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1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another user's name.
3. Users shall immediately notify the District if a security problem is suspected or identified.

Appropriate Use of Technology Resources - The District's Technology Resources shall only be used to access information related to the District's curriculum or conduct District business. The District's curriculum shall include, by way of demonstration and not limitation, a student's course work, a teacher's instructional program, and an administrator's duties.

Prohibited Activities and Inappropriate Use of Technology Resources - Students, employees, administrators and all other users of the District's Technology Resources are required to use the Technology Resources in an ethical and responsible manner. Students are prohibited from engaging in the following activities:

1. Revealing personal information, such as name, address, telephone number, social security number, driver's license number, credit card numbers, pictures, etc. over the Internet or e-mail.
2. Agreeing to meet with someone that he/she has met on the Internet or through e-mail without his/her parent's prior written approval and participation.
3. Students must not permit others to use their accounts. Students are responsible for maintaining the secrecy of all passwords they have and for changing passwords frequently.
4. Students must not send mass mailings through their RCS e-mail account.
5. Fraudulent, harassing, obscene and other inappropriate messages or uses of computers, or network access capabilities must not be created, downloaded or transmitted. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc.

All individuals using the District's Technology Resources are prohibited from engaging in the following activities:

1. Retrieving, viewing, obtaining, copying, or sending obscene, pornographic, abusive, threatening, criminal, or otherwise harmful materials. This shall

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- include disturbing, threatening or harassing other users and persons on other computer systems by sending unwanted e-mail or by other means.
2. Retrieving, viewing, obtaining, or sending discriminatory or harassing materials. This does not apply to materials gathered which relate to the District's curriculum.
 3. Playing games, visiting chat rooms or otherwise using the Technology Resources for non-academic activities.
 4. Taking of supplies such as paper, printer ribbons, toner, and writeable media that are provided by the District.
 5. Use of the Technology Resources for fraudulent or unauthorized copying, communication or modifications of materials in violation of copyright laws.
 6. Invading the privacy of another user, including attempts to gain unauthorized access by using the password or account of another individual, forging e-mail messages or otherwise impersonating another user. This shall also include copying, changing, reading, or using files in another user's area without that user's permission.
 7. Giving, lending, copying or selling copies of software on the District's Computer System unless authorized by the District.
 8. Attempting to gain or actually gaining unauthorized access to the District's Computer System, programs or equipment or circumventing the district's content filter, firewall, or network security to gain unrestricted access to the internet, technology resources or computer system.
 9. Downloading or uploading information onto the hard drive of a District computer. This shall also include installation of software not approved by the District.
 10. Using the Technology Resources for commercial or for-profit purposes.
 11. Using the Technology Resources for personal or private business, product advertisement, fundraising, campaigning, or political lobbying.
 12. Removal, destruction, deletion, modification, alteration, abuse or damage to/of the District's Computer System, its hardware or software, regardless of whether the District owns or leases the hardware or software. Tampering with the District's Computer System and/or software applications will be considered vandalism, destruction, and defacement of school property whether the District

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owns or leases the property. Tampering with includes removing, damaging, deleting, modifying or altering computer hardware or software applications.

13. Infiltration, or "hacking," into any computer system or file, including the District's Computer System.
14. Attempting to access or actually accessing computer systems, data, materials or files that they are not authorized to access or the individual knows or reasonably believes may negatively affect the integrity of the District's Technology Resources and/or Computer System.
15. Sending obscene, profane, lewd, vulgar, or inflammatory language or messages.
16. Uploading, downloading, creating or intentionally spreading computer viruses.

Consequences for Illegal and/or Inappropriate Use - The use of the District's Technology Resources for illegal or inappropriate use or in support of such activity is strictly prohibited. Illegal activity is defined as any activity that violates federal, state, or local law and regulations. Inappropriate activity is defined as any activity that violates District Policy, this Regulation or the intended use of the Technology Resources. Violation of the District Policy or this Regulation by any individual may result in temporary or permanent suspension of Technology Resources, Internet and/or e-mail privileges, as well as further disciplinary measures as provided for by the Code of Responsible Behavior and Student Conduct or legal action.

All individuals using the Technology Resources of the District shall be responsible for damages to the Computer System, equipment and software resulting from deliberate or willful acts. Illegal use of the network, intentional deletion or damage of files or data belonging to others, copyright violations, or theft of services or software will be reported to the appropriate legal authorities for possible prosecution.

Rights and Responsibilities of the District - The District reserves the right to monitor any and all activity involving the Technology Resources including, but not limited to, searching data or e-mail stored on all District-owned Technology Resources at any time and for any reason. As such, users of the Technology Resources have no right of privacy in such data. The District reserves the right to terminate or modify, in full or in part, the Technology Resources offered by the District. The District further reserves the

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right to terminate the privilege of any user to access the Computer System on its own authority, so long as such decision is not in conflict with any master agreement.

Procedures - All users of the Internet and e-mail shall follow the "Procedures for Electronic Information Access and Use" which can be found under the AUP for Technology file by clicking on this link: [LINK](#) and incorporated herein by reference.

Disclaimer - The District will make every effort to provide appropriate technology resources and services, however, the District makes no warranties of any kind, whether expressed or implied, for the Technology Resources it is providing. The District shall not be responsible for any damages incurred by a user of the Technology Resources, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District does not endorse or guarantee the accuracy or quality of information obtained via the Internet or electronic mail.

In no event shall the District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Internet, accuracy or correctness of databases or information contained herein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.

Use Agreements - All users of the District's Technology Resources are required to execute the appropriate [Use Agreements](#) which can be found on the district website.

10001.2-AR Children's Internet Protection Act

It is the policy of Rochester Community Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communication; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)]

Definitions

Key terms are as defined in the [Children's Internet Protection Act](#).

Access to Inappropriate

To the extent practical or to the extent required by law, technology protection measures (or "Internet filters") shall be used to block or filter internet, or other forms of electronic communications, access to inappropriate information.

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Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical or to the extent required by law, steps shall be taken to promote the safety and security of users of the Rochester Community Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

In accordance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act, all members of the Rochester Community Schools instructional staff should, to the extent practicable and/or required by law, work to educate, supervisor and monitor appropriate usage of the online computer network and access to the Internet.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology and Strategic Initiatives or designated representatives.

10001.3-AR Web Page Development

The District's web site will provide information relating to our schools, our curriculum, and the commitment of the Rochester community for excellence in education. Internet access for the creation of web pages will be provided through Technology Services. The quality of information published by the District plays an important role in maintaining a strong reputation and image of the district. The following guidelines set the minimum standards to ensure that information published electronically is visually appealing, accurate and well written, and in compliance with the same high standards as other forms of published information about the District.

The availability of the Internet provides the opportunity for students and staff to contribute to the District's presence on the Internet. All staff members need to become

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familiar with the policies and responsibilities for using or creating pages that will be linked from the District's web site.

Failure to follow these policies or responsibilities may result in the loss of authoring privileges on the web site or other more stringent disciplinary action. These guidelines will ensure proper use of the District's network capabilities and proper conduct of each end user. These guidelines are to provide a consistent attempt to make authors aware of their responsibilities. These responsibilities will include efficient, ethical and legal utilization of the District's network resources.

1. Definitions

Technology Services - Area responsible for maintenance of the District's technology policy and regulations.

District – Rochester Community Schools

District Webmaster - Individual responsible for maintaining and Linked Page - A connection from the District's web site to that page or the pages that are connected to that linked page.

Sponsoring Faculty Member - Any district employee, teacher, coordinator, director, or administrator that wishes to create a link to their web page, their department's web page or the building's web page.

Student - Any student currently enrolled in the Rochester Community Schools.

Web Page Author - Any district employee, teacher, coordinator, director, or administrator that wishes to create a district web page.

Web Site - The official District web page from which all other pages about the District will be linked, URL: www.rochester.k12.mi.us

2. Responsibilities

- A. District Webmaster - The Webmaster will continuously review the District web site and check all links for accuracy and policy compliance. The Webmaster will communicate with staff members directly regarding web site changes that are needed. The District reserves the right to remove any pages from the web site if the District deems the specified pages are not in compliance with District Web Page Development Policy.

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- B. Staff Member – Staff members may create their own district web page, ensuring it adheres to the standards established by the District and its goals, guidelines, and policies. Staff members must proofread work before it is published on the District's web site. If the staff member has no web knowledge to create their own page, they can contact Technology Services

3. Ownership and Retention

- A. All web pages on the District's server(s) are the property of Rochester Community Schools.
- B. Web pages will be deleted whenever a staff member leaves the District at the end of a semester or school year, or when an assigned project ends, unless prior arrangements have been made at the building level.
- C. It will be the responsibility of the creator of each web site to keep the information accurate and updated. Staff members are encouraged to review and update individual web pages at a minimum of once a semester.
- D. In the event that a staff member changes building locations, he/she is responsible for the transfer of their web account to the new building. Support to accomplish this can be acquired through the building media specialist.

4. Linking from the Web Site

- A. All linked pages must comply with the guidelines and policies of the Rochester Community School District and support its mission.
- B. If links change in a manner that violates any of the guidelines or policies identified, the Webmaster, Director of Technology or Director of Community Relations may terminate the links until the violations on those pages are corrected.
- C. The content of individual web pages will be periodically scrutinized by Technology Services, Community Relations, building principals, and the Webmaster.

5. Process to Create a Web Page

Web page development is to be done utilizing the District web site authoring tool. Beginning Web Design classes are offered by the Technology Services. District employees may create their own pages and link them to the District web site.

6. Maintenance of Web Page

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Maintenance of the “structure” of the entire District web site will be the responsibility of the Webmaster. Content and updates of individual pages will be the responsibility of the person(s) whose information is being displayed or linked. The creator of those pages will update the information on the web page(s). Building principals will periodically review the information on their building’s web pages for accuracy and to verify that all pages are updated. The Web Page Development Guidelines and Policy will be updated on an as needed basis. Additional consistency standards will be developed by Technology Services and Community Relations as the need arises and updates will be provided as needed.

7. Technical Standards for a Web Page

Each web page linked from the District web site must contain certain elements which will provide for consistency of all pages.

- A. All web pages must be given names or categories which clearly identify them (i.e., “Classroom Pages” or “Mr. Smith’s First Grade, Baldwin Elementary School”). Staff members are required to follow the District web site file naming convention for all uploaded files. For assistance, e-mail the Webmaster or Technology Program Consultant.
- B. Linked text should indicate the actual destination rather than reading simply “home.”
- C. At the bottom of the web page, there must be a district e-mail address link to the name of the person responsible to keep the web page current (information not relevant anymore, or dates that have passed). Web pages may not contain links to home email accounts.
- D. Graphics and sounds must be named in all lower case letters, using an underscore symbol instead of spacing between words, and the building name added in the labeling as well.
- E. Authors must exhibit care when creating web pages with extensive tiled backgrounds or large graphics. Such files require extensive download times, are frustrating for users, slow down file servers and, therefore, are discouraged from being used.
- F. Web pages may not contain links to other web pages not yet completed. It is assumed that all work is considered under construction, so no pages will contain an “Under Construction” message.
- G. Web pages may not contain guest books, bulletin boards, ads, or counters without the written permission of Technology Services.

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- H. The staff member who is posting the web page will edit and test the pages for accuracy of links, and check for compliance with standards outlined in this policy.
- I. Questions or concerns about the content of any page(s) created by staff should be directed to the building administrator of that school or to Technology Services or Community Relations.

8. Content Standards for Web Design

All individuals who wish to have their pages linked from the District web server must:

- A. Create their pages in compliance with the District's Acceptable Use Policy and all other District rules and regulations.
- B. Observe Copyright Laws and Fair Use Guidelines before including any materials created by copyright holders. Such materials include, but are not limited to, the following: text, photographs, graphics, audio clips, video clips, and multimedia.
- C. Designate a district staff member who will be responsible for working with recognized student or school affiliation organizations and maintaining the content of its page(s). Must have building administrator's approval). This designated staff member will be authorized to gather the information and post the content to the appropriate web page.

9. Guiding Principles for Electronic Publishing

The District recognizes that the Internet have a potential to change traditional communication techniques and eliminate traditional road blocks to communication. Because this medium creates rapid access to this information, the following principles and assumptions in its use of this resource will guide the District.

- A. All authors are expected to adhere to the District's Technology Acceptable Use Agreement concerning the Internet.
- B. All information and data published on the Internet are accessible, or potentially accessible, to any user. Although documents published on the Web may be intended primarily needs and potential responses of other audiences.
- C. District personnel must guard against the unintended release of sensitive information when using the Internet and other electronic media. Such information includes individual student or personnel records, Social Security numbers, legal documents, etc. Also, when considering the publication of general "directory" data that may be viewed as public information (such as names, addresses, phone numbers, or email addresses in a membership list), staff members should comply

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with the district's Student Directory Information and FERPA Education Records policies.

- D. District personnel must clearly identify the sources of documents which they create and provide complete citations for any other documents or sources which are incorporated identified, and prior written permission must be secured before using another person's copyrighted work in electronic form. Dates of publication and revision should always be clearly noted in all web documents.
- E. Material published on the Internet should, to the extent appropriate, be accessible to individuals with disabilities and those not able to obtain them electronically.
- F. District personnel should give proper advance notice to other individuals and departments within the District and, if necessary, to outside organizations before publishing Web documents which may affect those parties (i.e., dates, schedules, results...).
- G. All documents published in electronic form must have a designated "web page author" and a method for users of the Web to contact the appropriate staff member.
- H. Staff members are encouraged to promote diversity when posting photographs and images on their web site.

10. Subject Matter Contained on a Web Page

All subject matter on the District's web site or those linked from it should relate to curriculum, instruction, school-authorized activities, and be related to the District. Staff may not publish or link to personal home pages as part of the District web site.

11. Quality of Web Page Information

Attention should be given to proper grammar and correct spelling. Documents may not contain objectionable material or link to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in District Policies. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of Technology Services, Community Relations or building principal will prevail.

12. Graphics

Free graphics and clip art copied from the web may be used on district web pages. It is the user's responsibility to ensure that only free graphics are used. If graphics are used from an original graphic artist, that artist must be given credit, along with a link back to

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their site on every page that these graphics are used. Graphics must be named in all lower case letters, with an underscore symbol used for spaces, and the building name added in the label as well.

13. Linking

A link is a URL (factual address) and is not copyrightable. Any pages that are linked to or from the District Website must be tested and links must work before they are posted. All linked pages must comply with the guidelines and policies of the Rochester Community School District. Use “netiquette” and inform people that you made a link to their site or page(s). Links to other web sites must be removed if the linked objects.

14. Copyrighted Materials

Web page creators may not place any material(s) owned by others, i.e., copyrighted work(s), on their web page without the expressed permission of the copyright owner. If web page creators want to include something from another person’s web page, they should link to it rather than copying it. Staff members should refer to the Rochester Community School District Copyright Policy and Regulations for all copyright related matters.

15. Student Name/Picture and Video Policy

In accordance with the District guidelines for photographing students, permission must be received from a parent/guardian for a student who is in a photo or video that will be placed on a web page. Every person has a right of privacy, which includes the right to restrict the use of his/her own image. Student names will be posted with photos in accordance with the following guidelines: Pre-K – 5TH grade: photos of students will not be identified by first or last name. 6TH – 8TH grade: photos of students may be identified by first name. 9TH-12TH grade: photos of students may be identified by first and last names.

16. Commercial Activity or Private Business

It is not permitted to run a private business, advertise, or solicit business on the District network or website.

17. Disclaimer

The District recognizes and adheres to the value and diversity of free speech, but does not review, edit, or endorse all items accessible from its web pages. No single location is representative of the entire District. Linked pages to the District's web site may not be official statements of the District, and the District is not responsible for the content of every page that users can reach from the District's web site. While the District will make every effort to ensure the accuracy of material web page creators publish on the Web, discrepancies may sometimes exist between printed and electronic information.

Clarification of the information can be obtained from Technology Services. The printed version of the material should be considered the official version. Opinions expressed in classroom or linked pages should be construed as those of its author, who is responsible for the information contained therein. If users have questions or comments about a particular page or document, they should contact its author directly. Technology Services and Community Relations are responsible for operation of the District services and for the design and maintenance of the Rochester Community School District's web site. Individual authors are responsible for the completeness, accuracy, or timeliness of information posted to the individual web sites, which are linked from the Rochester Community School District web site.

18. Web Page Author Agreement

- A. The Author understands that the District computer resources, including the website and network, are provided to the Author as a privilege, not a right.
- B. All contents of linked pages from the Author's page shall be the sole responsibility of the Author.
- C. The content of the Author's pages shall adhere to the District's guidelines and policies.
- D. The District may have a limited amount of space to provide for web pages.
- E. Author's Web page(s) will be removed from the server no later than one semester after they leave the District.
- F. Any violation by Author of the Terms and Conditions of this Policy may result in the imposition of sanctions, including possible revocation of the privilege granted by the District in this policy.

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10001.4-AR Digital Etiquette and Citizenship

The etiquette for digital communications is similar to the etiquette appropriate for face-to-face communications at school. For example, digital communications should always be direct, honest, polite and respectful. Similarly, and by way of example only, digital communications should not include statements, information or other material that is, or reasonably may be considered, as illegal, obscene, profane, lewd, rude or disrespectful.

10001.5-AR Digital Law

There are laws intended to apply directly to digital information and communication technology and laws that apply indirectly to digital information and communication technology, regardless of whether they were specifically intended to do so. There are too many laws to mention specifically. Those who choose to use private or District provided or supplied equipment and networks are individually responsible for compliance with all applicable legal requirements. The laws District users will encounter most commonly include the following:

Fourth Amendment. The Fourth Amendment to the federal constitution, and its counterpart in the Michigan constitution, prohibit unreasonable searches and seizures. Information technology provided, owned or supported by the District is monitored routinely by the District and no user of such technology has a reasonable expectation of privacy in the digital information transmitted through or stored there. Therefore, the District may, without notice, search, seize, copy, modify or destroy digital information transmitted by or stored in information technology provided, owned or supported by the District. The District may also search privately owned information technology on District premises, in District vehicles and/or at District-related events if the District has reasonable suspicion that evidence of a violation of the law or a violation of District policies or administrative procedures may be found on such privately owned technology. The scope of the search should be consistent with the scope of the District's reasonable suspicion. Consistent with Michigan law, District staff may not search the private social media and private email accounts of District staff or students without the permission of the Superintendent.

FERPA (Family Educational Rights and Privacy Act). FERPA is a statute that, among other things, protects the privacy rights of students and families with respect to education records. [The District's FERPA policy](#) can be found on the district's website. The District and District staff and students must comply with the District's FERPA policy and administrative procedures. Compliance with the District's FERPA policy includes not disclosing information protected by FERPA through digital communications.

Copyright Laws. Federal and state copyright laws protect the intellectual property of companies, artists, musicians and writers, among others. District users may not use information technology to violate copyright laws. Additionally, in the absence of a written agreement to the contrary, the District owns all works that are created on District time or using District resources, including information technology provided, owned or supported by the District.

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FOIA (Freedom of Information Act). FOIA is a Michigan statute that, according to its terms, may require the District to provide the public with information, including digital information, the District uses or maintains for educational purposes. There are several exceptions to FOIA, including information protected by FERPA, discussed above. At the same time, District staff, parents and students should be aware that District-related digital communications regarding students that are not covered by FERPA may be subject to disclosure under FOIA.

CFA (Campaign Finance Act). Michigan's CFA, subject to several exceptions, prohibits the use of District resources, including digital communication and information technology, to support or oppose political candidates and ballot issues.

10001.6-AR District Policy and Administrative Procedures

Digital communication and information technology must be used consistent with all District policies and administrative procedures, including the District's Student Code of Conduct.

10001.7-AR Responsible Use

The following additional rules should be observed when using privately owned information technology, some of which are implicit in these administrative procedures:

- Users are responsible for privately owned devices used at school and users may not use privately owned information technology at school without the permission.
- Users are responsible for appropriate conduct on the District network and understand that users not connect or network privately owned information technology to information technology provided, owned or supported by the District without the permission.
-

10001.8-AR Posting Student Names, Images and Work

Following the Children's Internet Protection Act (CIPA) and the Family Education Rights and Privacy Act (FERPA) Guidelines, users are responsible for following Board policy, Administrative Rules and Regulations, and school procedures when using District technology and networks and when publishing school work online. It is potentially unsafe to post any personal information about students or others. With the exception of directory information, users will not post photos or videos of students with their first and last names on any online site without the permission of the parent/guardian or the student if age 18 and older.

10001.9-AR Respecting Copyright

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Users are responsible for respecting the intellectual property rights of others. Users will obey copyright laws and not plagiarize another's work.

10001.10-AR Other Technology Considerations

- From time-to-time information technology does not work properly or “crashes.” The District is not responsible for digital information that is damaged or destroyed when information technology does not work properly or crashes.
- Assigned users may not download software or other applications without the permission of District staff (in the case of a student) or a District administrator (in the case of a staff member).
- No person may bypass or attempt to bypass security settings or filters.
- Individual users are responsible for all digital information sent from or found or stored on their assigned accounts. Therefore, individual users should not divulge their passwords to others. If individual users permit others to use their assigned accounts, they do so at their own risk. Individual users should also “log-off” after using their accounts. Individual users who believe their information technology or accounts have been used by others or “hacked” must report that fact immediately to a District staff member (in the case of a student) or a District administrator (in the case of a staff member).
- Information technology, including software, provided, owned or supported by the District may not be modified.
- Information technology provided, owned or supported by the District may only be used for educational purposes and may not be used for personal purposes unless otherwise approved.
- Those who use information technology provided, owned or supported by the District are financially responsible if the information technology is damaged or destroyed and for all actual attorneys' fees and costs incurred if the District is required to file an administrative complaint or civil action to enforce financial responsibility.
- The District reserves its full right to prohibit or limit the use of information technology provided, owned or supported by the District, when warranted by the facts and circumstances.
- Information technology, public or private, may not be used to access or transmit information and material that is otherwise not appropriate in the educational environment; such as, but not limited to, information and material that is, or may reasonable be perceived to be, illegal, obscene, profane, lewd, pornographic, rude or disrespectful.

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10002.1-AR Introduction

Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 require the District to accommodate the disabilities of all persons on District premises and to provide a free appropriate public education to eligible disabled students.

10002.2-AR Students

The manner in which the District meets its Section 504/ADA obligations to students is set forth in *The Identification, Evaluation and Education of Students under 504*, which may be accessed by clicking on this [LINK](#). *The Identification, Evaluation and Education of Students under 504* also includes a procedure for filing and resolving complaints alleging the District did not meet its Section 504/ADA obligations. The District's Executive Director of Special Education is responsible for complying with the District's Section 504/ADA obligations to students and recommending necessary revisions to the District's 504/ADA policy, this administrative regulation and the District's *The Identification, Evaluation and Education of Students under 504*.

10002.3-AR Applicants and Employees

Applicants and employees are expected to make a request for a reasonable accommodation due to disability as soon as they are aware such an accommodation is necessary. Employees should make such requests to their immediate supervisor. An applicant or employee who believes the District has not met its obligations under Section 504/ADA is expected to file a complaint immediately with the District's Chief Human Resources Officer. The complaint will be processed and resolved according to the procedure set forth in administrative regulation 10003-AR.

10002.4-AR Persons Other Than Students, Applicants and Employees

A person other than a student (or parent acting on behalf of a student) or applicant or employee who believes the District has not met its obligations under Section 504/ADA is expected to file a written complaint immediately with the District's Executive Director of Special Education. The complaint will be processed and resolved according to the procedure set forth in administrative regulation 10003-AR.

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10003-AR Illegal Discrimination, Harassment or Retaliation

10003.1-AR Illegal Discrimination, Harassment or Retaliation

Any person who believes the District or any District employee has engaged in illegal discrimination, harassment or retaliation or has denied equal opportunity or access to programs or services is expected to report that concern immediately, in writing, to one of the District's Compliance Officers. The titles and telephone numbers for the Compliance Officers are set forth below. The Compliance Officers are responsible for compliance and complaints of illegal discrimination or harassment under Title II, of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975.

Individuals who believe they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the appropriate district. Compliance Officer:

Illegal Discrimination, Harassment or Retaliation – Students

Title IX of the Education Amendments of 1972

Title II of the Americans with Disabilities Act (as amended)

Assistant Superintendent for Curriculum and Instruction

501 W. University Drive

Rochester, MI 48307

248-726-3106

Section 504 of the Rehabilitation Act of 1973 (as amended) – Students

Executive Director of Special Education

501 W. University Drive

Rochester, MI 48307

248-726-3060

Illegal Discrimination, Harassment or Retaliation – Employees

Section 504 of the Rehabilitation Act of 1973 (as amended)

Age Discrimination in Employment Act of 1975

Title II of the Americans with Disabilities Act (as amended)

Title VI and Title VII of the Civil Rights Act of 1964

Chief Human Resource Officer

501 W. University Drive

Effective: March 1, 2017

Rochester, MI 48307
248-726-3110

If the person believes the District's Compliance Officer is involved in the illegal discrimination, harassment or retaliation, the report should be made directly to the District's Superintendent or the President of the Board of Education.

Complaints of illegal discrimination and harassment will be investigated and resolved by the District in the following manner:

- The District will interview the complainant promptly and, after the interview is completed, will gather any additional information supporting the complaint.
- The District will interview the person or persons against whom the complaint was made and will gather any additional information contrary to the complaint.
- The District will reach a conclusion whether or not illegal discrimination or harassment has occurred. The School District may conclude: illegal discrimination or harassment occurred; illegal discrimination or harassment did not occur; or, illegal discrimination or harassment was not established.
- The District will report its conclusion to the complainant and any person or persons against whom the complaint was made.
- The District will, in appropriate cases, take prompt remedial action to address or prevent the recurrence of illegal discrimination, harassment and retaliation.

10005-AR Communicable Diseases

10005.1-AR Introduction

Where a student or staff member has been diagnosed with a communicable disease, the School District's administration will consult the most recent County Health Division Reference Chart to determine and implement exclusion and re-admittance of such individuals. Oakland County Health Division staff will be contacted as needed for consultation and clarification.

10005.2-AR Communicable Diseases, Which Are Known Not To Be Spread by Casual Contact

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Communicable diseases that are known not to be spread by casual contact include Hepatitis B, HIV infections, ARC (AIDS Related Complex), AIDS and other diseases that are transmittable by blood, other body fluids and other body products, which present potentially serious health problems for those who contract the disease. The following procedure is intended to assure that both the rights of the individual and the school community at large are protected, and that each case will be determined on an individual basis.

10005.3-AR HIV, ARC or AIDS

When a District employee reasonably suspects that a student or staff member is infected with HIV, ARC or AIDS, he/she must notify his/her immediate supervisor. The supervisor must notify the Oakland County Health Division, if such notice is thought reasonably necessary to: protect the health of the student or staff member, prevent further transmission of the disease, or, diagnose and care for the student or staff member. District employees may not provide the Oakland County Health Division with the name of the student or staff member unless such information is reasonably necessary to accomplish the above-mentioned purposes.

The supervisor must also request the permission of the affected student's parent or guardian, or the staff member, to inform the Superintendent and other necessary persons of the suspected illness. If such consent cannot be obtained, the employee shall inform the Superintendent of the matter in such a way that does not reveal the identity of the affected person. The Superintendent may then seek a court order permitting the Superintendent to obtain the information and disclose it to Board of Education members and other necessary persons.

Upon receipt of the consent of the affected student's parent or guardian, or the staff member, or a court order permitting the review process to proceed, the Superintendent shall select a Communicable Disease Review Committee and direct the Committee to meet within five (5) school days. The Committee may be comprised of the following individuals:

- An official representative of the District, designated by the Superintendent, who will chair the Committee.
- The principal of the school of the affected student or staff member.
- The physician who is treating the affected individual.
- A physician appointed by the Superintendent to represent the District.
- A representative of the Oakland County Health Division.

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- A parent/guardian if the affected individual is a student, and the affected individual and/or his/her representative if the affected individual is a staff person.
- A special education teacher, when the affected student is a special education student.
- Other persons designated by the Superintendent, the Committee or the court.

The Committee shall make a written recommendation to the Superintendent, based on the affected student or staff member's neurological and physical condition and the expected type of interaction with others in the affected student or staff member's school or employment setting, as to whether the person should be excluded from the school or employment setting and all school sponsored activities, restricted in his/her activities in the school or employment setting, or remain in an unrestricted school or employment setting. The Committee's actions and recommendations must be consistent with applicable law.

- If the Committee recommends that the student or staff member remain in his/her present school or employment setting, but that he/she is restricted from participating in certain activities, or that consideration be given to an alternate setting within the District, the Committee shall set forth, in writing, the precautionary/sanitary measures, if any, that should be taken to protect the health and welfare of the student or staff member and the school community.
- If the Committee recommends that the student or staff member remain in an unrestricted school setting, the Committee must so state in writing, and further state what precautionary/sanitary measures, if any, should be taken to protect the health and welfare of the student or staff member and the school community.
- If the Committee recommends that the affected student or staff member be totally excluded from his/her former school or employment setting based upon his/her neurological and physical condition and expected type of interaction with others in that setting, the Committee must so state in writing. The Committee shall also state the conditions under which it would consider the student or employee's return to a restricted or unrestricted school or employment setting.
- The Committee shall provide the Superintendent with its written recommendation within ten (10) school days of its meeting, unless the Committee determines that additional time is necessary in order to obtain

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pertinent medical information regarding the student or staff member's condition and/or that additional diagnostic testing is necessary for a thorough review of the matter.

- In the event that the Committee's decision is not unanimous, the dissenting member(s) shall be given the opportunity to attach a written dissenting report to the Committee's recommendation within twenty-four (24) hours of the presentation of the Committee's report to the Superintendent.
- Upon the Superintendent's receipt of the Committee's written report, the Superintendent shall, within five (5) school days, make a determination regarding the student or employee's status. The Superintendent's decision will be consistent with law including whether, with reasonable accommodation, the student or staff member can remain in the school or employment setting without posing a health risk to himself/herself or others in the school community. In the event that the Superintendent determines that a student or staff member should be excluded from the school setting, he/she shall so advise the affected person, and, where a student is involved, his/her parent or guardian.
- Where an affected student or staff member is permitted to remain in either a restricted or unrestricted school setting, the Superintendent shall designate a school representative to monitor changes in the student or staff member's medical status on a monthly basis, or more frequently if deemed appropriate. The Superintendent shall seek written permission from the affected person or parent prior to designating the responsible school representative. If the written authorization cannot be obtained, the Superintendent shall seek an order from the court permitting such. The Superintendent, with input from the Committee, shall reassess the status of the student or staff member at not less often than annual intervals.
- All time lines set forth herein may be extended where required by the individual circumstances of the case.

10005.4-AR Communicable Diseases That Are Known To Be Spread by Casual Contact, Other Than HIV, ARC or AIDS

For communicable diseases that are known not to be spread by casual contact, other than HIV, ARC or AIDS, the identical procedures set forth above will be followed, except that there will be no necessity of court involvement to obtain the infected person's consent to disclosure of his/her identity to the Superintendent and other necessary persons.

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If a School District employee believes that disclosure of such information is reasonably necessary to: protect the health of the student or staff member, prevent further transmission of the disease or diagnose and care for the student or staff member, the District employee will advise his/her supervisor that a student or staff member may have a serious communicable disease known not to be spread by casual contact. The identity of the student or staff member may not be disclosed unless written authorization is obtained from the affected student's parent or the staff member, or is otherwise necessary to satisfy the requirements of this section. The supervisor will immediately inform the Superintendent or his/her designee.

10005.5-AR Confidentiality

School District personnel will, at all times, respect the student's right to privacy, including maintaining student records and information in accordance with the requirements of the Michigan Public Health Code, MCLA 333.5101, et seq. and the Family Educational Rights and Privacy Act, 20 USC 1232g. The privacy rights of affected staff members shall be similarly affected including maintaining employment records and information in accordance with the requirements of the Michigan Public Health Code, MCLA 333.5101, et seq., the Bullard Plawecki Employee Right to Know Act, MCLA 421.501, any applicable contractual provisions, and Board of Education policy and regulations.

10006-AR Copyrighted Works

10006.1-AR Introduction

These guidelines are intended to assist staff in determining the permitted use of copyrighted materials. They apply to materials used within the classroom, as well as in staff members' instructional and research activities. Before beginning or authorizing a reproduction, a School District employee must determine whether the copying is expressly permitted within the guidelines. If copying is not expressly permitted, or if there are any questions, the issue should be brought to the attention of the building principal.

10006.2-AR Single Copy for Teacher's Use

A single copy of a copyrighted work may be made of the following by or for a teacher for use in teaching or for research purposes: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem, whether or not part of a collective work; or, a chart, graph, diagram, cartoon or picture from a book, periodical, or newspaper.

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10006.3-AR Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per student in the class) may be made by or for the teacher for classroom use as follows: a complete poem if less than 250 words and if printed on not more than two pages; an excerpt from a longer poem, containing not more than 250 words; a complete article, story or essay of less than 2500 words; an excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less; one chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue; certain "special works" in poetry, prose or in "poetic prose" which may combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety but an excerpt comprising not more than two of the published pages of such special works and containing not more than 10% of the words found in the text thereof, may be reproduced. All such copies must include a notice of copyright.

10006.4-AR Additional Permitted Use

Copying is at the instance and inspiration of the individual teacher, where the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission. Spontaneous copying is not intended to serve as a substitute for the purchase of books or periodicals.

Effective: March 1, 2017