

Wa-Nee Community Schools
Administrative Guidelines
Series 7000
Property

7000 - PROPERTY

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7310 - DISPOSAL OF CORPORATION PERSONAL PROPERTY

- A. The Superintendent shall have the authority to approve the disposal of personal property (materials, equipment, furnishings, et al) having a market value of up to \$1,000.00/single item, or \$5,000.00 total.
- B. All proceedings involving the disposal of personal property with a market value of more than \$5,000.00 shall be approved by the Board.
- C. The person in charge of each facility or program shall be responsible for the identification of property which is no longer needed for the proper operation of the Corporation.
- D. A plan shall be devised by the Superintendent who has the responsibility to ensure the plan meets all requirements of State law, administrative guidelines of the Department of Education, administrative guidelines of all agencies which may have an interest in the property, and the intent of the Board in disposing of Corporation property.
- E. A record is to be maintained of all property disposed of under the provisions of this administrative guideline, including the fair market value of the property. A summary of such transactions shall be made available to the Board.

Revised 1/05

7430 - SAFETY IN SCHOOLS

The desired outcomes of the Corporation's safety program are:

- A. regularly-scheduled inspections of building and grounds to identify/correct potential hazardous conditions;
- B. quality tools, implements, machines, and vehicles that meet safety standards in normal usage;
- C. equipment that is in compliance with State safety standards in all respects;
- D. regularly-scheduled equipment servicing and maintenance to ensure safe and efficient operation;
- E. provision of approved protective devices to minimize personal injuries.

Responsibility

The Director of Facilities shall be responsible for compliance with the Federal/State regulations and for maintaining communication with the Division of Occupational Safety and Health (IOSHA). Each principal is to assist by developing and administering such measures and practices as are necessary to adequately monitor safety conditions in the school and to prevent accidents.

The Director of Facilities should develop a plan in accordance with recommendations provided by the State and should include the following:

- A. A hazard inspection of all areas in which employees work or participate. If a hazard is identified, the Director of Facilities shall select the appropriate Personal Protection Equipment (PPE) for the employee, communicate the selection to the employee, and ensure the employee wears the PPE after receiving the proper instruction.
- B. **Fire and Tornado**

(see AG [8420](#) - Emergency Procedures and AG [8420A](#) - Severe Weather and Tornado Warnings)

1. Fire exits are inspected daily to ensure each is ready for prompt and orderly egress.
2. Fire extinguishers are inspected annually and tagged when inspected. The Director of Buildings and Grounds shall be notified when fire extinguishers have been discharged and need to be recharged or replaced.
3. The systems for giving fire and tornado alarms are to be checked at least annually to ensure that each is functioning properly.

C. Protective Devices and/or Clothing

1. Personal Protective Equipment (PPE's) shall be used by all students, teachers, and visitors when participating or observing courses involving the use of hazardous substances.
2. For purposes of these guidelines hazardous substances are those likely to cause physical injury to the eye, face, head, foot, or hand. This includes materials which are flammable, toxic, or corrosive to living tissue, irritating, strongly sensitizing, radioactive, or those which generate pressure through heat, decomposition, or other means.
3. Activities requiring protective devices and/or clothing include:
 - a. working with hot molten metals
 - b. milling, sawing, turning, shaping, cutting, grinding, or stamping any solid material
 - c. heat treating, tempering, or kiln firing of any metal or material
 - d. gas or electric arc welding
 - e. working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition, or other means
 - f. other activities identified in the hazard

D. Safety Education

Tools and equipment shall be used for instructional purposes only, and the teacher shall be fully responsible for ensuring that each is used safely and is kept in proper working order, including any safety features.

Applicable courses of study shall include instruction in accident and fire prevention and in safety education.

All personnel who are required to use Personal Protective Equipment (PPE) will be properly trained so they can confirm they understand how to wear, use, maintain, and dispose of the PPE. Each employee must complete [Form 7430 F4](#) prior to completion of the training. Such training shall be provided upon employment or at the beginning of the school year prior to the employee being exposed to the hazard.

7440 - PLANT SECURITY

A. **Distribution of Keys**

Facility keys will be distributed by the principal for all necessary personnel. Only those staff members who are responsible for the operation of a particular space shall receive a key. Each of those staff members are responsible for limiting further distribution only to those persons who have established a definite need for keys in order to fulfill their assignments.

In general, staff members shall be provided only the key to the space(s) they use and to other areas in which they have a legitimate responsibility. The principal will maintain a file of master keys. Any unauthorized person found to have a master key or a duplicate in his/her possession shall be held in violation of this guideline.

B. **Security**

In order to be properly protected against theft:

1. staff members are expected to obtain room, desk, and closet keys from the school office at the beginning of the school term;
2. no money or valuables are to be left in the room;
3. at **no time** shall students be given keys for their use;
4. staff members **must** keep possession of their keys;
5. staff members should secure valuables at all times;
6. classroom doors should be kept locked when the classroom is empty;
7. prior to leaving school each day, staff members must close windows and lock doors to their rooms;
8. staff members are responsible for the equipment and supplies in their classrooms or offices. Should any items "disappear", the principal must be notified immediately.

C. **Use of Video Surveillance Equipment**

1. The principal and Director of Facilities are responsible for installing and maintaining video cameras for twenty-four (24) hour surveillance in necessary areas.

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2. A central monitoring is to be installed in the building office and is to be monitored on a regular basis by the office staff.
3. The principal is also responsible for establishing and maintaining signs in locations near the cameras, particularly in areas where there is reasonable expectation of privacy such as lavatories, so that staff, students, and visitors are aware of these devices.
4. The video recordings are to be retrieved from each camera in a timely manner. S/He will make the decision as to whether a recording needs to be saved or may be reused.
5. The principal shall ensure that a recording showing student behavior is viewed only by those who are authorized.
6. Any disciplinary action against a student or staff member resulting from evidence garnered from the recordings will be in accordance with the procedures described in the student handbooks or applicable Board Policy.

Revised 1/05

7450 - INVENTORY PROCEDURE

A. **General Procedure for Consumable Inventory**

In order for the Corporation to meet requirements for preparing GAAP (Generally Accepted Accounting Procedures) basic financial statements, it is necessary to conduct an annual inventory of consumable supplies and materials on hand at fiscal year end, June 30th.

The Physical Inventory Area Supervisor for each building/department will be the principal or department supervisor as appropriate.

Inventory sheets will be provided by the Superintendent's office and will include:

Date

Building/Department

Item Description

Part #/Catalog #

Quantity

Unit Cost

Extended Cost

Grand Total Cost

B. **Responsibilities of Physical Inventory Area Supervisor**

To supervise the inventory for a specific location.

To serve as the contact with Superintendent's office during the inventory.

C. **Action to be Taken (Pre-Inventory Planning)**

If perpetual records are used, make sure that all postings are current. Auditors may wish to test the accuracy of perpetual records prior to the actual inventory.

D. **Actions to be Taken (During Inventory)**

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1. Issue inventory sheets and record to whom issued. **REMEMBER - ALL SHEETS MUST BE ACCOUNTED FOR!**
2. If necessary, request office personnel to provide aid in getting adequate descriptions, units of measure, and pricing information.
3. Check to see that all completed inventory sheets are accounted for.
4. Return all (used and unused) inventory sheets in numerical sequence to the Superintendent's office no later than the scheduled completion date.

E. Follow-through procedure

Upon completion of the inventory process at the Building/Department level, return all consumable inventory sheets to the Superintendent's office. After verification by the Superintendent's office, the Corporation Consumable Inventory Fiscal Year End Report will be compiled.

F. New Equipment Inventory Control Procedures

All equipment with a value of \$500.00 or more is to be given an inventory number and recorded on the New Equipment Inventory listing located in the Superintendent's office.

1. Remove equipment from the shipping container. Inspect it to be sure all parts have been received and are in good condition.
2. After inspection, an inventory ID Number should be attached. These numbers are to be issued in sequence, by the Administrative Assistant for Business. The sticker should be attached as close as possible to the serial number, without covering any information pertinent to the repair or replacement of the equipment.
3. All information pertaining to the equipment, i.e., item, serial number, vendor, date of purchase, cost, building located in, room located in, maintenance agreement, etc. should be recorded on the new inventory listing.
4. All information should be submitted to the Business Manager for placement in the appropriate file.

G. Textbook Inventory Procedures

All nonconsumable textbooks, teachers editions of textbooks, and reference books that are not controlled by the library, are to be stamped and numbered.

1. **Hardback Textbooks and Teacher's Editions**

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- a. Each book is stamped with the school or Corporation name on the inside front cover and on any page in the middle of the book.
- b. Numbering is done on the inside front cover and contains the book number. Each book title will receive its own set of sequenced numbers.

2. **Paperback Books**

- a. Because of the small print, paperback books are stamped and numbered on the inside front cover only.
- b. Once the books are received, all pertinent information concerning the purchase is recorded in the "Textbook Inventory" file located in the principal's office. Information such as title, publisher, cost, building and teacher, and copyright are recorded.

Revised 1/05

7455 - ASSET ACQUISITION, TRANSFER, AND DISPOSAL

(Machinery and equipment is an apparatus, tool, or a conglomeration of pieces to form a tool. Machinery and equipment are not of an expendable nature so as to be consumed. They do not lose their identity through fabrication or incorporation into different or more complex units or substances. They will stand alone and not become a part of a basic structure or building, and may be moved between and among buildings to meet the needs of the School Corporation).

Acquisition

A purchase order shall be completed and submitted to the principal for approval. Prior to approval, the Business Manager shall review the excess asset list to determine if the same or similar asset is available from a different building or department. If the purchase order is approved, a copy of the approved purchase order will be returned to the originating principal/supervisor.

If certified, the initial information from the purchase order will be entered into the accounting system as a pending item. The Business Manager shall send the transmittal form to the principal/supervisor.

When the asset is received, the transmittal form shall be returned to the originator. Information from the form shall be used to complete the fixed asset pending file and the asset will be recorded in the system.

Transfer and/or Disposal

- A. A request for asset disposal (transfer) ([Form 7455 F1](#)) is to be submitted to the Business Manager for approval. The Business Manager is to keep a copy of the request and return the remaining copies to the principal/supervisor.

After approval has been received and upon disposition or transfer of an asset, the principal/supervisor shall sign and date the approved request for fixed asset disposal and shall send a copy to the Business Manager and, if the asset is to be transferred, a copy to the principal/supervisor receiving the asset.

Assets approved for auction shall be transferred to the corporation storage for storage prior to sale. An approved copy of the request for disposal is to be sent to the Director of Facilities. (This procedure has been established to facilitate the auction process by accumulating all assets for sale in one (1) place and to enhance internal control by segregating duties.)

The Director of Facilities shall prepare a report listing all assets held for sale. A copy of the report shall be forwarded to the Superintendent who shall compare the list to the approved requests for disposal and also compare the list to the actual assets stored for sale at Corporation storage. Any discrepancies shall be reported to the Business Manager and/or Superintendent for resolution.

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The requested disposal list shall then be approved by Board resolution prior to sale.

When an auction has taken place, the Business Manager shall prepare a list of assets sold and the amount of money received for each. Upon receipt of the list of assets sold, the Business Manager shall update the list of assets held for sale and the master asset list.

- B. Annually, the Business Manager shall prepare a master list of all entity assets, a report of assets purchased, and a report of assets disposed of or transferred. Each principal/supervisor shall receive that portion of each report which relates to that building or department. It is the responsibility of the principal/supervisor to review and compare the reports to the fixed assets maintained in his/her area of responsibility. Any discrepancies are to be reported to the Business Manager and/or Superintendent for resolution.
- C. As needed, but not less than annually, the Business Manager shall review asset acquisitions and dispositions for the purpose of updating insurance coverage. Insurance coverage for new vehicles shall be updated before the vehicle is used.
- D. Any evidence of lost, stolen, or damaged assets shall be immediately reported to the Superintendent. The Superintendent and Director of Facilities shall investigate the matter and determine the appropriate action.
- E. Periodic physical inventories shall be conducted to ensure accountability for the assets of the entity. The Corporation shall adopt inventory guidelines to become a part of these procedures.

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7460 - ENERGY CONSERVATION AND BUILDING MANAGEMENT

Responsibilities

- A. Every person is expected to be an "energy saver" as well as an "energy consumer."
- B. Each staff member is responsible for implementing the guidelines during the time that s/he is present in the classroom, or office.
- C. The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- D. Since the custodian is typically the last person to leave a building in the evening, s/he is responsible for verification of the nighttime shutdown.
- E. The building administrator is responsible for the total energy usage of his/her building.
- F. The Energy Education Specialist performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- G. The Energy Education Specialist is responsible for either directly or indirectly making adjustments to the Organization's Energy Management System (EMS), including temperature settings and run times for Heating, Ventilation and Air Conditioning (HVAC) and other controlled equipment.
- H. The Energy Education Specialist provides regular reports to building administrators indicating performance with regards to energy savings.
- I. The organization is committed and responsible for maintenance of the learning environment.
- J. To complement the organization's energy management program, the organization shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General

- A. Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
- B. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the organization's buildings to ensure compliance with organization guidelines.
- C. All exhaust fans should be turned off daily.

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- D. All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- E. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
- F. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Cooling Season Occupies Set Points¹ : 74°F - 78°F

Unoccupied Set Point: 85°F

Heating Season Occupied Set Points¹: 68°F-72°F

Unoccupied Set Point: 55°F

1 Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Air Conditioning Equipment

- A. Occupied temperature settings shall NOT be set below 74°F.
- B. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students leave the area at the end of the day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the staff remains in the classroom after the students have left.
- C. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when instruction begins.
- D. Ensure outside air dampers are closed during unoccupied times.
- E. Ceiling fans should be operated in all areas that have them.
- F. Relative humidity levels shall not exceed sixty percent (60%) for any twenty-four (24) hour period.

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- G. Air conditioning should not be utilized in facilities during the summer months unless the facilities are being used for summer school or year-round school. Air conditioning may be used by exception only or in those facilities that are involved in team-cleaning.
- H. In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- I. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of the room.
- J. Ensure dry food storage areas are maintained within code requirements. Typically, this is 55F - 75F temperature and 35% - 60% Relative Humidity. Utilize loggers to verify.

Heating Equipment

- A. Occupied temperature settings shall NOT be above 72°F.
- B. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60 F setting during extreme weather.
- C. The unoccupied time shall begin when the students leave an area.
- D. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- E. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- F. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- G. For heat pumps, ensure at 6°F dead-band between heating and cooling modes.
- H. Heating oil and propane (if applicable) levels should be physically measured and recorded by "sticking the tanks" at least on the following intervals: 1) recurring scheduled monthly date 2) immediately before new delivery, 3) immediately after delivery.

Lighting

- A. All unnecessary lighting in unoccupied areas will be turned **off**. Staff should make certain that lights are turned off when leaving the classroom or office when empty. Utilize natural lighting where appropriate.

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- B. All outside lighting shall be **off** during daylight hours.
- C. Gym lights should not be left on unless the gym is being utilized.
- D. All lights will be turned **off** when students and staff leave for the day. Custodians will turn on lights only in the areas in which they are working.
- E. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water

- A. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- B. Grounds watering should only be done between 4 a.m. - 10 a.m. Do not water during the heat of the day, typically between 10 a.m. - 8 p.m.
- C. When spray irrigating, ensure the water does not directly hit the building.
- D. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

(After official approval by administration a copy should be disseminated to all organization personnel. Copies should be posted on bulletin boards, staff lounges, organization newsletters, etc.)

Disclaimer: The organization shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

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7510A - USE OF CORPORATION FACILITIES

Applications

Any organization or individual desiring to use Corporation facilities shall complete an application and submit it to the principal for approval.

- A. The principal shall clear each application with respect to date, time, and other arrangements and will provisionally approve or deny the use of school facilities.
- B. Charges for school personnel shall be based on the appropriate rate of pay for persons in the respective job classification (custodian, cook, lifeguard, etc.) whenever extra pay for school employees is required as a result of the use.
- C. The Corporation reserves the right to demand sufficient time for full investigation, notice, and arrangements of all requests for the use of school facilities and reserves first claim to the use of its own property. Cancellations may be issued by the principal with or without due notice. All approvals are to be granted with this understanding.
- D. In no case will those who have been granted permits assign, transfer, sublet, or charge a fee to others for the use of school property.

Regulations

- A. User group shall submit a Certificate of Liability Insurance showing proper coverage in an appropriate amount as determined by the business manager. This Certificate shall name the Corporation as an additional insured without obligation for payment of premium payments.
- B. All fees must be paid in full prior to the scheduled facility use.
- C. Users must take reasonable steps to ensure orderly behavior and compliance with Corporation rules and regulations. Users will be responsible for paying for all damage associated with their use of the facility or equipment, including loss or damage to property of students or employees.
- D. Tobacco products, alcoholic beverages and controlled substances will not be permitted on the Corporation property at any time.
- E. Decorations are subject to the approval of the principal. The use of open flames, such as candles, is permitted only with written permission from the fire marshal.
- F. Requests for Corporation-owned equipment are not included in the direct or indirect costs and shall be charged based on request and type of equipment.
- G. Use of stages, furniture, and equipment must be arranged for in advance. Set-up and clean-up may be performed by members of the group using the facility, provided the responsible persons are listed on the application.
- H. Buildings will normally be open one (1) hour prior to the activity and for one (1) hour after its scheduled end, unless other arrangements are requested on the application and approved.
- I. Use during summer vacation, on holidays, or during other vacations periods shall not conflict with building cleaning and renovating programs and will depend on the availability of building service personnel for supervision.
- J. No unauthorized methods of obtaining funds, including any form of gambling, is permitted in Corporations buildings or on Corporation grounds.

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- K. A school custodian shall be on duty whenever a facility is being used except as exempted by the Director of Buildings and Grounds. The custodian will render custodial assistance in handling furniture and equipment and will be responsible for seeing that the facility or facilities are left in good order after the activity is over.
- L. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aiseways.
- M. The Corporation will not be responsible for any loss of valuables or personal property.

Rental Fee Schedule

Facility	Group A	Group B	Group C
Any School Multipurpose Room	No Charge	No Charge	\$10/hour
NWHS Auditorium	No Charge	No Charge	\$20/hour
Any School Gymnasium	No Charge	No Charge	\$30/hour
NWHS Activity Center	No Charge	No Charge	\$15/hour
NWHS Swimming Pool	No Charge	No Charge	\$40/hour
Any School Parking Lot	No Charge	No Charge	\$50/hour
Any School Kitchen/Cafeteria	No Charge	No Charge	\$10/hour
Any School Classroom	No Charge	No Charge	\$10/hour

OTHER BUILDINGS AND FACILITIES

Other buildings and facilities may be rented through the office of the business manager or building principal at rates to be determined by the business manager.

The above rates will include opening and closing the facility. The services of Wa-Nee cafeteria employee must be used when the kitchen is rented and user group will be billed for any needed Wa-Nee employees on an hourly basis at the employee's overtime rate.

The rate for any additional help necessary for a facility rental will be set by the business manager upon the advice of the principal, Activity Center Director, or Swimming Pool Manager.

GROUP DEFINITIONS

GROUP A

- A. District Educational Use – School and school-related organizations
- B. Examples include, but are not limited to:
 - 1. School clubs
 - 2. Staff Groups
 - 3. Parent-teacher organizations
 - 4. Booster Clubs

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GROUP B

- A. Organizations that function for the general welfare of the community and are NOT raising funds through the use of Corporation property
- B. Examples include, but are not limited to:
 - 1. Non-profit community groups
 - a. Boy Scouts
 - b. Girl Scouts
 - c. 4-H
 - d. YMCA
 - 2. Local recreational groups
 - 3. Local government bodies
 - 4. Community service groups and organizations
 - a. American Cancer Society
 - b. Regional blood drives
 - c. Kiwanis
 - d. Rotary
 - e. Religious organizations

GROUP C

- A. Organizations that function for their own benefit and/or raise funds through the use of Corporation property
- B. Examples include, but are not limited to:
 - 1. Businesses and business organizations
 - 2. Business recreation leagues
 - 3. Political parties
 - 4. Community service groups and organizations raising funds
 - 5. Religious organizations
 - 6. Family/class reunions
 - 7. Family receptions

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7530 - PERSONAL USE OF CORPORATION EQUIPMENT/FACILITIES

School Board Policy [7530](#) requires that limits be placed on staff use of Corporation equipment and facilities. The following guidelines describe the nature and extent of such use:

TELEPHONES

- A. Staff members may use the telephones to make brief, local (nontoll), or credit/calling card calls provided such calls are made during free time.
- B. If long-distance calls are to be made, time and charges are to be recorded by the caller and submitted together with the payment to the Business Manager.

FACILITIES/EQUIPMENT/SUPPLIES

- A. Staff members may use Corporation facilities providing they follow the guidelines established in AG 7510 - Use of Corporation Facilities.
- B. Staff members may use Corporation equipment only with the approval of the principal and, where appropriate, upon payment of the fee established for such use.

Revised 1/05

7530A - TECHNOLOGY EQUIPMENT SECURITY PROCEDURES

A. Identification:

A label with the Corporation's name and an identification number will be placed on each piece of equipment.

Records of the identification number, serial number, model, etc. for each piece of technology equipment shall be maintained in the office of the Business Manager.

B. Use of Hardware and Software:

All technology equipment and software to be used either in the Corporation or off-school premises shall be checked out through the principal. Use of equipment and software may not be used for the purpose of copying materials in violation of copyright laws. (See AG [2531](#).)

The person signing out the equipment is responsible for the condition of the equipment/software until checked back in.

Students should not use audiovisual equipment or software without a staff member or approved volunteer being present.

In special circumstances, students may be allowed to use equipment/software, without supervision, when the teacher in charge deems it desirable and the student has proved himself/herself responsible.

Where an exceptional instructional need is demonstrated, permission to use equipment and software off the school premises shall be granted by the principal.

Exceptional instructional needs include, but are not limited to:

1. Increasing teacher proficiency in the operation of equipment or enlarging knowledge of particular software necessary for classroom instruction.
2. Producing/preparing instructional materials or classroom lessons.
3. Developing new or additional applications of the computer or software.
4. Allowing students to do homework assignments or self-tutoring.

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C. Requests for Personal Use

Personal use of equipment and software, including computers and peripherals, by students and staff, and shall be in accordance with Policy [7530](#) and the accompanying guidelines. No business use shall be made of any borrowed equipment or software. Software shall not be used in violation of any licensing agreement, nor shall it be copied.

Requests to use audiovisual equipment and software for personal use off school premises will require permission from the principal.

1. Staff members must make a written request and submit it for approval
2. Students must receive permission from his/her instructor, based on a legitimate instructional purpose. The instructor will document the use and submit it to the principal.
3. All requests will be maintained in the individual school media center and a copy sent to the Administration Office.
4. All requests will be maintained in the Administration Office.

Users will be responsible for arranging safe transportation and housing for equipment and software used off school premises.

The borrower will not be held responsible if repair is required as a result of equipment malfunction or unavoidable circumstances but will be responsible for damages resulting from negligence. In no instance, should an attempt be made to repair equipment or software. The defective item should be returned to the school as is. The Corporation will repair the equipment and, if appropriate, bill the user.

D. Staff Services:

Media staff will instruct the user on the correct operation of equipment and software prior to receiving the material. The Media Specialist will designate appropriate staff to assist in moving and setting up equipment and software for instructional purposes on school premises.

Media staff may assist other staff members in obtaining materials for instructional use by video taping or audio taping within copyright guidelines.

E. Equipment Inventory and Repair:

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All software and hardware will be inventoried at the end of each school year. An accurate inventory of all Corporation computers and other equipment will be maintained by the Media Specialist. Inventory of computers, other equipment, and software will also be maintained in the school or department in which they are located.

If a piece of equipment or software requires repair, it will be sent to the Media Specialist or Director of Technology.

F. Report of Loss:

If any equipment or software is lost, the school principal and the Superintendent shall be notified. The principal may notify police, if deemed appropriate. A complete inventory of all other equipment and/or software located in the same area as the lost items shall be taken. Inventory cards for all missing equipment/software shall be kept in a separate file for use in giving information to the police and/or the insurance company.

Revised 1/05

7530C - CELLULAR PHONES

Cell phones are to be used primarily for:

- A. emergency situations;
- B. communicating with the administration, other staff members, or parents concerning classroom, school, or Corporation activities.

Revised 1/05

7540 - COMPUTER TECHNOLOGY/NETWORKS

The Director of Technology is responsible for managing the Corporation's technology system and making arrangements for any networks that may be used to enhance the educational program and/or operations of the Corporation.

S/He also is responsible for implementing the guidelines established for program development (AG 2210A through AG 2252), the selection of materials and equipment (AG [2520A](#)), and verifying that the Corporation's purchasing guidelines (AG [6320A](#)) are followed. In addition, the Director of Technology shall verify that each staff member and student who will have access to Corporation technology and any networks completes the appropriate agreement [Form 7540.03 F1](#) (students) or [Form 7540.04 F1](#) (staff).

All tentative agreements with networks or technology agencies are to be submitted to the Superintendent for review and approval.

Staff members and/or students are to be provided the following information concerning the use of the Internet:

- A. Use of the Internet must be related to one or more courses of study and is not to be used by staff or students for discriminatory, or unlawful purposes. Further, use of the Internet for recreational or personal purposes is prohibited. All student use is to be supervised by a staff member or who has signed the Staff Network and Internet Acceptable Use and Safety Agreement Form.
- B. The building administrator must be informed and grant permission prior to disseminating information across the Internet about a student.
- C. Because of the vast amount of information that can be retrieved from the world-wide network, teachers need to ensure that students have developed and are using proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant" from those that are attractive, substantive, and relevant.
- D. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established time period.
- E. The Student and Staff Network and Internet Acceptable Use and Safety Agreements, [Form 7540.03 F1](#) and [Form 7540.04 F1](#), that students and staff members must sign, prohibit the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the building principal has the authority to determine whether the website is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with Director of Technology.

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- F. As students and/or staff members complete projects which reflect unusual and creative applications of technology, the projects should be shared with the Director of Technology so that proper publicity can be created as appropriate to the project. It is essential that the Student and Staff Network and Internet Acceptable Use and Safety Agreement Forms address the issue of the proprietary rights related to website design concerning website and/or pages hosted on the Corporation's servers and/or created during work time as part of an employee's job responsibilities (staff) or as a class assignment (students).

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course in which the Internet may be used.

Revised 1/05
Revised 10/14/13

7540A - STAFF AND STUDENT TRAINING REGARDING THE INTERNET

As set forth in Policy 7540.03 – Student Technology Acceptable Use and Safety and Policy 7540.04 – Staff Technology Acceptable Use and Safety, the School Corporation will provide students and staff members with the training required by Federal and State law.

In addition, staff members and/or students shall be provided the following information/training concerning the use of the Internet:

- A. Use of the Internet is to be related to one (1) or more courses of study and is not to be used by staff or students for discriminatory or unlawful purposes. All student use is to be supervised by a staff member or approved volunteer who has signed the Staff Technology Acceptable Use and Safety Agreement Form.
- B. Because of the vast amount of information that can be retrieved from the Internet, teachers are responsible for training students to use proper research skills when retrieving information. It is inappropriate, costly, and a waste of valuable instructional time for staff and/or students to download large quantities of information that has not been checked ahead of time for accuracy, relevancy, and probable usage. It may be helpful, therefore, for teachers to conduct some controlled exercises with students on how to differentiate between websites that are "attractive but superficial or irrelevant" from those that are "attractive, substantive, and relevant."
- C. Staff members need to have back-up plans or contingency procedures in place for times when the Internet may not be accessible. Since the Internet is primarily a data-gathering mechanism, alternative sources for needed data should be available so that students can accomplish the purpose of the instruction within the established class period.
- D. The Student and Staff Technology Acceptable Use and Safety Agreements, Form 7540.03 F1 and [Form 7540.04 F1](#), prohibit the use of the Internet for illegal, unethical, or harassing purposes or to obtain information that could be considered obscene, pornographic, or unsuitable for children. If a question of interpretation arises concerning the definition of these terms, the Superintendent shall have the authority to determine whether the website is appropriate or the use is permissible. Prior to accessing or allowing access to information that the staff member is unsure about, s/he should consult with Building Principal.

This information can be provided through written guidelines, professional development seminars, faculty and student meetings, and introductory remarks at the beginning of a course.

Approved 5/8/17

7540.01A - PERSONAL USE OF CORPORATION TECHNOLOGY

The following guidelines will govern the personal use of the Corporation's technology by staff members as well as use for school purposes by either staff or students while at home. No personal, that is, nonschool, use of Corporation technology may be made by any student at any time.

- A. Form 7540.01 - Request to Use Personal Software is to be submitted to the Director of Technology before any personal software is brought to school. In addition, the staff member must provide either the licensing agreement from the manufacturer or a proof of purchase. The staff member must also confirm to the Director of Technology that s/he has analyzed the content of the software using the criteria established in [Form 2521 F1](#) and has rated it no higher than "2" on any of the four criteria. The staff member should retain a copy of the form. It is essential that the [Form 7540 F1](#) and [Form 7540 F2](#) contain the provision that proprietary rights to a work product using Corporation technology are assigned to the Corporation.
- B. A staff member or a student may start a project using Corporation software at school or personal software at home and produce a copy of the project or document. The Corporation will not provide Corporation software for use on personal computers at home. When the project is completed, the staff member or student should notify the Director of Technology to find out whether or not the Corporation wishes to keep a copy for reference or for use by others. No staff member or student should expect to retain any proprietary rights to such software in terms of use by the Corporation.
- C. Prior to making a copy of any Corporation software, a staff member or student should contact the Director of Technology to find out whether or not there is any licensing agreement associated with that software, and if so, whether the license allows the staff member or student to load the material on his/her home computer. If reproduction is allowed, the staff member or student is to complete a check-out form (see [Form 7540.01 F2](#)) in which s/he agrees to make only one copy and only for personal use and not for use by others. If the license does not allow this, then no copy is to be made.
- D. No staff member, substitute teacher, approved volunteer, or student will be allowed access to the Internet or other networks without first signing the Ethical Use Agreement [Form 7540 F1](#) or [Form 7540 F2](#). All student use of the Internet must be under the supervision of a staff member, substitute teacher, or approved volunteer.
- E. Neither staff members nor students are to use the Internet for recreational, personal, discriminatory, or unlawful purposes but only for purposes related to the Corporation's educational program or to operational needs.
- F. Each staff member and middle and high school student will be provided a password for use with Corporation technology with the provision that the password is not to be shared with others. The existence of a password does not guarantee confidentiality or privacy and the Corporation retains the right to use any person's password to monitor the type of use that is being made of Corporation technology.

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- G. With regard to personal E-mail, staff members may use it to send and/or receive personal messages providing such use is limited to nonduty time and does not involve the conduct of any personal, discriminatory, or unlawful business.
- H. Students are not allowed to send or receive personal E-mail messages.
- I. Students are allowed to send or receive personal E-mail messages with the consent and under the supervision of the teacher/supervisor.
- J. Use of all other Corporation technology shall be in accord with AG [7530](#) - Personal Use of Corporation Equipment and Facilities.

Revised 1/05

7540.02 - WEB CONTENT AND FUNCTIONALITY SPECIFICATIONS

These guidelines, AG [5723](#), AG 7540, [Form 7540.03 F1](#), [Form 7540.04 F1](#), and [Form 7540 F4](#) will apply to all web content hosted on the School Corporation's servers or Corporation-affiliated servers, whether created by staff, students, or contracted third parties. The Superintendent retains final editorial authority over all content placed on the Corporation's servers or Corporation-affiliated servers and displayed on the Corporation's website(s), including all web content, apps and/or web services. The Superintendent has the right to remove content, pages or links from any web page, as well as require that web content, an app, or web service created by a Corporation staff member or student be removed from the Corporation's servers or Corporation-affiliated servers, based upon his/her determination that the content is inappropriate or is not accessible to individuals with disabilities.

The Corporation's website(s) serve(s) as instructional, communication, and public relations tools. The web pages aim to provide timely, supportive and educational information to students, parents, staff and the Wa-Nee community. The website(s) are created in order to facilitate access to a wide variety of rich media and educational resources that directly support student achievement, professional development, and organizational effectiveness.

The Corporation strives to deliver a website(s) that is/are responsive so it/they can be viewed in an optimal manner on all devices.

Website Accessibility

The Corporation's website(s) operate(s) in compliance with Federal and State law. As such, the Corporation is committed to providing individuals with disabilities with an opportunity equal to that of their nondisabled peers to participate in the Corporation's programs, benefits, and services, including those delivered through electronic and information technology. To this end, the Technology Director is charged with verifying the Corporation's website(s) allow(s) persons with disabilities to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as their nondisabled peers, with substantially equivalent ease of use, not be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any Corporation programs, services, and activities delivered online, as required by Federal and State law, and receive effective communication with Corporation programs, services, and activities delivered online.

All new, newly-added and modified web content and functionality must be accessible to individuals with disabilities as measured by conformance to the Benchmarks for Measuring Accessibility, except where doing so would impose a fundamental alteration or undue burden. This provision also applies to the Corporation's online content and functionality developed by, maintained by, or offered through a third-party vendor or through the use of open sources.

When the fundamental alteration or undue burden defense applies, the Corporation will provide equally effective alternate access. In providing an equally effective alternate access, the Corporation will take any actions that do not result in a fundamental alteration or undue financial and administrative burden but nevertheless provide that, to the maximum extent possible, individuals with disabilities receive the same benefits or services as their nondisabled peers. That said, alternatives are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's need.

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Only the Superintendent, after considering all resources available for use in the funding and operation of the service, program, or activity, may determine an undue burden or fundamental alternation defense is applicable. In making such a determination, the Superintendent will document the reasons s/he reached that conclusion. Additionally, the Superintendent will describe how the Corporation will provide equally effective alternate access.

The Corporation's website will include on its home page and throughout the website (including all subordinate pages and sites), a Notice to persons with disabilities regarding how to request the webmaster or other appropriate person to provide access to (or notify the Corporation regarding) content or functionality that is currently inaccessible. The Notice also will include information or an accessible link to information instructing individuals with disabilities how to file formal complaints under Section 504 and/or the ADA.

The Technology Director will develop a system to routinely audit/test the accessibility of all web content and functionality. This system must include processes to verify claims of accessibility by third-party vendors or open sources. The purpose of the audit is to identify any web content or functionality that is inaccessible to persons with disabilities. The person/entity who conducts the audit shall report to the Superintendent and Technology Director the results of the audit so that appropriate action can be taken to address any inaccessibility. The audit shall include the Corporation's home page, all subordinate pages, and School intranet pages and sites. The person/entity conducting the audit may seek input from members of the public with disabilities, including parents, students, employees, and others associated with the Corporation, and other persons knowledgeable about website accessibility regarding the accessibility of the Corporation's web content and functionality.

The Corporation will provide website accessibility training to all appropriate personnel, including, but not limited to: content developers, webmasters, procurement officials, and all others responsible for developing, loading, maintaining, or auditing web content and functionality. The Corporation will maintain documentation of the training it delivers, including a list of attendees and their positions, a description of the delivered training content, and the presenter/trainer's credentials for providing such training.

Individuals responsible for designing, developing and producing web content are expected to employ universal design principles to create web pages and sites that allow persons with disabilities identified at the end of this document to access the information and content on the Corporation's website. By following the web content design criteria set forth below, the designers and authors of the Corporation's website(s) can improve the opportunities for persons with disabilities to access the information and content contained on the web pages that make up the Corporation's website(s).

First Page of the Site

The first page of the website should contain:

- A. the index or table of contents for the site;

- B. a school name, address, and phone number;

- C. the webmaster and e-mail address of the person responsible for the site;

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- D. a date when the page was last updated or modified;
- E. index.html;
- F. a link to the Corporation's website.

Organization of Site Structure

- A. The overall plan or file structure should provide quick access to information and help the user understand how the information is organized. It is recommended that a storyboard be used to plan the website.
- B. Each page should be designed with the audience and goal in mind.
- C. A basic page format should be used, e.g., use the same background, locate navigation tools in the same place on the page, have consistent link appearance, and have consistent font size and type. Be consistent on all pages.
- D. The title bar should include the school name in the <title> tag of each HTML document.
- E. Limit page length and keep the HTML documents as small as possible.
- F. The website may include areas such as staff information, student projects, calendar, school information and mission statement, technology plan, and geographical information.
- G. There should be a "mail to" link that provides a means of feedback on all main pages.

Keep Your Website Current

- A. Pages should be checked regularly to ensure that links are working and meet Corporation standards. Check to make sure all internal and external links work properly.
- B. Remove expired date-related items.
- C. Maintain and update content by removing unneeded or outdated files.

Grammar and Spelling

- A. All pages should be grammatically correct.
- B. All words should be spelled correctly - web pages should be spell checked.

Navigation Tools

All pages should include a "back to" main menu in order to provide a link back to the website index.

Backgrounds

- A. Keep backgrounds simple. Light colors are better. Select backgrounds that make text easy to read.
- B. Keep background tiles small.
- C. Backgrounds should be in GIF format.
- D. Reuse background images, pages will reload quicker and the user will be able to view your pages with ease.
- E. Do not use a background to convey information.

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- F. Do not "name" your colors. For example, Netscape allows you to use the following tag; <body bgcolor - "green"> and your background will be green. This is a tag specific to Netscape and not necessarily supported by other browsers. Use the hexadecimal number for colored backgrounds. If using a tiled image, make the background color appropriate to the color of the tiled image.

Intellectual Property

- A. All website authors shall follow applicable and existing intellectual property laws (copyright and trademark) pertaining to the use of text, images, video, audio/sounds, and hyperlinks to other websites/pages. (see AG [2531](#))
- B. The Corporation retains proprietary rights to website/pages hosted on its servers, absent written authorization to the contrary.

Naming Structure

- A. Use all lower-case letters for names of documents and graphics.
- B. Do NOT use any spaces or other symbols in naming HTML documents or graphics.

Graphics/Video/Audio

- A. Smaller is better, images should be less than 50k.
- B. Pictures need to be in GIF or JPEG format.
- C. Always use width and height tags.
- D. Provide short, simple, and meaningful alternative text for all graphical features. Use the "alt" tag to describe your picture for text-only browsers.

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- E. Use GIF format for drawings and line art.
- F. Use JPEG Format for photographic color images.
- G. Reuse graphics when appropriate. When graphics are reused, they remain in the computer and will load more quickly onto a web page.
- H. Avoid using flashing content, as it may cause seizures in susceptible users.
- I. Provide transcripts, descriptions, or captions for video and audio files to assist persons with visual and hearing disabilities.

HTML Standards

It is reasonable to expect that users will see your page using a variety of browsers including Google Chrome, Microsoft Internet Explorer/Edge, Apple Safari, and Mozilla Firefox. It is recommended that you:

- A. Check your web pages on a variety of browsers, including text-only browsers.
- B. Check your website on multiple platforms.
- C. Use standard HTML tags. Do not use tags which are specific to one browser.
- D. Use HTML syntax checkers to search your site for programming mistakes.

Use of Student Names, Pictures, Original Work, and E-mail Addresses

The Corporation permits the use of photographs of students, names of students, and displaying original work of students on websites in accordance with the following guidelines:

- Identifiable Photographs of students and/or student's first names may be placed on the Internet only after the appropriate release form has been signed by the parents or guardians.

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- Last names of students and students' e-mail addresses should never be used.

- Original work by students, such as art work, poetry, essays, performances, etc., may be placed on the website only after the appropriate release form has been signed by the parents or guardians.

Prohibited Uses

Under no circumstances may a web page hosted on the Corporation's servers be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. As part of this prohibition, web pages contained on the Corporation's website shall not:

- A. include statements or other items that support or oppose: a candidate for public office; the investigation, prosecution, or recall of a public official; or the passage of a tax levy or bond issue;

- B. link to a website of another organization if the other website includes such a message; or

- C. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization;

- D. include defamatory, libelous, or obscene matter;

- E. promote alcoholic beverages, cigarettes or other tobacco products, or any illegal product, service, or activity;

- F. promote illegal discrimination on the basis of race, sex, color, religion, national origin, disability, age or ancestry.

Additionally, web pages shall not contain obscene, profane, vulgar, sexually explicit, defamatory, harassing or abusive language or be utilized to intimidate, harass, or bully another person.

Content for the Corporation's Website(s)

All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, general information, supporting student safety, growth and learning, or public information of interest to

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community members. The following information/content will/may be addressed in the Corporation's website(s):

A. School Contact Information

1. Name
2. Physical address
3. E-mail
4. Web address

B. School Announcements

1. Events
2. Schedules – including bus schedules
3. Calendars
4. Lunch menus

C. News and Information

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1. Agendas and minutes
2. Announcements – closings (e.g., snow days) or delayed starts
3. Employment opportunities

Neither staff nor students may publish on the Corporation's website personal pages or pages for individuals or organizations not directly affiliated with the Corporation.

Website/Page Evaluation

Before releasing or publishing a website/page, building principal, sponsoring teacher, shall conduct a website/page evaluation to assess the following criteria: age appropriateness (appealing and readable); content (relevant, accurate, complete, objective, current, clear and concise, informative, appropriate, links working); intellectual property issues (sources cited; sponsoring organization identified, i.e., class, school, activity; releases obtained); format (accessible, navigable, searchable, functional/useable, download speed, pages dated as to creation/updated).

The Technology Director also will assess the web page's/website's accessibility.

Disclaimers

Links to the following disclaimers shall be utilized as appropriate on the Corporation's web pages:

Links:

"Links to external websites are included if they add information that may aid the user and are included only as a public service. Every effort is made to verify that the links are educational in nature and related to the Corporation's educational mission but the Internet is dynamic and volatile, and web pages can change suddenly and rapidly. It is not unusual to find information or images that are objectionable. Inclusion of a link does not constitute endorsement by the Corporation of that site, or of any third-party sites to which it may be linked. The user is advised that once you leave the Corporation's website(s), even through links included on these pages, you may encounter inappropriate, illegal or inaccurate material. The Corporation is not responsible for the external content or for any fees associated with the use of an outside site. Proceed at your own risk."

Student Developed Web Pages: "All web pages created by students and student organizations on the Corporation's computer system will be subject to treatment as School-sponsored publications. As such, the Corporation reserves the right to exercise editorial control over such publications in accordance with Policy [5722](#) - School-Sponsored Publications and Productions."

Domain Name and Copyright: "The Corporation has registered its domain name(s) for the purpose of exclusive Internet identification. The Corporation asserts copyright, trademark and/or other intellectual property rights in its domain name, Corporation identification, Corporation logo, and all content on the Corporation's website(s). All rights are reserved. Outside parties, including parents, patrons, or outside organizations may not use Corporation and/or school domain names in connection with the publication of

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web content. Under no circumstances shall any party use Corporation and/or school domain names to promote political issues, causes or candidates."

General Disclaimer: "Information provided on the website carries no express or implied warranties as to accuracy, timeliness, or appropriateness for a particular purpose; in addition, the Board disclaims owner responsibility for content errors, omissions or infringing material and disclaims owner liability for damages associated with user reliance on information provided at the site."

Events: "Visitors rely on information on the website at their own risk. Times and dates are subject to change, and spectators or audiences are strongly encouraged to contact the school for the most recent schedule."

Visual Disabilities

Blindness – People with no sight typically browse the Internet using voice-output software or refreshable Braille hardware. Such devices "read" what is on the screen to the user.

Low vision – Individuals who have limited vision may use screen-enlarging software.

Color blindness – To perceive color differences on a computer monitor, individuals with color blindness need high contrast. Also, designers/developers/authors should be mindful of the forms of color blindness when choosing color schemes. Typical color blindness involves the inability to distinguish between red and green, blue and green, or blue and yellow; some people see black and white only.

Auditory Disabilities

Deafness – People who cannot hear experience a website/page only through its text, graphics/images and video.

Hard of hearing – Individuals with limited hearing may use sound-enhancing peripherals.

Physical/Motor Disabilities

People with physical disabilities or limited fine motor skills may have difficulty with the following computer-related tasks:

- Detailed manipulation of input devices, such as a mouse or roller ball.

- Holding down multiple keyboard keys simultaneously.

Cognitive/Language Disabilities

Typical problems for people who have cognitive disabilities or disabilities that affect their language skills include the following:

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- Difficulty with spatial reasoning and/or visualization skills.

- Difficulty reading and/or understanding written text (e.g., persons with dyslexia).

Persons wanting to learn more about web accessibility standards and guidelines should consult the following Internet sources:

The Access Board (www.access-board.gov) - Federal agency dedicated to accessible design.

World Wide Web Consortium (www.w3.org) – organization developed "Web Content Accessibility Guidelines (WCAG) 2.0" and the "Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0."

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