

ARTICLE 8

MISCELLANEOUS

(Series 8000)

1.	Copyright	8100
2.	Library/Media Selection and Reconsideration	8200
	A. Library/Media Selection Criteria	8210
	B. Library/Media Reconsideration Procedure	8220
3.	Weber School District – Internet Safety Policy	8300
	A. Appropriate Use Policy for Employees	8310
	B. Appropriate Use Policy for Computers and Network Resources	8311
	C. Student Appropriate Use Policy	8320
	D. Technical Services – Web Site Posting Guidelines	8340
4.	Digital Media Devices	8350
5.	Video Usage Policy	8400
6.	Video Security on School Grounds or Property	8450
7.	Wellness Policy	8500
8.	Use of District Vehicles for Non-School Sponsored Events	8600
9.	Administrative Procedures for Service Animals in Schools	8700

8100 COPYRIGHT

References:

National Copyright Law (Title 17, United States code).

The Weber School District and its employees will adhere to the National Copyright Law (Title 17, United States code).

Copies not specifically allowed by the law, by fair use criteria, by license agreement, or by the permission of the copyright holder are prohibited.

Responsibility for keeping district personnel advised as to copyright and the right to make copies of media materials is placed with the office of Instructional Services.

Liability for willful infringement is placed upon the person or persons not adhering to such laws.

Approved by the Board 06/16/1992

8200 LIBRARY/MEDIA SELECTION AND RECONSIDERATION

It is the policy of the Weber School Board to provide the following:

1. a wide range of library/media materials in a variety of formats, with diversity of appeal, and the presentation of different points of view.
2. to allow the fair review of allegedly inappropriate library/media materials through established procedures.

8210 LIBRARY/MEDIA SELECTION CRITERIA

Library/media center collections shall be developed to serve the needs of the students and faculty who use it in accordance with the curriculum goals of the district. Library/media materials shall be judged as a whole and not in part. The following criteria shall be used to select library/media materials:

1. accuracy,
2. authoritativeness,
3. impartiality,
4. recency of information,
5. adequate scope,
6. depth of coverage,
7. appeal,
8. appropriateness to the level of the user,
9. relevancy,
10. organization,
11. style,
12. aesthetic and literary qualities,
13. technical aspects,
14. physical characteristics,
15. cost,
16. relationship to the existing collection,
17. special features, (e.g., appendices, bibliographies,
18. educational goals.

When previewing of material is not possible, choices shall be made from reliable, authoritative selection aids, recommended bibliographies, and review in professional journals and publications.

Periodicals and gifts shall be accepted or rejected according to the same criteria. Selection of library/media materials shall be in compliance with copyright law.

Selection is an ongoing process which should include the removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value, in order to build a vital, useful collection.

8220 LIBRARY/MEDIA RECONSIDERATION PROCEDURE

References:

School Library Bill of Rights of 1955

The Weber School Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the School Library Bill of Rights of 1955. Occasional objections to instructional materials may be made despite the quality of the selection process. If a complaint is made, the following procedures shall be followed:

1. The patron shall be asked to submit a "Request for Reconsideration of Instructional Materials" (available in all district media centers).
2. The school library/media person, principal, and district media supervisor shall be informed.
3. An ad hoc library/media materials review committee shall convene within 15 school working days after receipt of the completed form. Members of the committee shall be the school principal or assistant principal, a school community representative, a teacher representative of the grade and/or subject area, and a certified media specialist. If a certified media specialist is not available at the school, the principal and district media director shall designate one. The uncertified school media person may also serve on the committee if he/she desires. The principal shall select the chairperson and committee members.
4. The committee shall review the materials by:
 - 4.1 reading, viewing, listening to and/or examining the material in its entirety and
 - 4.2 reading reviews and consulting recommended lists, and
 - 4.3 determining the extent to which the material meets the selection criteria.

The checklist shall be available for their use (available from the district office). Responsible members of the community may be called in for consultation.

5. The school committee's decision shall be given in writing to the person issuing the complaint and to the Director/Supervisor of Instructional Media. All committee findings shall be placed on file at the school. Decisions made by the school committee apply to that school only. All discarding should be done through the school media personnel.
6. If the decision does not satisfy the person issuing the complaint or if the committee cannot make a decision, the complaint shall be directed to an ad hoc district library/media materials review committee which consists of the Director/Supervisor of Instructional Media, a second district office administrator, an elementary principal, a secondary principal, a district community person, and a teacher representative of the grade and subject area, and a certified media specialist. A checklist shall be available for their use (available from the district office). Decisions made by the district committee apply to all schools in the district. The district committee may review the conclusion of any school committee for the purpose of

determining if the decision shall apply district-wide. The district media supervisor shall select the chairperson and committee members.

7. A decision from this committee shall be given in writing to the person issuing the complaint within 15 school working days after a decision of the school committee. All district committee findings shall be placed on file at the district office. The Instructional Services Department is responsible for disseminating the results of district committee decisions.
8. If the decision does not satisfy the person issuing the complaint, then the Board of Education shall have final decision in all proceedings challenging the selection or reconsideration of library/media materials.

Approved by the Board 05/1989

8300 WEBER SCHOOL DISTRICT – INTERNET SAFETY POLICY

References:

Children’s Internet Protection Act [[Pub. L. No. 106-554 and 47 USC 254(h)].

Utah State Uniform School Code

[Weber School District Policy 8310 Appropriate Use Policy for Employees](#)

Introduction

It is the policy of Weber School District 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 communications; (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)].and Utah State Uniform School Code

Definitions - Key terms are as defined in the Children’s Internet Protection Act.

- Access to Inappropriate Material - To the extent practical, technology protection measures (or Internet filters shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the 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 or, in the case of minors, minimized only for bona fide research or other lawful purposes.
- To the extent practical, steps shall be taken to promote the safety and security of users of the Weber School District online computer network when using electronic mail, chat rooms, instant messaging, social networking, cyber bullying, 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.
- Inappropriate Access, Network Usage, Supervision and Monitoring and Education
 - It shall be the responsibility of all members of the Weber School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet protection Act.
 - Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology and Chief Information Officer or designated representatives.
- Education, Supervision and Monitoring
 - It shall be the responsibility of all members of the Weber School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet

Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology, or designated representatives. The Weber District administrative leadership team will provide age appropriate training for students who use the District's Internet facilities. The training provided will be designed to promote Weber District's commitment to:
 - The standards and acceptable use of Internet services as set forth in the Weber District Internet Safety Policy;
 - b. Student safety with regard to:
 - i. safety on the Internet;
 - ii. appropriate behavior while on online, on social networking Web sites, and
 - in chat rooms; and
 - iii. cyberbullying awareness and response.
 - Compliance with the E-rate requirements of the Children's Internet Protection Act

Adoption

This Internet Safety Policy was adopted by the Board of Weber School District at a public meeting, following normal public notice, on June 13, 2012

CIPA DEFINITION OF TERMS:

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. - The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. - The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Approved by the Board 06/28/2012

8310 APPROPRIATE USE POLICY FOR EMPLOYEES

Please read the following carefully. Violations of the Appropriate Use Guidelines may cause an employee's access privileges to be revoked, School Board disciplinary action and/or appropriate legal action may be taken, up to and including employment termination.

Additional items that employees need to be aware of:

1. Staff must be aware that students have access to the Internet from all of the school systems' computers. Teachers must use good judgment and closely supervise their students' use of the Internet. The School System uses filtering software to help prevent student access to inappropriate web sites. However, it is impossible to block access to all objectionable material. If a student decides to behave in an irresponsible manner, he/she may be able to access sites that contain materials that are inappropriate for children or are not commensurate with community standards of decency. Students should not be permitted to access sites unrelated to their assignment and should not be allowed to access game or other sites that could infect the computer with "Spyware".

2. Teachers should follow the guidelines below when allowing or directing students to do Internet searches.

Elementary:

Students in grades K-6 may visit sites pre-selected by a teacher. Searches may only be done with child-friendly Internet search engines (see <<http://www.weber.k12.ut.us/>> for examples) **and** must be done with teacher supervision.

Jr. High:

Students in grades 6-9 may only perform unsupervised Internet searches using child-friendly search engines (see <<http://www.weber.k12.ut.us/>> for examples). A search using any other search engine must be conducted with teacher supervision.

High:

If students in grades 10-12 use any search engines other than a child-friendly search engine, they must use the advanced search page of internet search engines in order to develop more reliable, useful, and relevant search results (see <<http://www.Weber.k12.ut.us/>> for examples).

3. Any individual who is issued a password is required to keep it private and is not permitted to share it with anyone for any reason.
4. Never allow students to log in with a staff member's user name and password. With that information they could log in under the teacher name and look at private documents including e-mail and grades.
5. Be careful when entering your user name and password or changing your password. Do not allow students to look over your shoulder and have access to this information.
6. Never allow a student to use a computer unless they are logged on under their own name (K-2 students may use a generic "classroom account" created by the school ITS).

7. Enforce the Appropriate Use Guidelines while supervising students. For example, students should not have access to a DOS prompt or other software applications not accessible through the student menu. It is the employee's responsibility to notify the administration and the Instructional Technology Specialist of any violation of the Acceptable Use Policy.
8. Do not allow students to go to computer labs unsupervised.
9. Treat student user names and passwords with confidentiality. Do not post a list of user names and passwords where all students can see them.
10. Users are responsible for the appropriate storage and backup of their data.
11. The system requires employees to change passwords periodically. Some examples of passwords not to use: names of pets, birth date, children's names, street address, school mascots, favorite car, sports team, actor or movie. Make sure any written password information is stored in a secure location. Do not leave passwords lying on your desk or in an unlocked drawer.
12. Under most situations, short-term substitute teachers should not take students to the computer lab. (Long term substitute teachers may be qualified to use computers/labs by the building Technical Services after they receive appropriate orientation including review of the Appropriate Use Policy.)
13. Email accounts are provided to employees for professional purposes. Email accounts should not be used for personal gain or personal business activities; broadcasting of unsolicited messages is prohibited. Examples of such broadcasts include chain letters, mail bombs, virus hoaxes, Spam mail (spreading email or postings without good purpose), and executable files. These types of email often contain viruses and can cause excessive network traffic or computing load. All employees must request permission from the building administrator before sending any messages to an entire school staff.
14. Employees must abide by the Weber School District Web Site Posting guidelines when posting any materials to the web.
15. Employees are not permitted to connect or install any computer hardware, components, or software, which are not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel
16. Employees may use the school computer system only for legitimate educational purposes, incident to their assignments, work responsibilities, and independent research related to their assignment. Employees should model the behavior expected of students and not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes.
17. Employees and staff, maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Appropriate Use Policy.

Approved by the Board 11/2006

8311

APPROPRIATE USE POLICY FOR COMPUTERS AND NETWORK RESOURCES

Resources:

Children's Internet Protection Act of 2000

It is the belief of the Weber School District Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution and storage is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process. This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Weber School District Board of Education believes guidelines regarding acceptable and appropriate use are warranted in order to serve the educational needs of students.

It shall be the policy of the Weber School Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure," as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b) (1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
 - 2.1 Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
 - 2.2 Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
 - 2.3 Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
 - 2.4 Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
 - 2.5 Restrict minors' access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000.
 - 2.6 Train all members of Weber School District staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the

Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Provide for the education of students on the standards and acceptable use of Internet services as set forth in the Weber District Internet Safety Policy. Specifically, to educate students with regard to:

- i. safety on the Internet;
- ii. appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- iii. cyberbullying awareness and response.

The district’s technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Weber School District Educational System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the district’s appropriate use guidelines. The district reserves the right to monitor, access, and disclose the contents of any user’s files, activities, or communications.

06/2012

8320 STUDENT APPROPRIATE USE POLICY

Please read the following carefully. Violations of the Appropriate Use Guidelines may cause a student's access privileges to be revoked for a period of time up to one school year, other disciplinary action, and/or appropriate legal action to be taken. It is expected that all students sign as having read the district AUP.

Any student who utilizes the computer lab(s) or any computer equipment at the school must be aware of certain policies for use of the equipment and/or facilities. Procedures are in place for the protection of students and equipment. Students will be held accountable for any violation of the following policies (as would be the case for any classroom disciplinary matter). A student and his/her parents will be responsible for damages and will be liable for costs incurred for service or repair.

Students are only allowed to utilize the computers and network to retrieve information and run specific software applications as directed by their teacher. Students are not permitted to explore the configuration of the computer, operating system or network, run programs not on the menu, or attempt to do anything they are not specifically authorized to do.

Students are responsible for ensuring that any diskettes, CDs, memory sticks, USB flash drives, or other forms of storage media that they bring in from outside the school are virus free and do not contain any unauthorized or inappropriate files. Students may not bring personal computers or hand-held computing devices and connect them to the school network or Internet connection (including connecting to wireless access points) without using the appropriate password and access control.

Safety Issues:

1. Any on-line communication should always be at the direction and with the supervision of a teacher.
2. Never provide last name, address, telephone number, or school name online.
3. Never respond to, and always report to the teacher or parent, any messages that make you feel uncomfortable or that are from an unknown origin.
4. Never send a photo of yourself or anyone else.
5. Never arrange a face-to-face meeting with someone you met on-line.
6. Never open attachments or files from unknown senders.
7. Always report to a teacher any inappropriate sites that you observe being accessed by another user or that you browse to accidentally.

Examples of prohibited conduct include but are not limited to the following:

1. Accessing, sending, creating or posting materials or communications that are
 - a. Damaging to another person's reputation,
 - b. Abusive,
 - c. Obscene,
 - d. Sexually oriented,
 - e. Threatening or demeaning to another person,
 - f. Contrary to the school's policy on harassment,
 - g. Harassing, or
 - h. Illegal
2. Using the network for financial gain or advertising.
3. Posting or plagiarizing work created by another person without his/her consent.
4. Posting anonymous or forging electronic mail messages.
5. Attempting to read, alter, delete, or copy the electronic mail messages of other system users.
6. Giving out personal information such as phone numbers, addresses, driver's license or social security numbers, bankcard or checking account information.
7. Using the school's computer hardware or network for any illegal activity such as copying or downloading copyrighted software, music or images, or violation of copyright laws.
8. Downloading, installing, or using games, music files, public domain, shareware or any other unauthorized program on any school's computer or computer system.
9. Purposely bringing on premises or infecting any school computer or network with a Virus, Trojan, or program designed to damage, alter, destroy or provide access to unauthorized data or information.
10. Gaining access or attempting to access unauthorized or restricted network resources or the data and documents of another person.
11. Using or attempting to use the password or account of another person or utilizing a computer while logged on under another user's account.
12. Using the school's computers or network while access privileges have been suspended.
13. Using the school's computer hardware, network, or Internet link in a manner that is inconsistent with a teacher's directions and generally accepted network etiquette.

14. Altering or attempting to alter the configuration of a computer, network electronics, the operating system, or any of the software.
15. Attempting to vandalize, disconnect or disassemble any network or computer component.
16. Utilizing the computers and network to retrieve information or run software applications not assigned by their teacher or inconsistent with school policy.
17. Providing another student with user account information or passwords.
18. Connecting to or installing any computer hardware, components, or software which is not school system property to or in the district's technology resources without prior approval of the district technology supervisory personnel.
19. Bringing on premises any disk or storage device that contains a software application or utility that could be used to alter the configuration of the operating system or network equipment, scan or probe the network, or provide access to unauthorized areas or data.
20. Downloading or accessing via e-mail or file sharing, any software or programs not specifically authorized by Technology personnel.
21. Bypassing or attempting to circumvent network security, virus protection, network filtering, or policies.
22. Possessing or accessing information on school property related to "Hacking", or altering, or bypassing network security or policies.
23. Participating on message boards without teacher direction, or in live chat using but not limited to AIM, Yahoo, or MSN Messenger.
24. Students may use the school computer system only for legitimate educational purposes, which include class work and independent research that is similar to the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher or other professional.
25. All student use of the District network and Internet system or personal cell phones or other digital devices used by students while on campus is subject to the provisions of the individual school policies. Students may not share or post personal information about or images of any other student, staff member or employee without permission from that student, staff member or employee. If a student is found to have abused a personal cell phone or digital device in a manner that is not in accord with this Appropriate Use Policy, in addition to other disciplinary actions, the administrator may ban the students' use of any and all personal cell phone or digital devices.
26. Students should follow the guidelines for searching that utilize safe search engines and technology.

27. Off Campus Internet Expression – Students may be disciplined for expression on/off campus networks or websites only if the expression is deemed to cause a substantial disruption in school, or collide or interfere with the rights of other students, staff or employees.
28. Students maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students to participate fully in school or extracurricular activities is a violation of the Appropriate Use Policy and can subject the student to appropriate penalties and disciplinary action.

Approved by the Board 11/2006

8340 TECHNICAL SERVICES WEB SITE POSTING GUIDELINES

1. Student Information, Work, and Pictures:

- 1.1 Web pages hosted from Weber School District School District's web server may contain a reference to a student. This includes references to students in photographs or in text.
- 1.2 The following student information is appropriate to include in conjunction with text or photograph, unless parent(s) request that no information on their child be posted on the school's web page*.
 - A student's photograph or exemplary classroom projects may be posted, but the school system is careful not to associate a student's full name in such a way that it can be identified with a photograph of a student.

2. Copyright

- 2.1 Unauthorized use of copyrighted material is prohibited. All copyrighted material must be properly cited using standard citation information, giving credit (web address or active link) to a company or individual (celebrity, for instance) that has created text, a graphic, etc., assuming the site is not blocked by the web filtering hardware and software.

3. Prohibited Content/Items

- 3.1 Personal communications information about staff and parent volunteers, non-district email addresses, non-district mailing address, and non-district phone numbers except as approved by the building principal and the parent volunteer whose information is to be released. Example: PTSO/PTA/Booster Organization officer requests to have their personal email address listed in the appropriate area on the schools' page(s) and principal approves the request.
- 3.2 Student personal contact information of any kind.
- 3.3 Links to staff, volunteers or student's "personal" home pages that are on remote, non-district web servers (not hosted on Weber School District School's equipment).
- 3.4 Links to "non-official" Weber School District related sites that are hosted on remote, non-district web servers. Examples: athletic booster pages, PTA pages, etc. This prohibition includes teacher-created classroom pages or online services that may inform parents and visitors of the school district's site or classroom activities. The school system will provide hosting services for school-related web postings of booster club organizations, PTA groups, teachers, etc. following the same protocol and guidelines presented in this document.
- 3.5 Counters: If a school wants a Web page counter on its site, it must be an "invisible" counter. Tracking information on the use of a school's web site and individual sections can be obtained from Coordinator of Online Learning.

4. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the right of other students to participate fully in school or extracurricular activities is a violation of the Appropriate Use Policy, and can subject the student, staff, or employee member to appropriate penalties and disciplinary action.
5. Compliance with Weber School District Appropriate Use Guidelines

All material posted to the Weber School District website(s) must adhere to all provisions set forth in the Appropriate Use Guidelines. Items from these documents, which are relevant to information posted on the web, are the following:

No information/materials may be posted that is

- Damaging to another person's reputation,
- Abusive,
- Obscene,
- Sexually oriented,
- Threatening or demeaning to another person's gender or race,
- Contrary to the school's policy on harassment
- Harassing
- Illegal

Pages created/information posted on Weber School District web sites:

- MUST NOT use the network for financial gain or advertising.
- MUST NOT contain plagiarized work created by another person without his/her consent
- MUST NOT contain personal information such as phone numbers, addresses, driver's license or social security numbers, bank card or checking account information about any student or staff member.
- MUST NOT provide any user account information or passwords. If students participate in the creation and/or maintenance of web pages, they MUST be logged onto the network with their own USER IDs and PASSWORDS. Under NO circumstances are students to be given another student's or employee's login information.

6. Educational Appropriate Postings

Material posted to the school's web site and associated teacher web pages must be educationally sound and appropriate as determined by the school or district administrators.

** Parent permission is granted on the enrollment data form and is cross-referenced in the student information system.*

8350 DIGITAL MEDIA DEVICES

References:

Utah State Office of Education Rule R277-495.

The use of digital media devices (cell phones, pagers, computers, cameras, audio recorders, PDA's, radios, CD/DVD players, etc.) have increased in our community and in the schools. While digital media devices are beneficial, their misuse may be disruptive to a positive learning environment and may infringe on the privacy and rights of others.

EMPLOYEE USE OF DIGITAL MEDIA DEVICES

Digital media devices must be used in an ethical and responsible manner. No employee should be involved in illegal transactions, harassment, obscene or offensive behavior or other violations of district policies or federal, state or local laws on a digital media device.

Digital media devices should be used in a reasonable and prudent manner. During work hours and/or when conducting school business, employees shall not send or view "text" messages while operating any motor vehicle.

Any misuse of a digital media device will be addressed by the building level administrator or supervisor as outlined in the corrective action guide.

STUDENT USE OF DIGITAL MEDIA DEVICES

Students use digital media devices for a variety of reasons. Misuse of a digital media device may be detrimental to the learning environment and is addressed in the Weber School District Student Discipline Policy (Including Safe School Policy). The policy's purpose is to "foster a safe, positive environment for learning." Behaviors prohibited by the policy include, but are not limited to:

- Willful disobedience or violating a school or district rule (such as cheating)
- Disruptive behavior
- Defying authority
- Posing a significant threat to the welfare, safety or morals of a student, school personnel or the operation of the school
- Inappropriate exposure of body parts
- Sexual or other harassment

The policy also describes possible consequences and outlines due process procedures.

POSSESSION & USE OF DIGITAL MEDIA DEVICES

Regulations which ban or limit the use of specific digital media devices should be determined at the school level following guidelines as outlined in the Utah State Office of Education Rule R277-495.

The school is in a position to take input from staff, patrons, and students regarding the benefits and effects of a digital media device and the age and maturity of the students. The school is also in a position to establish guidelines for dealing with digital media devices.

School policies need to be developed at the school level, approved by the Executive Director of Elementary or Secondary Education, and posted for student, parent, and community member access no later than April 1, 2009.

SEARCHES

School administrator or designee may search digital media devices based on reasonable suspicion that they contain evidence of a violation of school rules or policy.

Approved by the Board 02/11/2009

8400 VIDEO USAGE

It is the policy of Weber School District to provide the following directions for video use in the education of students:

1. VIDEO USAGE

- 1.1 Instructional Use: The primary use of videos is for instructional purposes. By law, any video that does not include “public performance rights”[©] must comply with the “fair use” provision of copyright law. This requires that videos
 - 1.1 A. be used with students in “face-to-face” instruction with the teacher.
 - 1.1 B. be correlated to instructional objectives.
 - 1.1 C. be shown in a normal instructional setting, (not in large group settings such as in an auditorium or assembly hall).
 - 1.1 D. not be shown for reward, entertainment, fund raising, or the charging of admission.
- 1.2. Non-instructional Use: Only videos that include “public performance rights” may be used for reward and entertainment. Videos shown solely for reward or entertainment must be approved by the building administrator.

2. VIDEO RATINGS

- 2.1 Elementary Schools may only show “G” rated videos.
- 2.2 Junior High Schools
 - 2.2 A. may show “G” rated videos.
 - 2.2 B. may show “PG” rated videos with approval of the building administrator and the parents (written).
 - 2.2 C. may not show videos with more restrictive ratings (e.g. PG-13, R, NC-17, X).
- 2.3. Senior High Schools
 - 2.3 A. may show “G” rated videos.
 - 2.3 B. may show “PG” rated videos with approval of the department.
 - 2.3 C. may show “PG-13” rated videos with approval of the department, a building administrator and the parent (written).
 - 2.3 D. may not show any video with more restrictive ratings (e.g. R, NC-17, X).

3. VIDEO SOURCES

- 3.1 Any video from the district media center may be shown to students. (Grade level recommendations in the catalog should be observed.)
- 3.2 Any video recorded from Instructional Television (i.e. ITV channels 7 & 9) may be shown in accordance with the rights stated in the ITV Schedule Book, which is produced and distributed quarterly to all schools.
- 3.3 All videos legally purchased by the school media centers may be shown if approved for purchase by a building administrator and the department (secondary) or grade level team (elementary.)
- 3.4 Commercially rented videos carry individual restrictions and may not be shown.
- 3.5 Privately owned videos may not be shown unless approved by the building administrator.

4. EFFECTIVE VIDEO UTILIZATION

- 4.1 All videos must be previewed by the teacher before showing.
- 4.2 Intended instructional objectives must be written and filed.
- 4.3 Sound instructional principles that maximize instructional time should always be employed (e.g. show only relevant clips, inform students of the instructional purpose, stop and start video to integrate other instructional activities, use pre/post questions and discussions and assessment, etc.)

Approved by the Board 01/22/1997

8450 VIDEO SECURITY ON SCHOOL GROUNDS OR PROPERTY

1. Camera Location, Operation and Control

All school district grounds, buildings and property including buses for district purposes may be equipped with video security cameras. Video equipment may be placed in any area where there is not a reasonable expectation of privacy, including but not limited to parking lots, entrances, exits, hallways, offices, gymnasiums, stages, cafeterias, libraries, storage areas, and other public shared or common spaces.

- 1.1 There is no reasonable expectation of privacy in a person's office and/or classroom. However, a camera will not be placed in a classroom or office without first gaining approval from the superintendent or designee.
- 1.2 Video security cameras shall not be placed to monitor areas where there is a reasonable expectation of privacy, specifically locker rooms and restrooms.
- 1.3 Only individuals with written authorization by the superintendent or designee shall have access to video security cameras, monitors, or monitoring tools and be permitted to operate the controls. Authorizations can be requested through the superintendent or designee.
- 1.4 Video security cameras shall monitor and/or record only video images. In accordance with federal and/or state laws, audio shall only be monitored or recorded by video security camera when permissible by law.
- 1.5 Special requests (outside the normal, day to day operation) to use video security shall be submitted to the superintendent or designee for review and approval. The request to use such equipment should be set forth in writing and contain the following points:
 - 1.5 A. Why the equipment is needed, including supporting data;
 - 1.5 B. The time period the equipment will be used;
 - 1.5 C. The date of the request; and,
 - 1.5 D. The name, title, and signature of the requester.

The superintendent or designee shall consult with the principal and/or elementary and secondary executive directors in matters involving students and with the director of Human Resources in matters involving employees.

2. Use of Video Recordings

The district may use video security cameras and the resulting recordings for any lawful purpose. The following purposes are expressly authorized:

- 2.1 The promotion of a safe and orderly school environment;
- 2.2 Student and employee discipline proceedings;

- 2.3 The protection of district property;
 - 2.4 Adherence to all district legal and administrative directives; or,
 - 2.5 Inquiries and proceedings relating to law enforcement.
- Other users must be authorized by the superintendent or designee.

3. **Protection of Information and Disclosure**

- 3.1 Live Stream Video Monitoring:
 - 3.1 A. Live stream video monitoring is defined as the viewing of the active cameras in and around school grounds live as the event is occurring and does not include the viewing of archival data of any kind.
 - 3.1 B. Only district or school administration, school resource officers, and other members of law enforcement as allowed through a memorandum of understanding, shall have access to live stream video monitoring devices while they are in operation.
 - 3.1 C. Live stream video monitoring should be in controlled access areas and shall be viewed on a need-to-know basis only, and in such a manner as to avoid public viewing.
- 3.2 Archival Video Monitoring
 - 3.2 A. Archival video monitoring is defined as the viewing of any recording of a past time period from the video security system archives.
 - 3.2 B. Only district or school administration and school resources officers who are acting for school purposes may view archival recordings on a need-to-know basis. This may include the promotion of a safe school environment, student and employee discipline, protection of district property, adherence to district legal and administrative directives, and inquiries and proceedings relating to law enforcement concerning staff and student activity within the district.
 - 3.2 C. Inquiries concerning the viewing of archival data from security recordings from law enforcement agencies concerning investigations outside of the district are subject to the Family Educational Rights and Privacy Act (FERPA) policy guidelines.
- 3.3 Archival Video Collection
 - 3.3 A. Archival video collection is defined as the collection of any type of media device with data from the video security system.
 - 3.3 B. The district will retain custody and control of all original video recordings not provided to law enforcement. With the exception of records retained for criminal, safety, discipline, or security investigations or evidentiary purposes, the district will maintain recordings for a minimum of fourteen (14) consecutive calendar days. The district will make reasonable efforts to ensure the security of recordings in its custody and ensure their safe and secure disposal.

- 3.3 C. Only district or school administration and school resource officers who are acting as school officials may make copies of recordings on a need-to-know basis. This may include the promotion of a safe school environment, student and employee discipline, protection of district policy, adherence to district legal and administrative directives, and inquiries and proceedings relating to law enforcement concerning staff and student activity within the district.
- 3.4 Release of Security Video to Individual or Entity Outside of the School District
- 3.4 A. Video archives concerning student activity at the District is considered an educational record and is controlled by the Family Educational Rights and Privacy Act (FERPA) policy guidelines.
- Video archives displaying student victims or students violating school rules are considered educational records. Parents/Guardians have a right to review educational rights of their children. Video archives of other students shown in the video who are not part of the violation (bystanders) are not considered educational records.
 - Release of video archives to law enforcement agencies may be done with:
 - A lawful order of the court; or,
 - A decision by the superintendent or designee that the information is necessary to protect the immediate health or safety of students or other individuals.
- 3.4 B. Video archives concerning employees of the district are considered employment records and are subject to rules of the Government Records Access and Management Act (GRAMA). Requests for these must be made through The Human Resources Department.
- 3.4 C. Archival video should not be exported and/or posted to any video hosting websites whether (i.e. YouTube, WeberTube, TeacherTube, etc.) under any circumstances. This is considered an unauthorized release of student and/or employee data and is in violation of district policy.
4. **Notice of Use of Video Systems**
- 4.1 Signs advising the public of the presence of video security equipment may be posted.
- 4.2 Students and their parents/guardians shall be informed in writing by the district each year that the district may monitor activity at designated monitoring points.
- 4.3 All staff shall be informed of the district's video security policy and procedures by district or school administration.
5. **Applicability**
- This procedure does not apply where a law enforcement agency presents an order of the court authorizing the agency's installation of video or audio security on district property.

This procedure does not apply to the monitoring or use of the district's technology system which is governed by Board Policies and Procedures.

6. **Review**

The effectiveness of the video security operations shall be reviewed annually by the superintendent or designee. This procedure replaces all prior procedures or protocols.

Approved by the Board 12/04/2013

8500 WELLNESS POLICY

Forms:

**Child Nutrition Wellness Procedures
Wellness Policy Procedural checklist**

1. PURPOSE AND PHILOSOPHY

The Weber School District is committed to providing a school environment which includes good nutrition and regular physical activity as part of the total learning environment. The District supports overall student wellness by promoting nutrition and providing education, physical activity, and other school-based activities that promote overall student wellness. The District supports compliance with federal nutrition standards for food and beverages provided and/or sold at school.

2. NUTRITION PROMOTION AND EDUCATION, AND PHYSICAL ACTIVITY

The Weber School District supports quality nutrition education and promotion, physical activity and other school-based activities that promote student wellness. Nutrition education and promotion shall be integrated within the sequential, comprehensive health education program taught at every grade level. The nutrition education and promotion program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the State Core Health Education Curriculum.

A quality physical education program and other school-based activities are essential for students to understand the benefits of physical activity as part of overall student wellness. A sequential, developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity includes regular instructional physical education, as well as, extracurricular activities in the secondary schools and recess in the elementary schools.

Specific goals for nutrition education and promotion, physical activity and other school-based activities that promote student wellness can be found in the Child Nutrition School Wellness Procedures, located at the [Child Nutrition Website](#).

3. NUTRITION STANDARDS AND GUIDELINES FOR ALL BEVERAGES AND FOODS ON CAMPUS

Food served through the school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Schools selling food items or beverages on school grounds and at school-sponsored activities during the instructional day may only market foods meeting smart snack requirements and are encouraged to sell foods and beverages that promote student health and reduce childhood obesity. Schools that sell food items and beverages at school during the school day are also required to

comply with the standards and nutrition guidelines consistent with the National School Lunch and Breakfast Program, Smart Snacks.

Specific standards and nutrition guidelines for food and beverages provided and sold to students during the school day can be found in the Child Nutrition School Wellness Procedures, located at the [Child Nutrition Website](#).

4. **MONITORING AND POLICY REVIEW**

The Child Nutrition Supervisor is responsible for the implementation and oversight of this policy and will ensure Weber District schools are in compliance with this policy and with the associated procedures by working with each school's principal or designee.

The District values the input of all stakeholders in student wellness. A description of how parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public can participate in the development, implementation, and periodic review and update of this policy and the associated procedures can be found in the Child Nutrition School Wellness Procedures, located at the [Child Nutrition Website](#).

The District will measure implementation of this policy and report implementation issues to the public in accordance with Child Nutrition School Wellness Procedures.

Approved by the Board 06/13/2018

**Weber School District
Contract for
Vending Machines**

Effective Date: _____

Parties: Weber School District and _____.

Recitals: _____ is a wholesale distributor of products for resale in soft drink dispensers, vending machines and coolers. _____ desires to supply its products to WSD, and WSD desires to purchase such products from _____ in accordance with the following terms and conditions.

By and in consideration of the mutual promises set forth herein, the Parties agree as follows:

1. Grant of Rights: WSD hereby grants to _____ the right to supply soft drink beverages (100 milligrams or less of caffeine per unit) and/or foods (300 calories or less per unit) to _____.
2. Pricing: Indicated commission rates and net case costs are tendered with the following requirement: Under a shared vending program, fair and equitable retail pricing between competing suppliers must be maintained or _____ has the right to void this agreement.
3. Vending Locations: WSD has agreed to permit _____ to place and keep on location vending machines in locations specified at each Campus owned or operated by WSD. **This will not include elementary school locations, except in faculty rooms.**
4. Term: The term of this contract is one year beginning on the effective date, _____, and shall expire at midnight on _____. It is agreed and understood that during the 90 day period prior to the expiration of the Agreement; the Parties may negotiate in good faith toward an extension of this Agreement.
5. Termination: This Agreement will terminate upon the expiration of the terms set forth above, unless extended by agreement of the Parties. Otherwise, this Agreement may be terminated as follows:
 - A. This Agreement may be terminated by either Party, without cause, upon 90-days written notice to the other Party. In the event of a material breach of this Agreement it may be terminated upon 30-days written notice of the material breach provided the party in default has not cured the alleged breach.
 - B. This Agreement may be terminated by WSD in the event it is determined by a court of competent jurisdiction or appropriate governmental agency that the

Agreement contemplated hereunder is unlawful. Upon such final order, both Parties shall be relieved of their duties hereunder.

C. WSD herby represents and warrants that, to the best of its knowledge and belief, it has the right and authority to enter into this Agreement and to grant and convey to _____ the rights set forth herein.

6. Miscellaneous:

A. Entire Agreement: This Agreement constitutes the entire understanding of the parties hereto and supersedes all previous agreements and contracts between the parties relating to the subject matter hereof.

B. Amendment: This Agreement may not be amended except in writing with the consent of both Parties.

C. Binding Effect/Assignment: This Agreement shall be binding upon the Parties hereto, as well as their respective successors in interest. This Agreement may not be assigned by either party.

D. Dispute Resolution: This Agreement shall be governed by the laws of the State of Utah. All disputes must be resolved by the courts of the State of Utah.

E. _____ will abide by the federal, state, school district and school requirements concerning the wellness programs that are in place.

F. This Agreement may be terminated by WSD if the WSD Board of Education, or any Utah State agencies having jurisdiction over the District, adopt policies that preclude the vending of products by companies in the District's schools.

Weber School District

Date _____

School: _____

Title: _____

Signature: _____

Company: _____

Title: _____

Signature: _____

8600 USE OF DISTRICT VEHICLES FOR NON-SCHOOL SPONSORED EVENTS POLICY

This policy outlines the procedures necessary to insure that District vehicles and related services are appropriately managed for non-school sponsored activities. The District is a public, tax-supported institution; therefore, District owned vehicles and related services must be utilized for District functions only, except in the case of public emergencies or when justified by this policy. All school-sponsored activities are not subject to this policy

Use of District vehicles and related services will only be considered for community, non-profit activities defined as: city, county, or other governmental sponsored entities non-profit events, events in support of other governmental entities (police training, community awareness activities, etc.), in the case of public emergencies where the life or well-being of citizens are involved. Weber School District reserves the right to refuse the use of District vehicles, support equipment, and services to anyone at any time.

The following procedure will apply to vehicle and support services use under this policy:

Submission of the following must be received by the District Office 14 workdays in advance to receive consideration for use of District vehicles and services.

- a. A properly completed and signed request/contract.
- b. A detailed itinerary.
- c. Administratively acceptable documentation that demonstrates that the private sector (reasonably available transportation companies) is unable to accommodate the specific transportation need(s).
- d. Proof of insurance, with the recommended minimum amount of coverage by State Risk Management which changes on July 1st of each year.
- f. A signed indemnity agreement as part of the contract.
- g. Consideration for approval will be based on receipt and review of the above information subject to District Policy and availability of buses and drivers.
- h. Non-profit rate is based on the District average cost per hour (driver time, fuel, depreciation, and maintenance) and mileage. Rates are determined by the transportation department and approved by the Superintendent or designee. The hourly rate is charged from the time the driver reports for duty and until the driver is released from duty and returns to their starting location. All rates are subject to change at any time, without modification to this policy. Approved rates may be obtained from the transportation department.
- i. The Superintendent, or designee, reviews and approves or denies all requests.

Approved by the Board 01/07/2009

8700 ADMINISTRATIVE PROCEDURES FOR SERVICE ANIMALS IN SCHOOLS

References:

Americans with Disabilities Act (as amended 2008); 28 C.F.R. Part 35
Utah Code Ann. § 62A-5b-101 through 104

Weber School District acknowledges its obligation to permit students and/or adults with disabilities to be accompanied by a service animal in its school buildings, classrooms, and at school functions as required by the Americans with Disabilities Act (as amended 2008) and Utah statute.

1. A “service animal” means a dog or miniature horse individually trained to do work or perform tasks for the benefit of a person with a disability. For example, work or tasks may include, but are not limited to: guiding a person with impaired vision; alerting a person with impaired hearing to intruders or sounds; providing minimal protection or rescue work; pulling a wheelchair; fetching dropped items; providing physical support and assistance with balance/stability; or helping persons with neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition. Therefore, an “emotional support animal” or “therapy animal” is not considered a service animal.

2. The service animal must be:
 - 2.1 Required because the individual has a disability; and
 - 2.2 Individually trained to do work or perform tasks for the benefit of the individual with a disability.
3. A service animal may only be a dog or a miniature horse as detailed below. No wild animals (trained or untrained) will be permitted in schools as a service animal.
4. Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, classrooms, or at school functions will be handled on a case-by-case basis, considering:
 - 4.1 The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
 - 4.2 Whether the student or adult with the disability has sufficient control of the miniature horse.
 - 4.3 Whether the miniature horse is housebroken.
 - 4.4 Whether the miniature horse’s presence in a school building, classroom, or school function compromises legitimate safety requirements that are necessary for safe operations.

5. Due to the District's need to accommodate a variety of disabilities and conditions (which may include the competing needs of children and/or staff with animal allergies or fears), early notification of the need for a service animal is encouraged.

For student accommodations – Director of Student Services
For employee accommodations – Director of Human Resources
For adult visitors – Director of Facilities and Operations

Requests may be directed to: Weber School District, 5320 Adams Ave. Pkwy., Ogden UT 84405, (phone: 801-476-7800) to the attention of the appropriate director described above prior to bringing the service animal to school or to a school function.

- 5.1 The request should include the following:
- 5.1 A. The individual's name, school, and a description of the school functions at which the service animal is requested to be used;
 - 5.1 B. An affirmation that the animal is required because of a disability;
 - 5.1 C. A description of the work or tasks that the service animal has been trained to provide for the person with the disability, and
 - 5.1 D. Proof of required rabies vaccination (and any additional vaccinations required by Weber County Animal Control).
- 5.2 Written approval will be sent via U.S. mail by the appropriate director as described above. A copy will be sent to the school.
- 5.3 The information in numbers 2 and 3 above will be requested for animals brought to campus without prior notice.
6. To avoid confusion about whether an animal is a permitted service animal, a person accompanied by a service animal while at school or at school functions is requested to exhibit one of the following:
- 6.1 The animal's laminated identification card;
 - 6.2 The animal's service vest; or
 - 6.3 Another form of identification sufficient to put others on notice that the animal is a service animal.
7. Permitted service animals should be:
- 7.1 Treated for, and kept free of, fleas and ticks;
 - 7.2 Kept clean and groomed to minimize shedding and dander;
 - 7.3 Spayed or neutered; and
 - 7.4 Housebroken.
8. All service animals must have a harness, leash, or other tether. The exception to this would be if either:
- 8.1 The handler is unable because of the disability to use a harness, leash, or other **tether, or**
 - 8.2 The use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks. In such cases, the service animal must be otherwise effectively under the handler's control such as through the use of voice commands or hand signals.

9. The District or the individual school is not responsible for providing a staff member to walk the service animal or to provide any care or assistance to the animal.
 - 9.1 Students with service animals are expected to care for and supervise their animal.
 - 9.2 In the case of a young child or a student with a disability who is unable to care for or supervise the animal due to their disability, care for or supervision of the service animal will be addressed on a case-by-case basis with the school administration.
 - 9.3 If parents choose to provide a handler for the service animal, the handler must be fingerprinted and have a background check.
10. A school administrator may ask an individual with a disability or the child's parents to remove a service animal from the school building, classroom, or from a school function if any one of the following circumstances occurs:
 - 10.1 The animal is out of control and the animal's handler does not take effective action to control the animal.
 - 10.2 The animal's presence fundamentally alters the nature of the service, program or activity.

If the school administrator is considering removal of a service animal, the administrator must contact the appropriate district director prior to the removal of the service animal. The director will determine if Risk Management should be contacted.

11. In the event a service animal is removed, excluded, or otherwise prohibited, the individual with a disability shall be given the opportunity to participate in the service, program, or activity at issue without the accompaniment of the service animal.

Approved by the Board 12/07/2011