WYOMISSING AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: STUDENT ACCIDENT

INSURANCE

ADOPTED: November 25, 1996

REVISED:

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1. Downson	211. STUDENT ACCIDENT INSURANCE
1. Purpose	The Board recognizes the need for insurance coverage for unforeseen accidents which may occur to students in the course of attendance at school or student participation in the athletic and extracurricular programs of the schools.
2. Authority	The Board District will provide parents the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students.
3. Delegation of Responsibility	The Superintendent <u>or designee</u> shall prepare specifications and secure suitable coverage from qualified insurance carriers for recommendation and Board consideration and notify all students who may be eligible for insurance.
School Code Sec. 511(f)	

WYOMISSING AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: FOOD SERVICES

ADOPTED: November 25, 1996

REVISED: April 24, 2006

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		808. FOOD SERVICES	
1.	Purpose	The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.	
2.	Authority SC 504, 1335, 1337	The Board shall provide food service for school breakfasts at high school level and for school lunches that meets the nutritional standards required by state and federal school breakfast and lunch programs.	
	SC 504	A statement of receipts and expenditures for cafeteria funds shall be presented monthly to the Board for its approval.	
	SC 504	Food sold by the school may be purchased by students and district employees but only for consumption on school premises. For school employees, the cost is calculated at the greatest price charged a student plus an amount representing the portion of the cost paid from local, state and federal assistance.	
3.	Delegation of Responsibility	Operation and supervision of the food services program shall be the responsibility of the Director of Business Affairs.	
	SC 504, 1337	Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Director of Business Affairs and auditor.	
	35 P.S. Sec. 655.6 7 CFR 246.24	The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.	
	Pol. 246	To reinforce the district's nutrition education program, foods served in school cafeterias shall:	
		1. Be carefully selected to contribute to students' nutritional well-being and health.	
		2. Meet nutritional standards specified in laws and regulations.	

808. FOOD SERVICES - Pg. 2

3. Be served in age-appropriate quantities, at reasonable prices.

The district shall use food commodities for school menus available under the Federal Food Commodity Program.

4. Guidelines SC 504

Surplus accounts shall be used only for the improvement and maintenance of the food service program.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the cafeteria fund, a special bank account, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund, except that district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.

42 U.S.C. Sec. 1751-1769, 1773 7 CFR 210.1-210.31, 220.1-220.21 The district shall participate in the Federal School Breakfast Program and the Federal School Lunch Program.

Free/Reduced-Price Meals

7 CFR 245.1-245.13

The district shall provide free and reduced-price meals and milk to students in accordance with terms of the National School Lunch and National Breakfast Programs.

The district shall inform parents/guardians of the eligibility standards for free and reduced-price meals.

Reasonable efforts shall be made to provide equal treatment for and protect the identity of students receiving free or reduced-price meals.

A parent/guardian shall have the right to appeal a decision regarding his/her application for free or reduced-price food services to the Superintendent.

808. FOOD SERVICES - Pg. 3

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References:
School Code – 24 P.S. Sec. 504, 1335, 1337
Purdon's Statute – 35 P.S. Sec. 655.6
Child Nutrition and WIC Reauthorization Act of 2004 – P.L. 108-265
Title 42, United States Code – 42 U.S.C. Sec. 1751-1769, 1773
Title 7, Code of Federal Regulations – 7 CFR 210.1-210.31, 220.1-220.21, 245.1-245.13, 246.24
Board Policy – 246

WYOMISSING AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: CHARGING AGAINST

CAFETERIA ACCOUNTS

ADOPTED: April 24, 2006

REVISED:

	808.1. CHARGING AGAINST CAFETERIA ACCOUNTS
1. Purpose	Each year, students forget, lose, and misuse their lunch money. For this reason, the Board adopts this policy to govern situations when students do not have lunch money or when their lunch accounts have insufficient funds.
2. Definition	For purposes of this policy, the term cafeteria account means all forms of exchange, including daily, weekly or monthly deposits or cash exchanges.
3. Authority	The Board shall permit elementary students to incur reasonable charges against the cafeteria account, and parents/guardians shall be contacted for payment.
	Reasonable charges shall not exceed ten dollars (\$10.00) per student.
	Unpaid lunch charges for a student shall result in the school withholding the final report card until the charges are paid in full.
	Incurring charges against cafeteria accounts is not permitted at the secondary level.
4. Guidelines	The district shall inform students and parents/guardians in writing of the district's policy regarding overdrawn accounts. The notice shall be provided to all households at the time they begin participating in the lunch program.
	At least one (1) advance written warning shall be given to the student and parent/guardian prior to refusal to allow additional charges. The written warning shall include an explanation that the student has exceeded the limit for charging, and that a minimum meal will be provided for a one dollar (\$1.00) charge per meal.

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SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF

TECHNOLOGY RESOURCES/ FACILITIES AND INTERNET BY STAFF, STUDENTS, AND COMMUNITY MEMBERS

ADOPTED: January 27, 1997

REVISED: November 23, 2009

815. ACCEPTABLE USE OF TECHNOLOGY RESOURCES/FACILITIES AND INTERNET BY STAFF, STUDENTS, AND COMMUNITY MEMBERS

1. Authority 47 U.S.C. Sec. 254

WYOMISSING AREA

SCHOOL DISTRICT

The Board supports the use of the Wyomissing Area School District (WASD) network, e_mail, Internet service and other technology systems in the District's instructional and business operations program in order to facilitate learning, teaching and daily operations school business through interpersonal communications, access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. For operational purposes, network facilities shall be used to increase productivity, enhance communication, and provide access to information and for research and collaboration on District initiatives in a variety of operational areas.

The use of the Wyomissing Area School DistrictWASD network and computer systemtechnology resources is solely for the purpose of facilitating the exchange of information to further communicationseducation, education and research and conduct daily business operations and is consistent with the mission of the school district. The hardware, software, network, wireless connectivity, messages transmitted and materials All District technology and content created on it created on it are the are property of the District. The District has the right to supervise the use of school propertyDistrict technology, including but not limited to, which includes laptops, peripherals, projectors, interactive whiteboards, telephones, mobile devices and any other technological device. Any use without authorization is prohibited. Violation of any conditions of use described below may will be cause for esult in disciplinary action by the District. Users are responsible to indemnify the District for any and all costs associated with a violation of the Aacceptable Uuse Ppolicy. All users of District equipment (whether purchased, leased, a gift, etc.) are bound by this policy.

The fact that the District makes-Access to electronic information available to students, faculty and staffthrough district resources does not imply endorsement of the content by the school dDistrict; nor does the District guarantee the accuracy of

information received on the Internet. The District shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Wyomissing Area School DistrictWASD reserves the right to log and monitor all District technology. This includes, but is not limited to, -Internet use, computer access, -network activity, e-mail and instant messaging, and file server space utilization by District users. Any member of the Information Technology staff may review student, faculty and staff files and communications to maintain system integrity when suspicious behavior is suspected or when requested by the Superintendent, and ensure that students, faculty and staff are using the system responsibly. While Users should not expect that files stored on District servers or and computers will be private are available only to the author, users should expect that these files can be viewed and monitored by IT staff when necessary. Exceptions to this are mMedical, student and personnel records are considered private and confidential. The Wyomissing Area School DistrictWASD reserves the right to remove a user account from the networkdeny access to prevent further unauthorized or illegal activity at any time.

Only the owner of the account will use network accounts for its authorized purpose. A network end-user will only use his or her own account to access District technology and resources. Network end-users shall respect the privacy of other users on the system. Use of the Internet is a privilege, and professional obligation of the students, faculty and staff, not a right; inappropriate, unauthorized and illegal use will result in the enneellation-loss of those privileges, and a properties disciplinary action will also be taken.

Students with the specific permission of a parent/guardian, staff, School Board members and community members must sign the acceptable use policy in order to have network access. In order for faculty, staff, School Board members and guests to use District technology, the Acceptable Use Policy must be signed. For student access, both the student and guardian must sign the policy.

2. Delegation of Responsibility

The District shall implement written procedures for the responsible use of this educational resource by School Board members, administration, faculty, staff, students and community members.

School Board members, administrators, faculty and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their ages and developmental levels and to evaluate and use the information relevant to the educational goals of the students.

Students and staff have the responsibility to respect and protect the rights of every other user in the District.

The Director of Technology Services, in conjunction with other administrators, shall have the final authority to determine what is or is not acceptable use for School Board members, faculty, staff and students.

20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254 The Superintendent or designee shall be responsible for implementing technology and procedures to determine ensure whether that the District's computers and network are not being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

- Utilizing a technology protection measure that content filter that blocks or filtersprohibits Internet access for minors and adults to certain to visual depictions that are obscene, child pornographyic, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the Superintendent.
- 2. Maintaining and securing a usage log.
- 3. Monitoring online activities.

3. Guidelines

District network accounts will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.network. Network users must agree to the District guidelines for Internet use and follow all portions of this policy.

Prohibitions

Students, faculty and staff are expected to act in a responsible, ethical and legal manner in accordance with District policies and procedures, accepted rules of network etiquette and federal, state and local law. Specifically, tThe following uses of the Wyomissing Area School DistrictWASD network are prohibited:

- 1. Use of the network to facilitate illegal activity.
- 2. Use of the network for commercial or for-profit purposes.
- 3. Use of the network for non-work or non-schooldistrict related work.
- 4. Use of the network for product advertisement, union solicitations and recruitment, or political lobbying.
- Use of the network for hate e-mail, discriminatory remarks and offensive or inflammatory communication.

- Unauthorized or illegal installation, distribution, reproduction or use of copyrighted materials.
- 7. Use of the network to access obscene, pornographic, lewd or otherwise illegal material, images or photographs.
- 8. Use of inappropriate language or profanity on the network.
- 9. Use of the network to transmit material likely to be offensive or objectionable to recipients.
- 10. Use of the network to intentionally obtain or modify files, passwords and data belonging to other users.
- 11. Impersonation of another user, anonymity and pseudonyms.
- 123. <u>Loading Installation</u> or use of unauthorized games, programs, files or other electronic media.
- 134. Use of the network to disrupt the work of other users.
- 145. Destruction, modification or abuse of network hardware and software.
- 16. 15. Quoting personal communications in a public forum without the original author's prior consent.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or District files. To protect the integrity of the system, the following guidelines shall be followed:

- 1. All users must respect the rights and property of others and not improperly access, misappropriate or misuse the files, data or information of others.
- End-Uusers are not permitted to use a computer that has been logged in underlogged in under another account another student, faculty or staff member name. End-Uusers may not share their individual account information with anyone.
- Any end-user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

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- 4. All users will keep their accounts and passwords confidential and not accessible to others. Any breach of security or violation that is tied to an end-user's account will be treated as the responsibility of that end-user. All violations of this policy which can be traced to an individual account name will be treated as the sole responsibility of the owner of the account.
- 5. All faculty, and staff and students members will be set on a ninety day rotating password schedule required to change their passwords on a schedule defined by the IT department. Each user will be reminded and be required to change his/her password every ninety (90) days. All students will receive a username and password at the beginning of the school year and will expire at the end of the school year. The IT department will follow a naming convention that will allow for ease of use by the staff and students.

Safety (Network)

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher, staff member, administrator or appropriate school personnel.

Network users (who are students) shall not reveal personal full names, addresses or telephone numbers to other users on the network.

Safety (Internet)

SC 4601 et seq 47 U.S.C. Sec. 254

The District, in compliance with the federal Children's Internet Protection Act (CIPA) related to Internet filtering, adheres to the following safety measures:

- Software is utilized in the District networks The District utilizes a content filter to
 filter Internet access and to protect against access to visual depictions by adults
 and minors that are obscene, child pornography or with respect to computers
 with Internet access by minors harmful to minors. -Faculty and staff members
 may submit websites that are blocked by the Internet filter for the IT
 department's review. The IT staff will review the site and grant access to the site
 if it is educationally appropriate.
- Student use of the Internet in the schools will be monitored by a responsible
 adult such as the teacher, the librarian or a classroom/library aide. Student use
 activity will also be monitored logged by the IT staff and history will be
 available upon request by an of an administrator.
 - Email, instant messaging, chat, teacher web sites, blogging, wikis, Web 2.0 tools
 and access to social networking sites are monitored to ensure that these services

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are used within the context of the District's instructional program, educational mission and goals. Access to these forms of communication must be coordinated with the Director of Technology Services. Copyright and fair use guidelines must be adhered to in this form of communication.

- 4.3. Software and hardware protections will be instituted in order to prevent unauthorized access, including hacking and other unlawful activities, by minors or by adults online.
- 5.4. The use of personally identifiable information related to minors will not be allowed for display on <u>publicly available district resources without consentthe District network</u>. This information includes, but is not limited to, full names, addresses, telephone numbers, photos <u>without consent</u>, etc.
- 6.5.As pursuant to the Protecting Children in the 21st Century Act, the Wyomissing Area School DistrictWASD is committed to educating students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Each building will make provisions in the curriculum in order to facilitate this process. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response."
- Students shall not reveal their personal full names, addresses or telephone numbers to other users on the Internet.

Software & Hardware

Pol. 249

- All users are responsible for taking precautions to prevent the introduction of viruses to the <u>Wyomissing Area School DistrictWASD</u> equipment network. Attempts to degrade or disrupt any District computer or network system performance by spreading computer viruses is considered criminal activity under state, federal, and local law.
- The unauthorized purchase, download or installation of software applications or
 files for use on District computers is prohibited. Software may not be installed
 on any District computer system without the written permission of the Director
 of Technology Services and his or her staff. by anyone other than a member of
 the IT Department.
- 3. Users of District software shall abide by the software licensing agreement provided by the software publisher. Software piracy, the illegal use or possession of copyrighted software, is strictly prohibited.

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- Connecting a non-District owned device to a District computer or the District
 <u>network is prohibited unless authorized in writing by the Director of Technology</u>
 Services.
- Defacing District technology is prohibited. This includes, but is not limited to, marking equipment with pens, pencils, whiteout, and stickers, as well as the removal of district or equipment manufacturer labels, logos, and asset tags.

Confidentiality

No confidentiality or privacy is represented or guaranteed by the school district for employee or student use of the District's technology systems. Consequently, messages transmitted or otherwise conveyed by these systems are not and should not be considered private. Any party who uses Wyomissing Area School District's technology systems to transmit or receive communications shall be deemed to have consented to having the content of any such communications reviewed by the Wyomissing Area School District. The existence of passwords and message delete functions do not restrict Wyomissing Area School District's ability or right to access information. The school district reserves the right at any time, for any or no reason, with or without notice, to monitor network use at any time, without notice.

Consequences For Inappropriate Use

The network user shall be responsible for damages to the equipment, systems and software resulting from deliberate or willful acts.

The network user shall be responsible for computing devices that travel between buildings and between buildings and the user's home. If a theft occurs, proper filing with police and insurance agencies should be coordinated with the Director of Technology Services.

Illegal use of the network, intentional deletion or damage to files of data belonging to the school district or others; copyright violations or theft of services will be reported to the appropriate-legal authorities-for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions can be consequences for inappropriate use.

Vandalism can result in cancellation of access privileges and other disciplinary actions. **Vandalism** is defined as any attempt to harm or destroy data of the school district or another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.

A discipline policy is established at each building that addresses violations of this

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policy. Each violation will be handled on a case-by-case basis. Building administrators and his/her designee will confer with the Director of Technology Services in terms of access and privileges to our.District.computers systems and network and will report all infractions to the Superintendent.

Copyright

Pol. 814

The illegal use of copyrighted software by students, faculty, administrators, staff, and School Board members is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

All users must respect copyright and fair use guidelines when using the Wyomissing Area School DistrictWASD network. This includes, but is not limited to:

- 1. Copyright material must be used in accordance with the Fair Use Doctrine, the TEACH Act, and pertinent District policy and regulations.
- 2. Teachers posting materials to teacher web sites, blogs, wikis, social networking systems and other online resources must conform to the same Fair Use Doctrine, TEACH Act, and pertinent District policies and procedures.

The administration and IT department <u>has have</u> the right to monitor these services for copyright violations and take appropriate action against violators.

Establishment Of Web Sites

- The District may establish a web site and develop web pages that present information about the District. The Director of Technology Services in the District, or his/her designee, will be responsible for maintaining the District web Web site.
- 2. Schools or classes may establish web-Web pages that present information about the school or class activities. The Director of Technology Services must approve the content of the web page. The IT Department has the right to monitor and or remove content that is not appropriate. In addition, web pages shall be created within the guidelines set forth in other provisions of this policy and within the style/administrative guidelines developed by the Director of Technology Services. Teachers will be responsible for maintaining such web pages utilizing procedures developed by the Director of Technology Services.
- 3. With the approval of the Director of Technology Services, co-curricular clubs or teams may establish web pages. The building principal must may request to approve the content of the web page before it is published. In addition, web pages shall be created within the guidelines set forth in other provisions of this

policy and within the style/administrative guidelines developed by the Director of Technology Services. Teachers or other staff members serving as activity sponsors or coaches will be responsible for maintaining such web pages utilizing procedures developed by the Director of Technology Services.

Social Networking

- Communication between District employees and current WASD students
 through social networking sites/services not hosted or sponsored by the District is prohibited.
- 2. Use of the District's logo or seal on social networking sites is prohibited unless permission is granted in writing by the Director of Technology Services.
- 3. Defaming or otherwise discrediting the District is prohibited.
- 4. Mentioning the names of students is prohibited.

The Wyomissing Area School District will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them or generated by its use. Anyone found to be violating such laws will be subject to further disciplinary action and may be reported to appropriate authorities. Damage to equipment may result in reimbursement to the District for loss and/or repair at the discretion of the Director of Technology Services.

References:

School Code - 24 P.S. Sec. 1303.1-A

Child Internet Protection Act – 24 P.S. Sec. 4601 et seq.

Enhancing Education Through Technology Act of 2001 – 20 U.S.C. Sec. 6777

Internet Safety - 47 U.S.C. Sec. 254

Board Policy - 249, 814

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