance, technical support obligations, and disposition.

An inventory of all school-owned equipment shall be taken annually. The building administrator, Supervisor for Special Services, Information and Technology Consultant, or Office Manager shall report all changes in equipment to the **RLC Office Clerk**. School-owned equipment shall be returned to SSSMC at the end of each school year.

The following information shall be maintained for all inventory/ equipment:

- Asset number
- Description
- Asset classification (land, building, equipment, etc.)
- Location (site, building and staff responsible)
- Date of purchase
- Serial number and model number
- Fund number
- Disposal or trade-in of asset

No equipment or materials may be traded, sold, given away, destroyed or in any manner disposed of except with approval of the Executive Director.

Property including equipment, materials and supplies which are deemed surplus and declared surplus by the Board of Directors may be sold in the manner prescribed by statute.

The Executive Director or designee is to be notified immediately about any stolen and/or vandalized equipment. Electronic monitoring or recording equipment may be accessed as warranted.

**AG 7455      *Accounting System for Fixed Assets***

Fixed Assets are defined as those tangible assets of SSSMC with a useful life in excess of one (1) year and an initial cost equal to or exceeding \$5,000. Fixed assets are to be classified as buildings, improvements other than buildings, and machinery and equipment. The following information shall be maintained for all fixed assets:

- A. description, classification, location;
- B. purchase price, vendor, date purchased, voucher number;
- C. estimated useful life, estimated salvage value, replacement cost;
- D. accumulated depreciation; method of acquisition, appropriation, method of asset disposal.



**AG 7460      *Conservation of Natural and Material Resources***

It is the intent of these guidelines to develop and implement immediate and long range plans which will both conserve all forms of energy used and ensure proper recycling of reusable materials. It is expected that the strategies and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

SSSMC will strive to decrease its generation of waste and increase recycling by:

- A. Reducing the consumption of consumable materials whenever possible;
- B. Fully using all materials prior to disposal;
- C. Minimizing the use of non-biodegradable and non-reusable products whenever possible;
- D. Providing appropriate mechanisms and equipment for the proper separation and recovery of recyclable materials.

**AG 7510      *Use of School Facilities* (revised 4/9/14)**

The Governing Board believes that the RISE Learning Center (RLC), as the school facility of Southside Special Services of Marion County (SSSMC), should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or does not interfere with the educational program of the school and is harmonious with the purposes of the SSSMC.

The current five (5) year lease of the building, grounds, and parking lots from MSD Perry Township effective July 1, 2011 is for the purposes of providing educational services to students and other activities related to the delivery of services. The use of the RLC shall not be granted for any purpose which is prohibited by law or for private social functions. No liability shall attach to the RLC, any employee, office, or members of SSSSMC specifically as a consequence of permitting access to these facilities.

The RLC may be made available to the following Groups by Category in this priority:

- A. School Extracurricular, Support Groups, or Organization sponsored events -- uses directly related to activities of the RLC and its operation (Group A has priority over all other groups);
- B. Student Centered Community Groups -- uses and groups indirectly related to the RLC (Group B has priority over Group C);
- C. Not-for-Profit Community Groups (Group C has priority over Group D);
- D. Special Requests -- if deemed necessary by the Executive Director, special permission of the Board may be secured to rent facility space to organizations with headquarters and/or membership outside the geographic boundaries of the four (4) member school corporations of the SSSMC.
- E. SSSMC Employees – only the Employee Application for Use Agreement required if facility is available.

The privilege granted by the agreement with any of the User Groups may be terminated or cancelled and declared null and void at any time at the discretion of the SSSMC administration.

Group A: An employee/sponsor for an event/activity must complete the Application for Facility Use for School/Organization Sponsored Event/Activity form and submit it to the

RISE Learning Center Administrative Assistant for approval by the building principal. The employee/sponsor will receive an e-mail from the RLC Administrative Assistant with approval for use of the facility. The event will be placed on the school master calendar and the room will be reserved. **The employee/sponsor must log on to the e-HelpDesk ticket system and under the Facilities tab select “room set up arrangements” and include a diagram of the desired room set-up.**

Group B, C, D reservations require the completion of the Organization or Group Application for School Use Agreement with all required documentation included in order for the request to be considered. The agreement must be submitted at least five (5) days prior to use of the school facility. The services fee schedule and additional accommodations must be completed along with payment of the required personnel fee. Evidence of adequate liability insurance for bodily injury and property damages in a minimum of \$500,000 with a certificate of insurance naming the SSSMC as an additional insured is required. A hold harmless and indemnity agreement must be completed, signed, and attached before approval is granted.

Besides establishing a Fee and accepting the Conditions, the following terms are applicable to each Facility Use Agreement:

1. The use of tobacco, possession or use of alcohol, and or drugs as well as gambling in school buildings, or on campus areas, or on SSSMC property is strictly prohibited. The SSSMC campus is designated as a Gun Free Zone.
2. If applicable, all rights for operation of a concession stand are reserved by SSSMC and any transfer of such rights requires prior approval by SSSMC.
3. The SSSMC does not typically provide special equipment beyond what SSSMC owns such as picture projectors, public address systems, electronic equipment, or audiovisual equipment.
4. No signs, displays, or materials may be nailed, stapled, or otherwise attached to or against windows, walls, woodwork, blinds, draperies, grounds, or driveways without written approval.
5. The activities of the rental group must be restricted to the area of the building indicated on the Facility Use Agreement.
6. Established parking areas shall be used by all vehicles. At no time shall areas that are in grass, shrubs, playing fields, etc. be used for parking without SSSMC approval.
7. If it is necessary to have school resource or security officers available, these personnel will be procured by SSSMC and charged to the applicant's fee.
8. A report of any personal injury or property damage must be filed by the group contact person/applicant in the SSSMC or RLC office within twenty-four (24) hours after such injury or damage.

All user applications/use agreements issued by SSSMC are subject to cancellation with or without notice for any reason whatsoever. An approval to use the RLC building shall not be transferable to any other person or group. Failure to comply with the terms and conditions of the agreement will be sufficient reason to cancel or deny future use of SSSMC facilities and grounds.

#### **AG 7530.01 Cell Phone Allowance**

If the Executive Director and/or administrators 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, they must meet one or more of the following criteria:

- A. their jobs require them to spend a considerable amount of time outside of their assigned office or work area during normal working hours and have regular access to telephone and/or Internet data connections while outside their office or assigned work 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 jobs consistently require timely and business critical two (2) way communication (excluding occasional, incidental or voluntary access) for which there is no reasonable alternative technology;
- D. safety requirements indicate having a cell phone is an integral part of meeting the requirements of the employee's job description;
- E. more than fifty percent (50%) of the employee's work is conducted outside the employee's assigned office or work area;
- F. the employee is required to be contacted on a regular basis outside normal work hours;
- G. the employee is required to be on-call 24/7.

Administrators who are required to have a personally-owned cell phone as a condition of their employment shall receive a monthly allowance (\$\_\_\_\_), up to an amount approved annually by the Board 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.

In determining the amount of the allowance to recommend to the Board, the Executive Director may take into consideration:

- A. the cost of the basic equipment, whether wireless Internet/data service is needed,
- B. the cost of the employee's monthly cellular telephone service plan,
- C. knowledge of each employee's duties, e.g., the projected number of minutes of monthly business-related calls,
- D. whether the employee requires wireless Internet/data service, and
- E. budget provisions.

The allowance shall consist of the monthly allotment up to a specific dollar amount for cellular telephone service and a wireless Internet/data connection. The Board will pay only the Board-approved allowance even if actual monthly costs exceed the allowance.

Annually, no later than September, each covered administrator and staff member making application for the allowance must submit to the Executive Director:

- A. a Cell Phone Allowance Request Form,
- B. a copy of his/her most recent monthly invoice for his/her cellular telephone service plan to substantiate the amount of the allowance,

C. a document identifying his/her cell phone number (including any PIN associated with a Blackberry device) so that the employee may be contacted as the need arises.

Employees may contact the SSSMC's IT department for consultation on the type of equipment to purchase if they are obtaining wireless/Internet/data service with e-mail and calendar functionality.

To be eligible to receive the allowance, the employee must maintain the type of cellular telephone coverage and wireless Internet/data plan that is reasonably related to his/her job responsibilities. The employee is responsible for choosing his/her cell phone (personal property), the voice and/or wireless data plan, and the service provider. The employee is responsible for paying all monthly service charges in full and on time. Any replacement for loss, damage, or repair is at the expense of the employee.

Provided the employee maintains and uses his/her personally-owned cell phone for business purposes as noted, the allowance will be treated as a non-payroll reimbursement of a business expense (similar to mileage reimbursements). Staff members who receive an allowance (in contrast to non-exempt employees) are not required to submit a log documenting their business-related use of the cell phone.

If a personal decision by the employee, or misconduct, or misuse results in the need to end or change the service plan provider contract, the employee will bear the costs of any fees associated with the change or cancellation.

In order to continue to receive the allowance, administrators (and any eligible non-exempt FLSA employees) are required to answer all business-related calls on his/her cell phone and promptly respond to any messages. The employee must maintain an active cellular telephone service contract while the allowance is being provided.

The allowance shall not:

- A. reimburse for an employee's dollar-for-dollar costs for the cellular service,
- B. exceed the expenses the employee actually incurs in maintaining his/her personally-owned cell phone,
- C. constitute an increase to base pay,
- D. be included in the calculation of percentage increases to base pay due to annual raises, job upgrades or benefits based on a percentage of salary, etc.,
- E. be considered additional income to the employee,
- F. have any payroll taxes withheld from the employee's paycheck for the allowance, and
- G. be reported as wages on the employee's year-end W-2 statement.

*When employers require employees for work-related purposes to use personally-owned cell phones for non-compensatory business reasons, IRS considers cash allowances and reimbursements for reasonable cell phone coverage as **non-taxable** (9/14/2011 Notice 2011-72). For operational purposes any SSSMC allowance would be paid from Accounts Payable once or twice annually in arrears unless an employee leaves or is no longer eligible for the allowance [added 4/1/2015].*

If an employee is absent for more than 15 working days on either a paid or unpaid leave of absence, the allowance will be temporarily discontinued and prorated during the period of absence unless the Executive Director approves the continuation of the allowance.

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. Use of a cell phone in any manner contrary to local, State, or Federal laws will constitute misuse and will immediately void any allowance.

AG 7530.02 *Staff Use of Personal Communication Devices* [12/12/13 SSSEA Acceptance]

A Personal Communication Device (PCD) includes computers, tablets (iPads and similar devices, electronic readers (Kindles and similar devices), cell phones (mobile/cellular, smartphones), telephone paging devices and/or other web-enabled devices of any type. The employee is responsible for using the device in a safe and appropriate manner. Staff members are strongly discouraged in the use of a cell phone, hands-free device, or other PCD while operating a vehicle. Employees may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

SSSMC neither expects nor requires its employees to use his/her cell phone to conduct business while driving. Due to safety risks, SSSMC requires all of its employees to take the following precautions when using a cell phone for school business during the work day:

- A. No dialing, texting, reading or responding to e-mails while driving.
- B. A hands-free device can still provide a distraction to a driver and should be used in a limited capacity while driving.
- C. If the SSSMC employee feels compelled to make or take a cell phone call or text message while driving a vehicle during business hours, the employee is advised to park his/her vehicle in a safe space and limit the time spent using the personal communication device.

Employees may carry PCDs/cellphones with them while at work including while operating SSSMC equipment subject to the following restrictions:

- A. Excessive use of a PCD/cell phone for personal business during work hours is considered outside the employee's scope of employment.
- B. Employees are personally and solely responsible for the care and security of their personally-owned PCDs.
- C. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, personally-owned PCDs brought onto its property, or the unauthorized use of such devices.

Employees are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession and is confidential, privileged, or otherwise protected by State and/or Federal law. It is suggested that employees lock and password protect their PCDs when not in use.

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

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or other may change clothes. The Executive Director and building administrator are authorized to determine other specific locations and situations where use of a PCD is strictly prohibited.

Cellular and wireless communications, including calls, text messages, instant messages, and e-mails sent and received from PCDs may not be secure and may constitute public records if the content concerns SSSMC business (public records see Policy 8310) or includes personally identifiable information about a student (education records see Policy 8330). Employees are expected to use discretion in relaying information, particularly as it relates to students.

Staff members are required to comply with SSSMC requests to produce copies of cellular/wireless communications in their possession that are either public or education records or that constitute electronically stored information (ESI) that is subject to a Litigation Hold (see Policy 8315).

At the conclusion of a staff member's employment for whatever reason or the disposal of a PCD, the employee is responsible for verifying all public records, student records, and ESI Litigation Hold that are maintained on the employee's PCD are transferred to the SSSMC's custody. After any such information is transferred, the employee is required to delete the records/ESI from his/her PCD and sign a document confirming the data transfer and deletion from the PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Executive Director so a determination can be made as to whether any public or students records and/or ESI subject to Litigation Hold has been compromised and/or lost. The Executive Director shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

Violation of Board policy and this guideline, in part or whole, and the use of a PCD in any manner contrary to local, State, or Federal laws may result in disciplinary action up to and including termination.

**AG 7540**

***Computer Technology and Networks*** [ongoing Five Star review]

A. develop and implement a Cooperative Technology Plan:

1. procedures for the proper acquisition of technology
2. provide guidance to staff and students about making safe, appropriate and ethical use of the SSSMC network,
3. 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 inappropriate, illegal, or unethical manner,
4. establish safeguards so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects,
5. students are to be educated about appropriate online behavior including, but not limited to:
  - a. using social media (internet-based applications, e.g., Facebook) to interact with others online
  - b. interacting with other individuals in chat rooms or on blogs,
  - c. recognizing what constitutes cyberbullying,
  - d. understanding that cyberbullying is a violation of SSSMC policy, and
  - e. learning appropriate responses if they are victims of cyberbullying.
6. annual review and report of any changes to the Board by the Executive Director.

- B. annually students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form (see Policy 7540.03);
- C. prohibition of any access and use of social media by students and staff members from the SSSMC network;
- D. access and use of social media from the SSSMC network to increase awareness of its programs and activities, as well as to promote achievements of staff and students is authorized by the Board if approved in advance by the Executive Director.

**AG 7540.01    *Technology Privacy*** [pending Five Star review]

**AG 7540.02    *Cooperative Websites*** (added 4/28/15)

All websites created by employees and/or students are subject to prior approval of the Executive Director and must reflect the professional image of the SSSMC consistent with its Mission Statement. SSSMC websites must be located on SSSMC affiliated servers. SSSMC retains all proprietary rights related to the design of websites and/or pages that are hosted on the SSSMC's servers, absent written agreement to the contrary.

Webpages/sites should reflect an understanding that both internal and external audiences who will be viewing the information. Students who want their class work to be displayed on the SSSMC's website must have written parent permission and expressly endorse the display and any related photographs without cost to the Board. Prior written parental permission is necessary for a student to be identified by name on the SSSMC's website.

The purpose of such website is to:

- A. educate – content provided in the website should be suitable for and usable by students and teacher to support the SSSMC’s educational mission;
- B. inform – content may inform the community about schools owned or operated by the SSSMC, teachers, students, or related services providers, including information about programs, events, projects, student activities, and policies/guidelines; and
- C. communicate – content may provide an avenue to communicate with the community.

The information contained on the website should reflect and support the SSSMC’s Mission Statement.

When the content includes a photograph or information relating to a student, including SSSMC-issued email accounts if applicable, the SSSMC will abide by the provisions of Policy 8330 (Student Records). All links included on the pages must also meet the Student Records provisions and comply with State and Federal laws, e.g. copyright laws, Children Internet Protection Act, Children’s Online Privacy Protection Act, and ADA.

The SSSMC is not prevented from linking the SSSMC’s website to (1) recognized news/media outlets (newspaper, television, etc.) 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 part websites may contain age-appropriate advertisements that are consistent with the requirements of State and Federal laws. Under no circumstances is a website to be used for commercial purposes, political lobbying, or to provide financial gains for any employee or student.

A staff member-created webpage/site, including personal webpages/sites shall not be used to post student progress reports, grades, class assignments, or any other similar class-related material. The Board maintains its own website <sssmc.org> that employees are required to use for the purpose of conveying information to students and/or parents. If a staff member creates a website related to his/her class, it must be hosted on the SSSMC’s server. Staff members are prohibited from requiring students to go to the staff member’s personal webpages/sites including Facebook, MySpace, etc. to check grades, obtain class assignments and/or class-related materials and/or to turn in assignments.

Unless the webpage/site contains student personally identifiable information, SSSMC websites that are created by students and/or staff members that are posted on the Internet should not be password protected or otherwise contain restricted access features, whereby only employees, students, or other limited groups of people can access the site. Community members, parents, employees, staff, students, and other website users will generally be given full access to the sites created pursuant to this policy.

**AG 7540.03     *Student Education Technology Responsible Use and Safety*** (revised 4/28/15)

The SSSMC’s Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. SSSMC does not allow students to bring their own personal communication devices to programs and services offered through the RISE Learning



Center. Students with disabilities attending other SSSMC sponsored programs, such as Deaf and Hard of Hearing, hosted by a member school corporation are expected to comply with the procedures of the host school corporation and the practices of its respective school building(s).

Users have no right or expectation to privacy when using education technology including the content of their personal files, emails, and records of their online activity while on the network and Internet. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the education technology. Suspected inappropriate use of education technology shall be reported for appropriate discipline under the Student Code of Conduct.

Although SSSMC may not be able to technologically limit access to authorized educationally relevant services and resources, the Board has implemented technology protection measures (filters, blocks, etc.) to protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act (CIPA). 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 the education technology if it would compromise the intent of the CIPA. The technology manager may unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection or effect of the technology protection measures.

Parents of minors are responsible for setting and conveying the standards that their child should follow when using the Internet. It is impossible to guarantee that students will not gain access through the Internet to inappropriate materials. A determined user may be able to gain access to services/resources that have not been authorized for educational purposes. Although students are prohibited from accessing social media for personal use from the SSSMC's network, they are permitted access to social media for educational use in accordance with their teacher's approved plan for such use. Any student who attempts to disable the technology protection measures will be subject to discipline.

Staff members are expected to provide instruction for their students regarding the appropriate use of technology and online safety and security to include:

- A. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;

- C. the consequences of unauthorized access such as “hacking”, “harvesting”, “digital piracy”, etc., cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observations of online activities during class sessions, or the use of specific monitoring tools to review browser history and network, server, and computer logs.

All education technology users (and the parents of minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its guidelines. Users who disregard this policy and its guidelines may have their user privileges suspended or revoked and disciplinary action taken against them. Users of the SSSMC’s education technology are personally responsible and liable both civilly and criminally for any uses not authorized by Board policy and these guidelines.

CIPA/E-Rate Compliance Checklist (New Requirements from July 2012)

- A. Internet Safety Policy: Schools and libraries subject to CIPA (Children’s Internet Protection Act) are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.
- B. Training: Training required on social media safety, cyber bullying, and appropriate responses.
- C. Public Hearing Requirement: The school board, local educational agency, or other authority with responsibility for administration of the school shall provide reasonable public notice and hold at least 1 public hearing or meeting to address the proposed Internet safety policy.

**AG 7540.04    *Staff Education Technology Acceptable Use and Safety*** (revised 4/28/15)

The SSSMC’s education technology is not established as a public access service or a public forum. The SSSMC has the right to place restrictions on its use to assure that use of the education technology is consistent with its limited educational purpose. Staff use is governed by the policy and guidelines as well as any applicable employment contracts and collective bargaining agreements. Users have a limited privacy expectation in the content of their personal files and records of their online activity while accessing education technology. All education technology users are required to sign a written agreement to abide by the terms and conditions of this policy and its guidelines.

Education technology includes use of the SSSMC’s personal communication devices such as computers, laptops, tablets (iPads and similar devices, electronic readers (Kindles and similar devices), cell phones (mobile/cellular, smartphones), telephone paging devices and/or other web-enabled devices of any type, network, and Internet connection and

online educational services. The employee is responsible for using the device in a safe and appropriate manner.

If an employee is loaned a district-issued PCD, such as a laptop, it is assigned with the expectation of adequate and reasonable assurances of safe-keeping of the device and its confidential contents. Proof of negligence may require the employee to pay a portion or the full amount of the replacement cost of the item(s).

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee must immediately notify the Executive Director so a determination can be made as to whether any public or students records and/or ESI subject to Litigation Hold has been compromised and/or lost. The Executive Director shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

Although SSSMC may not be able to technologically limit access to authorized educationally relevant services and resources, the Board has implemented technology protection measures (filters, blocks, etc.) to protect against access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors as defined by the Children's Internet Protection Act (CIPA). 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 the education technology if it would compromise the intent of the CIPA. The technology manager may unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection or effect of the technology protection measures. 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.

Staff members are to participate in professional development programs and expected to provide instruction for their students regarding the appropriate use of education technology and online safety and security to include:

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

The building administrator is responsible for providing training so that users under his/her supervision are knowledgeable about the education technology policy/guidelines.

Staff members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observations of online activities during class sessions, or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Staff members shall access social media for educational use only after submitting a plan for that educational use and securing the building administrator's approval of that plan in advance. Staff members are restricted from accessing social media for personal use on the SSSMC's network. Private use of social media and postings should be done in a manner sensitive to the staff member's professional responsibilities. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them.

Staff members will be provided with an SSSMC email account that they are required to utilize for all school-related electronic communications, including those to students and individuals and/or organizations outside the SSSMC with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their building administrator, staff members are to use their SSSMC assigned email account when signing up/registering for access to various online educational service. Staff members retain rights of communication for collective bargaining purposes and union organizational activities. Users of the SSSMC's education technology are personally responsible and liable, both civilly and criminally, for uses of education technology not authorized by Board policy/guidelines.

**AG 7541      *Electronic Data Processing Disaster Recovery Plan*** [Five Star revision 1/31/14]

The Indiana State Board of Accounts requires school corporations to have a written Disaster Recovery Plan in place. In the case of a natural or other disaster the district needs to be back in operation and functioning in all areas - business, security, education and management as soon as possible.

Goal: To have in place processes and procedures to bring critical Technology related systems back online after a natural or other disaster, within a reasonable amount of time and within a reasonable cost to RISE/SSSMC. Also, to address the procedures to most effectively use these systems in case of emergency/disaster. Other systems deemed important to the operations of SSSMC/RISE will be prioritized and addressed accordingly.

Critical Systems: Critical systems are those systems that are deemed necessary for RISE/SSSMC to operate at its most basic level.

A.      Communication:

1. Phone – All administrators shall have mobile phones available for use in case of an emergency/disaster which causes the Shoretel voice system to become unavailable. These could be a personal mobile phone or a "Pay as you Go" emergency only phone provided

by SSSMC/RISE. All Administrators will maintain important numbers in these phones...police, fire, ambulance, and fellow administrators. One individual POTS (Plain Old Telephone Service) line will be maintained in each building for emergency calls in the case of the Phone system being destroyed or offline.

2. Notification System – Blackboard Connect will be used to send out mass communication to staff and students (Parents and Guardians) if deemed necessary in the case of an emergency/disaster. All Administrators should be familiar with the use of the system if the need should arise. SSSMC/RISE staff will work each year to verify that system is up to date with the latest staff and enrollment contact information.
3. Web Site – The SSSMC/RISE website front page will be updated with the latest information deemed available for public consumption in regards to the emergency/disaster. With the SSSMC/RISE website being hosted off-site there should be no interruption with service to the website. The Website is also backup periodically by the hosting service.

B. Infrastructure/Data:

1. Data

a. Backup – On-site Veam

- On-site VEAM ---Length of Retention
- Admin Office Telephone/Electrical Closet is location for 3rd VMWare Host for VEAM replication.
- Off-Site Replication --- Iron Mountain – 90 day retention
- Hardware/Warranty/Maintenance Contracts on servers/appliance?

2. Student Records

- a. PowerSchool – Backup is performed in-house via VEAM on a nightly basis.

3. Financial Information/Payroll

- a. Effective January 1, 2013 SSSMC entered into a Komputrol Disaster Recovery Agreement to be renewed annually. The meaning of “disaster” for the purposes of the Komputrol agreement is limited to events beyond the control of SSSMC resulting in damage or destruction to the SSSMC physical plant including such events as accidental fire, arson, flood, tornado, lightning, and extended power outage.
- b. SSSMC maintains the financial data including accounts payable, revenue, fund balance, personnel, payroll, and inventory management in a software package purchased through Boyce Systems known as Komputrol. SSSMC has a stand-alone maintenance agreement for all Komputrol software systems. The agreement includes all maintenance and updates to comply with

federal and state laws, including State Board of Accounts. Maintenance updates are supplied by Komputrol and applied locally. The RISE Learning Center Extra Curricular accounting system is maintained on a stand-alone Komputrol system. SSSMC has a maintenance and update agreement for this system with Komputrol Heartland Business (800-382-5505 or 317-664-7400 Phone)

SSSMC purchased through Boyce Systems/Komputrol a disaster recovery plan (\$450 annually). The plan is outlined per agreement attached including off-site data backups, document storage, support, and ability to process the daily operations off-site if necessary.

- c. SSSMC maintains liability insurance with Wright Specialty Services which includes the coverage of technology equipment.
- d. Komputrol is the software used for the financial system.
- e. All back-up procedures are listed in the Komputrol manual located in the business office.
- f. Daily back-ups of the Komputrol system are kept both onsite in the business office and off-site with the corporation Treasurer or Deputy Treasurer. The SSSMC technology department is currently investigating an encryption/password protection software to be used with all data back- ups.
- g. Quarterly and Yearly back up storage off-site is a Komputrol location in Daleville. SSSMC also maintains a copy of all per payroll, monthly, quarterly, and annual information on-site and off-site.
- h. SSSMC has a maintenance agreement for Komputrol its financial software.
- i. For corrupted software issues, SSSMC would contact Boyce Systems/Komputrol using the information listed in letter A. In the event of disabled equipment (network server), the Treasurer or Deputy Treasurer would access the Disaster Recovery Agreement.
- j. In the event of any catastrophic system failure, SSSMC would access the services available through the Disaster Recovery Agreement. The SSSMC Treasurer and Deputy Treasurer are capable of manual calculations and processing of all financial needs.

C. Email

1. Archiving

- a. Performed with LightSpeed Rocket with a 5 year retention

2. Backup

- a. Email is backed up via replication using VEAM nightly, providing robust backup solution for on-site giving the ability to bring systems back up very quickly.
- b. Will be part of off-site backup strategy.

D. Hardware/Software

1. Application/Software

- a. What is used? Maintenance Contract? Waiting on list from Tech
- b. Off-site/On-Site?

2. Server Hardware

- a. Records are to be maintained of Date of Purchase and Warranty Information.
- b. Phone Numbers for calling appropriate support center to arrange replacement hardware shall be documented.
- c. Monitoring of Server Hardware and notification of a “down system” condition is performed by N-Central and Five-Star Technology solutions.

AG 7542      *Access to SSSMC Technology Resources from Personal Communication Devices*  
[ongoing Five Star Review]

The Board permits employees, Board members, guests as well as contractors, vendors, and agents to use their personal communication devices (PCDs) to wirelessly access the SSSMC’s technology resources (guest or business networks, servers, projectors, printers, etc.) with authentication while they are on-site at any SSSMC facility.

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

If the user wants to access the SSSMC’s technology resources through a hard-wired connection, the user’s PCD must first be checked by the Technology Manager to verify it meets the established standards for equipment used to access the network.

The Technology Manager is charged with developing the necessary Standards, which are to be made available upon request, for connecting PCDs to the SSSMC’s technology resources. The Standards are to be established to minimize the Board’s exposure from unauthorized used for potential breaches including, but not limited to:

- A. the loss of sensitive SSSMC data,
- B. illegal access to confidential data,
- C. damage to the SSSMC’s intellectual property,
- D. damage to the SSSMC’s public image, and
- E. damage to the SSSMC’s critical internal systems

The use of PCDs must be consistent with all related policies regarding appropriate use (5136, 7540.03, 7540.04). When an individual connects to and uses the SSSMC’s technology resources,

- A. s/he must be presented the terms and conditions, e.g., splash screen,
- B. s/he must agree to abide by all applicable policies, administrative guidelines and laws, and

C. s/he must accept the stated terms and conditions before being provided with access to the specified technology resources.

Any user who violates the established Standards and/or the Acceptable Use policy, or who accesses the SSSMC's technology resources without authorization may be prospectively denied access to the SSSMC's technology resources. If the violation is committed by a contractor, vendor or agent of the SSSMC, the contract may be subject to cancellation. If the violation is committed by a student or employee, disciplinary action may be taken.

7543

*Remote Access to the SSSMC's Network* [pending Five Star review]